

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 26th April 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Carol Jordan Mrs Eileen Pearce Mr Ian Mitchell Mrs Susan Smal

In Attendance: Mrs Ana Hughes (Clerk)
And 1 parishioners

1. (a) Apologies: Mrs Sandy Philibert

(b) Declarations of Interest: Mr Ian Mitchell declared a personal interest in Item 4 TA/2011/443 due to being a neighbour. He gave no opinion and made no decision in the Parish Council's response to the aforementioned item.

2. Minutes of the Previous Meeting: The minutes of the previous meeting (March) were agreed as an accurate record and signed.

3. TA/2011/434 – Land north-west of 23 Lusted Hall Lane, Tatsfield, TN16 2AE

Erection of 10 dwellings (all affordable) comprising 2 x 3-bed houses, 4 x 2-bed houses, 2 x 2-bed flats and 2 x 1-bed flats, refuse store, drying area and sheds. Formation of access from Lusted Hall Lane and 18 parking spaces.

It was noted that this was the Affordable Housing project which had been promoted and supported by the Parish Council from its inception 3 years previously. The Parish Council was pleased that the planning application had finally been submitted following protracted discussions between English Rural and Tandridge planning, and although the scheme had been reduced to 10 dwellings, many of the requests and points made by the Parish Council during its dealings in this project, had been retained, including the community area. It was noted that 2 objections had been received from local residents. During the discussion it was noted that the Wildlife survey submitted had not included a detailed search with regards to a badger survey in the area. It was agreed that this point would be noted in the response by the Clerk. Overall it was agreed that the Parish Council were pleased that the planning application had finally been lodged and that a response would mention the Parish Council's support of the project and a recommendation for a detailed wildlife search. The Clerk was further asked to clarify the position of the Parish Council with regards to making contact with neighbours and those who had objected.

4. TA/2011/443 - Hawthorns, Greenway, Tatsfield, TN16 2B

Erection of extension to roof to include gable end, increase in ridge height, and conversion to habitable room.

The planning member for April had requested a backup as he had a personal interest in this item. This had been provided by Carol Jordan. The planning member reported that this planning application was a new submission following the refusal of TA/2010/1151. Detailed observations had been made comparing the new planning application with the previous one and although some reduction in the roof height and size of habitable room were observed, concerns remained regarding the overall bulk. No significant reductions in bulk were obvious to the planning member. It was further noted that the concerns regarding the 'bulky form of development' and the 'large flat roof' being out of character with the rest of the property, which had been particular points of concern in the refusal of the planning application in 2010, remained in the new application. The Clerk was instructed to provide a response to this effect and including the above mentioned concerns.

5. Matters for Reporting or Inclusion in Future Agenda:

The planning member noted that TA/2011/320 (Gorse Down Farm) had been approved, the appeal for TA/2010/1101 (Land between Pine Lodge & St. Elmo) had been dismissed and that TA/2011/226 (7 Whitewood Cottages) had been refused and deemed to require planning permission.

The Chairman noted that it was very important that the Certificate of Lawfulness for the Allotment site be submitted as soon as possible. The Clerk reported that this was underway.

The Meeting concluded at 8.45pm

Item & page (28 Mar 11)	Action	Who	Date by	Result
3, 5	Respond to TA/2011/226	Clerk	01/4	COMPLETE
4,5	Respond to TA/2011/320	Clerk	01/4	COMPLETE
5,5	Respond to TA/2011/333	Clerk	01/4	COMPLETE

Item & page (28 Mar 11)	Action	Who	Date by	Result
6,6	Clarify and respond to TA/2011/342	Clerk	07/4	COMPLETE

Item & page (26 Apr 11)	Action	Who	Date by	Result
3, 7	Respond and clarify TA/2011/434	Clerk	28/4	COMPLETE
4,7	Respond to TA/2011/443	Clerk	28/4	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 13th May 2011 in the First Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: Mr Jon Allbutt (in the chair) Mr Ian Mitchell Mrs Susan Smale Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (clerk)

1. Apologies: None

2. Minutes

The minutes of the meeting held on the 3rd March 2011 were approved as a correct record and signed by the Chairman.

3. To discuss draft End of Year accounts for 2010/11 and agree

The draft end of year accounts were discussed. The Clerk was asked to include the Maesmaur Road nominal possessory title. It was agreed that certain small cosmetic changes would be made to the accounts as well as the addition of the Maesmaur Road to Freehold and these would then be presented to the internal Auditor on 25th May 2011.

4. To Discuss Changes to the Financial Regulations of the Parish Council with particular focus on the cheque guarantee system and the possibility of moving to an electronic system

The Clerk drew the attention of the committee to the impending closure of the cheque guarantee system on 30th June 2011 and the implications this could have for payments by the Parish Council. Additionally information had been circulated by the clerk regarding the possibility of using internet banking and recommendations from SCAPTC and NALC on this matter were discussed. It was agreed that the Clerk would investigate whether the Parish Councils bank HSBC would offer different levels of authorisation, necessary to fulfil the requirements of Standing Orders for the Parish Council. Additionally other banks would also be investigated for discussion on 13th June 2011. It was generally agreed that the move to electronic banking would be a positive one.

5. Items for Discussion or Referral to Future Agendas

The Chairman noted that investigation into whether the Parish Council had fulfilled its requirements for Disability Access with the current arrangements should be made. The Clerk to check. The Clerk would also arrange for PAT testing of small appliances and continue with the arrangements for the new broadband connection.

The Meeting closed at 9.27 p.m.

Item & page	Action	Who	Date by	Result
3, 1	Notify contractors of success and arrange for start of work.	Clerk	4/3	Complete
3,1	Arrange meeting between tenant and electrician	Clerk	4/3	Complete
4,1	Notify contractor of success	Clerk	9/3	Complete
5,1	Produce response to consultation paper and circulate for agreement before due date	Clerk	10/3	Complete

Item & page	Action	Who	Date by	Result
3, 3	Change Annual accounts as agreed	Clerk	01/06	COMPLETE
4, 3	Investigate arrangements regarding banking authorisation levels with HSBC, Unity Bank and others	Clerk	13/6	In progress

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 23rd May 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair) Mr Ian Mitchell Mr Peter Kerry Mr Doug Mitchell Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (Clerk)
And 0 parishioners

1. (a) Apologies: Mrs Susan Smale

(b) Declarations of Interest: None

2. Minutes of the Previous Meeting: The minutes of the previous meeting (April) were agreed as an accurate record and signed.

3. TA/2011/453 - Windrush, Westmore Green, Tatsfield, TN16 2AG - Erection of two storey side extension.

The planning member reported that this appeared to be a straightforward planning proposal. The Parish Council had ascertained that no previous changes to the property had been registered. It was decided at this time, following some discussion regarding boundaries and the possible impact to a future Bassetts development that no comment would be made on this planning application. The Clerk to progress.

4. To discuss the Community Infrastructure Levy (CIL) Consultation and agree way forward.

The Parish Council was informed that this consultation addressed the proposal to create a formal process for new developers to ensure their development ‘gave something back;’ to the community they were proposing to develop in. For instance a developer who wished to create a new supermarket would be invited to propose a way their project could benefit the community in a more embracing manner, by (for instance) building in a community library to their supermarket, or other such possible options.

The Consultation invited Parish Councils to create a list of desirable projects that could be presented to developers in the future should they wish to build in that Parish Council. Examples were proposed in the meeting as being a new playground, footpath through Millennium Wood, seating around the oak tree in the Square, new notice boards, more benches around the pond, allotments being given rent free. The Chairman urged the Parish Council to consider possible inclusions in this list to be agreed at the June meeting. This was agreed.

5. To discuss the DCLG Consultation on ‘Planning for Travelers’ Sites’ and agree way forward. Following a short discussion on this matter it was agreed that for the moment there would be no comment made from the Parish Council but that the Clerk would monitor the progress and development of this consultation paper and report back to the Parish Council should this be necessary.

6. Matters for Reporting or Inclusion in Future Agenda:

Points were raised regarding the location of the deeds for Westmore and Tatsfield Greens.

It was also proposed that a meeting between Downes and Hedleys might be necessary given the current lack of agreement between them regarding the actual status of the TCGA lease.

The Meeting concluded at 9.05pm

	Action	Who	Date by	Result
Item & page (26 Apr 11)				
3, 7	Respond and clarify TA/2011/434	Clerk	28/4	COMPLETE
4,7	Respond to TA/2011/443	Clerk	28/4	COMPLETE

	Action	Who	Date by	Result
Item & page (23 May 11)				
3, 9	Respond to TA/2011/453	Clerk	01/06	COMPLETE
4,9	Obtain a list of desirable projects to be submitted for the CIL	All	13/6	In progress
5, 9	Monitor progress of the DCLG consultation and alert Parish Council if necessary	Clerk	13/6	In progress

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 10th June 2011 in the First Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: **Mr Jon Allbutt (in the chair)** Mr Ian Mitchell Mrs Susan Smale Mrs Nichola Stokoe

In Attendance: **Mrs Ana Hughes (clerk)**

1. Apologies: None

2. Minutes of last meeting

The minutes of the meeting held on the 13th May 2011 were approved as a correct record and signed by the Chairman.

3. To approve End of Year Accounts for 2010/11

The Clerk noted that the changes requested in the previous meeting had been included and that additional changes had been made to reflect the requirements highlighted by the Internal Auditor in his visit, to the Supporting Statements to the Accounts. The Clerk was asked to determine whether the new bus shelter had been denominated as a Parish Council asset and should therefore be included on the register.

The circulated Internal Auditors report was reviewed. The Clerk noted that most items on there were explanatory or suggestions. The exceptions were being addressed – notably relating to the new format required for assets on the asset register, which was partly addressed in the new format listed in the Supporting Statement. The other item was discussed at length in Item 4 of the Agenda.

The committee agreed that, subject to the Clerks enquiries, the accounts should be approved by the Parish Council meeting on 13th June 2011.

4. To Discuss TACG and Parish Council relationship

The Clerk informed the committee that following discussions and comments by the internal auditor, that it was necessary to review and change the current relationship with the TACG re management of the allotments. It was noted that the provision and management of allotments needed to conform to the requirements set out in the ‘Smallholdings and Allotments Act 1908’. It was agreed that the Clerk would summarise the requirements to be brought before the TACG meeting the following week, namely that the TACG would be the Parish Councils appointed Allotments Managers, that all rents would be collected on behalf of the Parish Council and that expenditure could be authorised to an agreed limit on behalf of the Parish Council, to be agreed by the Parish Council subsequently.

It was also agreed that Hedley’s would be asked to provide assurance that the current proposed Agreement with the Horticultural society reflected the requirements of the 1908 Act. The Clerk to progress both items.

5. Items for Discussion or Referral to Future Agendas

None

The Meeting closed at 9.18 p.m.

Item & page (13 May)	Action	Who	Date by	Res
3, 3	Change Annual accounts as agreed	Clerk	01/06	COMPI
4, 3	Investigate arrangements regarding banking authorisation levels with HSBC, Unity Bank and others	Clerk	13/6	In progr

Item & page (10 June)	Action	Who	Date by	Res
3, 5	Determine status of new bus shelter	Clerk	13/6	COMPI

4, 5	Provide update summary for TACG	Clerk	14/6	COMPI
4,5	Check with Hedley's re status of Agreement	Clerk	17/6	COMPI

DRAFT MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 27th June 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: **Mr Jon Allbutt (in the chair)** Mr Ian Mitchell Mrs Susan Smale Mr Doug Mitchell Mrs Nichola Stokoe

In Attendance: **Mrs Ana Hughes (Clerk)**
And 0 parishioners

1. **(a) Apologies:** Mr Peter Kerry

(b)Declarations of Interest: None

2. Minutes of the Previous Meeting:

The minutes of the previous meeting (May) were agreed as an accurate record and signed.

3. TA/2011/717 - Top O The Down,Ricketts Hill Road,Tatsfield,TN16 2NA - Erection of single storey extension to rear and side elevations and alterations to the roof. (Certificate of lawfulness for a proposed use).

The Planning member noted that this appeared to be an application in response to a previously refused submission, to 'test the water' as it were. Concerns surrounding the likelihood of the proposed changes being within permitted development rules were raised. Additionally the Clerk was asked to note in her response to Tandridge Planning, that part of the submitted application included Common Land (part of Tatsfield Green) which did not belong to the owner and therefore should not be included within the planning application as such. The Clerk to expedite.

4. TA/2011/729 - Church Farm, Church Hill, Tatsfield, TN16 2JX -Erection of detached double garage and storage area to store tractor and equipment required for maintenance of field. (Retrospective)

The planning member reported that this was a resubmission and challenge to a previous TDC refusal. After a short discussion it was agreed that in principle there was no reason to refuse the garage but that the Parish Council's response should include a suggestion for a restriction to ensure the garage was not then subsequently turned into habitable accommodation. The Clerk to proceed.

5. TO AGREE A LIST FOR CIL AND REVENUE MAINTENANCE PROGRAMME

The meeting agreed that the list for the Revenue Maintenance Programme (Community Pride Fund) which was highlighted at the general meeting in June, which had been circulated to all parties, would be submitted to David Hodge for consideration.

The meeting discussed and agreed that a number of items would be submitted to Tandridge together with a formal approval of the CIL proposal, including:

- A contribution towards the refurbishment of the Playground in Tatsfield
- Assistance n maintain / improving and extending Parish Council owned facilities
- More posts around Westmore Green
- Financial assistance with the extension of the path across Tatsfield Green
- Replacement of benches on Westmore Green and around the pond

Other items could be added as and when they were considered necessary.
The Clerk to finalise.

6. Matters for Reporting or Inclusion in Future Agenda:

It was suggested that a request might be made to Piers Mason regarding a possible meeting with the Parish Council in September or October to discuss planning matters.

The Meeting concluded at 9.05pm

Item & page (23 May 11)	Action	Who	Date by	R
3, 9	Respond to TA/2011/453	Clerk	01/06	COM

4,9	Obtain a list of desirable projects to be submitted for the CIL	All	13/6	COM
5, 9	Monitor progress of the DCLG consultation and alert Parish Council if necessary	Clerk	13/6	ongo
Item & page (27 June 11)	Action	Who	Date by	R
3, 9	Respond to TA/2011/717	Clerk	03/07	COM
4, 9	Respond to TA/2011/729	Clerk	03/07	COM
5, 9	Finalise and submit list to D Hodge and for CIL to Tandridge	Clerk	05/07	COM

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th April 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Carol Jordan Mrs Susan Smale Mr Ian Mitchell Mrs Eileen Pearce

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)

And 5 parishioners.

1(a) Apologies: None

(b) Declarations of Interest: A declaration of personal and prejudicial interest was made by Ian Mitchell for Item 6a TA/2011/343. Mr Mitchell left the room at the time of this item's discussion and did not return until the item had been completed.

2. Minutes

The minutes of the meeting held on the 14th March 2011 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items.

4. Winter Emergency

The Chairman informed the Parish Council that contact had been made by Simon Mitchell at Surrey County Council requesting a meeting to discuss the previous two years of winter emergencies experienced by Tatsfield and to determine point of improvement. This was agreed to best be delayed until the new Council in May.

5. TCGA

The Clerk reported that the TCGA had been hired by Sally Taylor for tennis coaching for the previous 4 weeks and that it was hoped a booking would be made for a more ongoing hire in the near future.

The Clerk had received a report from Hedley's regarding the lack of progress on the Lease of the land around the TCGA. The legal counsel for Surrey County Council on this matter had informed Hedleys that they had sought instructions on the completion of the lease and that none had yet been forthcoming. It was noted that at this stage no inspections had taken place for a year and that maintenance, insurance and health and safety inspections could not be undertaken by the Parish Council given they did not own the land. It was agreed that the Clerk should write to David Hodge requesting a speedy progress on this matter and reminding him that responsibility for the TCGA lay currently with Surrey County Council.

6. Planning

(a) To determine the Parish Councils position on [Schedule A](#)

Greenway Cottage, Greenway, Tatsfield, TN16 2BT: **Demolition of building and erection of chalet bungalow with integral double garage. (Outline).** Ian Mitchell left the room as required following his declaration of personal and prejudicial interest in this item at the start of the meeting. The planning member informed the Parish Council that this was a statement, not a formal application. It appeared to be in line with previous similar applications and the Parish Council agreed that as the statement was in line with previous approvals then no comments would be forthcoming, but that should a formal planning application involve a change from the statement then additional consideration would be given. Ian Mitchell returned following the Parish Council's decision.

(b) To appoint a planning officer for May: Ian Mitchell. It was also agreed that the date for the planning meeting in April, should one be required, should be moved to the 26th April given the current date was Easter Monday.

(c) To discuss requests from the Tatsfield Horticultural Society for assistance with planning submissions.

The Clerk informed the Parish Council that she had received requests from the TCAG (Allotments group) and the Horticultural Society for the Parish Council to submit an application as soon as possible for a Certificate of Lawfulness for the Allotments site, as the grant that TCAG had applied for was conditional on a Certificate of Lawfulness having been applied for. Additionally assistance was requested for the future move of the composting site to the allotment site, possibly in September. The Parish Council agreed action should be taken on both counts. The Clerk to expedite.

7. Finance

(a) To authorize payments detailed in Schedule B. The Clerk noted that April was a heavy month for payments. The Payment schedule was agreed although a request was made for a copy of the original electricity bill for the car park, for which Tatsfield School was requesting payment of a percentage from the Parish Council. The Clerk to request. The Clerk drew the attention of the meeting to the need for a Direct Debit to be set up for payment of the Aileen McHugo Building's water bill with Thames Water. This was completed. The Clerk reminded the Parish Council that details of notice boards for the outside of the Aileen McHugo Building had been circulated and that her research had led to the conclusion that the choice should be between aluminum or wood notice boards, as the man made ones were too expensive. The Parish Council voted by majority for a wooden notice board as per the details circulated. The Clerk to arrange for ordering and delivery. The Clerk then reminded the meeting that quotes for the internal redecoration of the Aileen McHugo Building had been previously circulated, and that the Parish Council had been given funds of £2,800 following the completion of the Doctors lease, to cover redecoration. It was determined that the

cheaper quotation would be selected, subject to final clarification on including the cost of materials as well as the kitchen and all hallways. The Clerk to clarify.

The Clerk drew the attention of the Parish Council to a previously circulated request from Dave Bishop and the organizers of the Children's Tea Party and Fancy Dress for a contribution towards the event to commemorate the Royal Wedding in May. It was determined that £75 should be provided. The Parish Council were asked to agree and ratify an increase in the contractually stipulated rate of pay for the Clerk from NJC salary point 15 (£8.34 per hour) to NJC salary point 16 (£8.55 per hour) as agreed following a successful review in January. This was agreed unanimously.

(b) To update the Parish Council on the findings regarding VAT: The Clerk informed the Parish Council that further investigation into the rules regarding VAT and the Parish Council had been undertaken following her training course in March. This had revealed that under the finance rules governing Parish Councils (and according to SCAPTC) the Parish Council is not allowed to make an order on behalf of an organization and then reclaim the VAT unless the asset then falls under the jurisdiction of the PC and is on their asset register. However, it is perfectly allowable for donations to be made to the Parish Council that can then be used to purchase items that will then remain as PC assets. This would therefore preclude the previously agreed determination to proceed with this arrangement with TCAG. This was agreed.

(c) To agree on the basis of a loan for the TCAG (Allotments group): The Clerk then noted that given the change in VAT position and the fact that the grants applied for will not be paid by TDC until the Certificate of Lawfulness has been granted by Tandridge Planning, a proposal that the Parish Council would consider extending the loan of monies already agreed in previous meetings (for containers, hire of digger and water pipes), until such time as the loan can be repaid by TCAG through receipt of their grant. This was agreed and the Clerk to confirm.

8. Highways & Rights of Way

(a) Highways: Sandy Philibert had circulated a detailed report that covered routine matters dealt with by her since the last meeting. It was noted that Surrey Highways was in the middle of transitioning to a new contractor.

(b) Village Centre road scheme: nothing to report.

(c) Footpath Walks: The Parish Council was informed that the walks were selling well and thanks were formally issued by the member for Footpaths and Rights of way for the consortium of people who had assisted in the completion of the walks including Alan Armitage, David Wood, Des and Margaret Bishop, Angela and Roger Sawyer, Sue and Rachel Smale and Roger Pearce.

9. Notified Matters

(a) To receive an update on Affordable Housing: The Parish Council was notified that the formal Application for Planning had been submitted. This was expected to take 13 weeks for a final decision to be made.

(b) To discuss progress on the Playground Refurbishment project: Following a question from the Chairman, the Clerk confirmed that 2 members had supplied details of parties interested previously and that contact with these would be made over the coming month.

(c) To receive an update on the Annual Meeting of the Parish: The Clerk confirmed that invites had been sent, and responses were being received although the number of reports submitted thus far from local organisations was not as high as the previous year. It was agreed that C Jordan and E Pearce would arrange refreshments and flowers.

(d) To receive an update regarding the new Tatsfield Emergency Plan: It was reported that a meeting was being held with Tatsfield School regarding the use of shared premises in the event of an emergency. Further updates and submission would take place with the advent of the new Parish Council.

10. Reports from Members and Outside Organisations

(a) County Councillor: Nothing to report.

(b) District Councillor: Bob David reported on the following matters:

1- Confirmation had been received that confirmation had been received that 2 of the Tatsfield children in doubt for admission to Tatsfield School in September 2011 had got in. Thanks were offered to those who had worked hard to achieve this. However, concerns still remained for the 2012 entrants and those in the following years. An appeal to an independent body from an affected parent needed to be made after Surrey County Council formally publishes entrance arrangements for 2012. Once the initial appeal had been made then subsequent appeals could be lodged by other affected parents. Efforts to ensure this took place would be initiated.

(c) Tatsfield Community Responders: a meeting was being held on the 12th April and the new kit was going to be ordered.

(d) Village Hall: a report had been circulated previously covering routine matters. The Parish Council were asked to address a request that to check the roof/wall spaces and that any gaps suitably filled in to prevent birds from entering and nesting in the roof space of the hall. It was agreed that this would be addressed by the new Parish Council. The Parish Council was informed that the Village Hall Management Committee was waiting for a response from the official Custodian regarding the change of wording on the lease for the floor.

(e) Tatsfield Youth Project: The Chairman reported that taster sporting activities had been organised for the weekend of 16th-17th April and that it was hoped registration for the activity weekend would continue.

- (f) Tatsfield in Bloom:** It was reported that Tatsfield had been placed early in the judging programme which was unfortunate as it gave less growing time but that efforts were continuing. The efforts around the school had been admired at the time of the Royal visit.
- (g) Biggin Hill Airport:** The member for Biggin Hill airport reported that the new Managing Director of the Airport had taken up their position. It was also reported that London Borough of Bromley had rejected the airport's request for an extension of hours over the Olympics period, with a high proportion of members voting against it. The impact on people under the flight path and the precedent it could set for the future appeared to be the 2 main points of concern.
- (h) Vern d 'Anjou Association:** It was reported that the programme of events had been settled and that a meeting with the hosts was taking place in the Aileen McHugo Building on 12th April.
- (i) Police:** The Parish Council was informed that the temporary Neighbourhood PC (Alex Geldart) had made a good start at building a relationship with local people.
- (j) East Surrey Parishes Liaison Group:** Nothing to report.
- (k) Speedwatch:** It was reported that the group were awaiting new allocations and that it was hoped that a survey of speeds in Approach Road by Moira Cox would be taking place soon.
- (l) Oxted CAB:** the member for CAB reported that although the lift was successfully installed it had been discovered that one of the exits was too small for a wheelchair.
- (m) Fairtrade Steering Group:** the member reported that the application for renewal of Tatsfield's Fairtrade Village status was ready to be submitted.

11. Parish Council Property and Land

- (a) Car Park and retained facilities:** The Chairman reported that the bollard protectors had been painted by Kier and that the Parish Council was happy with the results. However there were outstanding items that needed to be resolved by Mansells concerning the tarmac around the recently resited bollards. The Clerk and Chairman to address with Mansells. The Parish Council were reminded that there was outstanding repair work to be done to 3 of the retractable bollards near the school that Mansells said they would be addressing over the Easter holidays. The Clerk was additionally requested to address the fact that the completed file for the car park was still outstanding. The Chairman reported that a meeting had been held with Little Acorns chairman regarding the placement of the proposed shed. Concerns from the Village Hall Management Committee were voiced regarding the fire hazard it could pose. The matter was discussed in detail and it was proposed that the Clerk should write to the Chairman of Little Acorns agreeing in principle with the location of a shed near the stairs to the green room, against the wall, but with the provisos that the material should be fire resistant and that there must be a continuous distance (to be determined by the Clerk after measuring the passageway) left in the passage way to ensure it is kept clear for vehicular access. The Chairman then reported that a request had been made to the Parish Council from Tandridge District Council regarding the use of the Village Hall Car park for the bulky rubbish collections, following a meeting with the District Councillor and Tatsfield Primary School. The matter was discussed in detail and it was finally proposed that the Clerk should write a letter to Keith Masters informing him that in principle the Parish Council were in agreement with the use of the car park, as long as the matters were agreed as per the meeting reported to the Parish Council, and confirming that all responsibility with this activity would remain with Tandridge District Council, including immediate clearing up of any litter or damage to the car park surface that might occur. It was requested that confirmation from the Village Hall regarding important events should take place before the letter was written. It was also agreed that after the first collection took place in September that it would be reviewed by the Parish Council at that time
- (b) Tatsfield Green:** It was reported that maintenance was required on the path along Tatsfield Green.
- (c) Westmore Green:** Several requests to use Westmore Green had been received by the Clerk.
- 1- The Clerk had received a formal request for ashes to be scattered on the Green in April and had informed the widow that this was acceptable as long as this was not performed within 2 metres of the pond. The widow had agreed. The Parish Council agreed with the request.
 - 2- A request from James Long of the Stragglers Running Group to start the leg of their run from Westmore Green as per 2010 request, on the 21st – 22nd May. This was agreed.
 - 3- A request for the Parish Council to sponsor the Children's Tea Party and Fancy Dress competition on Westmore Green for the purpose of PLI, similar to the Christmas Carols. This was agreed.
 - 4- A request from Horticultural society for Annual plant sale on Westmore Green on 7th May, which was agreed. The Clerk to contact the interested parties.
- (d) Pond:** Nothing new to report.
- (e) Millennium Wood:** The Chairman reported that attempts were still being made to contact the Downlands Project.
- (f) Kemsley Wood:** Nothing new to report.
- (g) Parish Room / Aileen McHugo Building:** The Chairman reported that the contractor ABW had formally gone into liquidation and that contact had been made with the liquidator, a site visit to determine the outstanding work had been made and the Clerk was awaiting a listing from Tony Dawkins. This would then be costed by local builders and the costs as well as additional fees for Tony Dawkins would be subtracted from the amounts still owing to ABW.

The Clerk reported that the 2 locks on the front doors had now been changed and that those requiring keys should obtain one from her.

It was reported that a request for housing old issues of the Parish Magazine had been received. Offers to house these in the Surrey History Centre were made as there were concerns as to the amount of space available within the Ground Floor storage for items, but that this would be confirmed once the moves downstairs were completed.

(h) Village Hall: Covered under 10d.

(i) Allotment Project: The Chairman reported that enquiries regarding the progress of the lease were in motion as there did not appear to have been contact with the Parish Councils legal counsel. The Clerk to clarify. The Chairman reported that an offer from B Ling to complete the foundations for the sheds had been gratefully received.

Additionally there had been concerns raised regarding fly tipping and Travellers on the site until the gates could be installed, the Chairman acknowledged these would be an ongoing concern.

12. Meetings to Attend/Correspondence-

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

(1) Woldingham Parish Council – 12th May 7 for 7.30pm at Woldingham Village Hall. The Chairman was hoping to attend.

(2) TVSC Network Lunch – 12th May White Hart Barn in Godstone. None to attend

(3) Surrey Rural Conference – 18th May CRANLEIGH ARTS CENTRE 1pm. None to attend

(b) To discuss **Correspondence** received by the Clerk. The Clerk noted this had been covered under item 11c.

13. Matters for Reporting or Inclusion of Future Agenda

The Clerk requested that users of the Ground Floor parish meeting room keep the kitchen in good order and all rubbish should be removed by users until suitable bins have been provided.

The Chairman noted that there would be no election in May in Tatsfield as only 6 nominations had been received.

Following circulated notices and confirmation from the Clerk, it had been determined that the next Parish Council meeting could only be held 4 working days after the election, which meant that the 9th May meeting would need to be rearranged. A temporary date of 12th May was mooted but the Clerk would be confirming with all concerned.

The Meeting closed at 10.08 p.m.

Subjects raised in Public Adjournments

- 1- Thanks issued to the outgoing Parish Council for all their hard work
- 2- Thanks issued for the hard work regarding the Tatsfield school admissions
- 3- Confirmation that the Children's Tea Party and Fancy dress was proceeding and thanks to all who were assisting

Item & page (12 April)	Action	Who	Date by	Result
10b 20	Arrange annual cleanup of ditch on Tatsfield Green	Clerk	10 th May	In progress

Item & page (11 Oct)	Action	Who	Date by	Result
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (10 Jan 2011)	Action	Who	Date by	Result
4,1	Obtain final clarification from Surrey Highways re Parish Council closing roads whilst volunteers are clearing snow	J Allbutt / S Philibert	31/1	

Item & page (14 Feb 2011)	Action	Who	Date by	Result
4, 8	Clarify the salt bin filling with SCC contractors	Jon Allbutt	28/2	In progress
4,8	Expedite the letter re salt stealing for personal use	Jon Allbutt, Clerk	28/2	Leave until September.

Item & page (14 Mar 2011)	Action	Who	Date by	Result
4, 16	Follow up items on Winter emergency with SCC	Clerk	31/3	In progress

Item & page (11 Apr 2011)	Action	Who	Date by	Result
5,23	Inform David Hodge of the lack of progress with the TCGA land lease	Clerk	15/4	COMPLETE
6c, 23	Expedite Certificate of Lawfulness for Allotment site	Clerk	30/4	
6c, 23	Look into planning application for composting site move	Clerk	30/4	In progress
7a, 23	Request a copy of the original electricity bill from Tatsfield School re the car park	Clerk	14/4	COMPLETE
7a, 24	Order wooden notice board	Clerk	30/4	
7a, 24	Confirm and clarify 2 nd quote	Clerk	14/4	COMPLETE
11a, 25	Clerk to contact Mansells to arrange a visit to repair the already deteriorating repairs around the retractable bollards	Clerk	25/4	COMPLETE
11a, 25	Clerk to contact Little Acorns regarding the location of a shed	Clerk	25/4	
11a, 25	Clerk to contact Keith Masters regarding the Bulky Rubbish collection	Clerk	25/4	
11c, 25	Contact interested parties for Westmore Green requests	Clerk	20/4	
11i, 26	Clarify situation with the Allotments lease	Clerk	18/4	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 16th May 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale Mrs Nichola Stokoe Mr Ian Mitchell
Mr Doug Massey Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 5 parishioners.

1(a) Apologies: None

2. Election of the Chairman and Vice-chairman

(a) Election of Chairman: The Chairman asked for nominations. The only nomination forthcoming was for Jon Allbutt proposed by Susan Smale and seconded by Peter Kerry. The Chairman then declared himself re-elected as Chairman. He then signed his Declaration of Office in the presence of the Clerk.

(b) Election of Vice Chairman: The Chairman asked for nominations. The only nomination was Susan Smale, who was proposed by Ian Mitchell and seconded by Nichola Stokoe. The Chairman duly declared Susan Smale elected as Vice-Chairman for the coming year. She then signed her Declaration of Office in the presence of the Clerk.

3. Declaration of Interest and Acceptance of Office

The Clerk confirmed that she had witnessed and received signed Declaration of Office from all 6 Parish Councillors. Register of Interest forms had been received from some Councillors. These would need to be received by the June meeting for April

4. Minutes

The minutes of the meeting held on the 14th April 2011 were approved and signed by the Chairman as a correct record.

5. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

6. APPOINTMENT OF COMMITTEES, COUNCIL REPRESENTATIVES AND DELEGATION OF RESPONSIBILITIES

The Clerk confirmed that a completed listing with all Councillors interests and nominations for committees, representations and responsibilities had been presented to the Chairman. The Chairman confirmed receipt and that these would be accepted formally at the meeting in June.

7. Winter Emergency

The Clerk confirmed that a meeting had been arranged with Simon Mitchell of Surrey County Council, and would be attended by Ian Mitchell and Doug Massey to discuss the recent events of the previous 2 winters. There had been some confusion regarding the position of Mr Simon Mitchell as it had been assumed he was working with the Emergency Planning department. The Chairman confirmed he was with Surrey Highways.

8. TCGA

a) The Clerk reported that the Lease had still not been signed despite emails and pressure on Steve Evans. It was agreed that concerns expressed by Mr Evans regarding changes to the lease detailed by Downes Solicitors, acting for SCC, were unfounded. Councillor David Hodge confirmed that he would be following this up. The Chairman stated that the TCGA needed inspecting urgently as no inspections had been made.

b) The Clerk reported that 2 requests had been received for closing the TCGA:

- 4th June pm for a wedding.
- 11th June from 10.30 for Fund Raising for Tatsfield Primary School

Both were agreed subject to users being informed and notices being put up to ensure it was clear that no external users should be utilising the facility.

c) The Chairman reported recent vandalism to the TCGA involving a small fire lit in one of the back goal areas causing staining of the surface, but no other damage and during the Easter weekend fires being set in both waste bins as well as broken glass strewn about the playing area. This had resulted in a decision to lock the TCGA at dusk. This decision was agreed by the Parish Council until further notice. The Parish Council were urged to ensure that all vandalism was reported to the police in future. Locking up was being done by Mike Lambert.

9. Planning

(a) To determine the Parish Councils position on [Schedule A](#)

TA/2011/453: Windrush, Westmore Green, Tatsfield, TN16 2AG Erection of two storey side extension.

Recommendation: As documentation relating to this planning application has not yet been received by the Clerk, it was agreed that it should be adjourned to the Planning meeting scheduled for 23/5/2011.

(b) To appoint a planning officer for June: It was agreed that for the next few months a team of 2 councillors would be working together on planning items to assist the new councillors in this role. The planning team for June

would be Susan Smale and Nichola Stokoe. Susan Smale informed the meeting that she would be absent from the planning meeting on 23rd May 2011 and that she would ensure Nichola Stokoe was briefed once the planning documents had been received.

10. Finance

(a) To authorize payments detailed in [Schedule B](#)

The Clerk noted that once again it was a heavy month for payments, noting payments to the painter from funds that had been received in the previous financial year for this purpose. The schedule payments were approved unanimously. The Clerk noted that a number of items required approval and a decision on whether to proceed from the Parish Council:

- *Cleaning of Aileen McHugo Building.* With the resignation of Mrs. Miles, who had been the Parish Council's cleaner for the Parish rooms for 22 years, it was necessary that alternative cleaners were found. A quote had been received following a receipt of a specification, from Goldservice Cleaning services, a local company from the village. The Parish Council approved the quotation of £310 for a deep clean of the Aileen McHugo Building, as damage had been made by ABW during their maintenance. This would be offset against the outstanding amount owed. The Parish Council also felt that the quotes for 2 x weekly cleaning of £24 plus VAT as per the specification, and the optional 4 monthly spring clean for £24 plus VAT were also reasonable. It was felt that until more regular use of the building was made by tenants that it would be possible to reduce the cleaning to once weekly, which should reduce costs to £12 per week. The Clerk to contact Goldservice.
- *Village Hall lighting quote.* This had been circulated in April for a cost of £242 plus VAT. It was noted this would hopefully reduce future costs as the light it was replacing was constantly breaking. The Clerk noted that approval of this item would reduce the budget remaining for the Village Hall to £598 given that £2160 had already been paid in May for the floor refurbishment. The Clerks warning was noted and the item was agreed. Clerk to progress.
- *Flying the Flag* – this had been discussed briefly the previous year but no action had been confirmed. The Parish Council discussed the possibility of local service deaths in action in current conflicts. It was agreed that a flag should be purchased and a request be made to the Village Hall Management Committee for use of the flag pole. The Clerk to liaise with the VHMC to determine the size of their flag so a similar one can then be ordered.
- *Outstanding work on the Aileen McHugo Building:* the Clerk reminded the Parish Council that a quote for the outstanding work as detailed by Tony Dawkins for the maintenance project had been received by DH Reeves and circulated. It was agreed that the quote for £2,730 plus VAT was reasonable and this would be accepted for deduction from the outstanding amount to ABW. The Clerk to inform DH Reeves and T Dawkins
- *Village Hall Floor:* the Parish Council agreed that the amount quoted by Ryan Leisure for 18-24 monthly maintenance for the Village Hall floor was reasonable and that their recent work had been of a high standard. The Clerk noted that their quote of £900 over 18-24 months would involve a £450 annual amount to be set aside in future budgets. The Clerk to inform Ryan Leisure.
- *Approve training for new councillors:* the Clerk requested approval of training for new and existing councillors – courses were expected to cost between £54 (Surrey) or £60 (Sussex) including VAT. The Clerk noted that one course needed to be booked now and has been included in Schedule B. The Parish Council agreed.
- *Annual hedge cutting in Car park and Maesmaur Road:* the Parish Council approved the £420 quote for annual hedge maintenance. The Clerk to inform Lloyd Gulley.
- *Noticeboard in Ship Hill :* the Clerk had circulated proposed costs for repairs to the noticeboard. It was proposed and agreed that the doors should be removed and a notice be placed informing potential users of the need to laminate notices and feedback as to noticeboard usage.

(b) To update the Parish Council on the Annual Accounts: the Clerk informed the Parish Council that a meeting of the Finance committee to approve the draft accounts would take place on 19th May. This would be followed by the internal auditors visit on 25th May. The Draft accounts would then require approval in Council in June as they need to be submitted to the External Auditor by the end of June.

11. Highways & Rights of Way

(a) Highways: Information had been circulated and advertised regarding the upcoming repairs to Paynesfield Road and Westmore Road.

(b) Village Centre road scheme: nothing to report.

(c) Footpath Walks: the Chairman noted that he would contact Goldsmiths regarding the possibility of obtaining permissive access from the old school up to the church.

12. Notified Matters

(a) **To receive an update on Affordable Housing:** The Chairman noted that no further updates had been received on this matter.

(b) **To discuss progress on the Playground Refurbishment project:** the Chairman reported that volunteers had been in contact and sent to the Clerk and that these would be contacted shortly.

(c) To receive an update regarding the new **Tatsfield Emergency Plan:** this was currently in progress and would be on the Agenda in June.

(d) To discuss and agree a response to the Review of the **Downlands Project** : it was agreed that further evaluation was needed and that this matter would be reviewed in June

(e) To discuss a proposal for a Farmers **Market** to be held in Tatsfield. This was discussed and it was agreed that further information was required from the proposer with particular emphasis on impact to the car park surface, how much local produce would be used and other areas for consideration.

13. Reports from Members and Outside Organisations

(a) **County Councillor:** David Hodge noted that car parking charges were currently being discussed but would not be affecting Tatsfield or Warlingham. He noted that there were concerns regarding the request for funding for the allotments project from the funding source he had contacted. The Clerk informed the meeting she had spoken to the contact and had passed the Chairman's contact details. David Hodge informed the Parish Council that a review of bus services which may impact Tatsfield should be completed and results made available over the coming weeks.

(b) **District Councillor:** Bob David reported on the following matters:

1- Tandridge District Council was now made up of 34 Conservatives, 6 Liberal Democrats and 2 Independents and that the latter had decided to form a 'group' and had been offered positions on planning and resources committees.

2- The Royal Wedding celebration held in Tatsfield had been a huge success and that around 117 children and 250 adults had attended. Thanks were given to D Bishop and his wife.

3- Graffiti had been noticed on a Ricketts Hill Road sign and Tandridge District Council had offered to remove it.

4- Thanks to Mrs Miles for her 22 years of service cleaning the Aileen McHugo Building.

5- The changes to the rubbish collections in Tandridge over Easter and subsequent Bank Holidays had caused huge problems.

6- Tandridge Planning have decided it is not expedient to request that the Church Farm Barns hedge be taken down. The district Councillor will be fighting this decision and urged the Parish Council to support him.

7- Advertising by the Golf Club in Church Lane and Approach Road needs to be reported to Tandridge. The Clerk to proceed.

(c) **Tatsfield Community Responders:** no report had been received. The Clerk was instructed to request an update for the June meeting.

(d) **Village Hall:** requests outstanding from the Village Hall Management Committee had been circulated by the Clerk. These included a request that roof/wall spaces are checked with any gaps suitably filled in to prevent birds from entering and nesting in the roof space of the hall. The Chairman noted that this was going to be a difficult task especially due to financial constraints. The Clerk informed the meeting that the VHMC had engaged the services of a solicitor to assist with the drafting of suitable wording for a Deed of Variation to the lease. A bill for the repair of the PIR light would be sent to the Parish Council shortly. A request was made regarding any objections to the VHMC securing the gate to the eastern side of the hall by chain and combination padlock. This was agreed in principle although the Chairman was fearful that the gate required a complete refurbishment and this was what was causing trouble with bolting it. The Clerk was instructed to ensure that the Parish Council had access to a key or code to the padlock for access issues.

(e) **Tatsfield Youth Project:** The Chairman reported that the recent weekend of activities had been an embarrassment and that the total apparent lack of interest in the range of free support and activities was leading to the likely closure of the Youth Project until some future date.

(f) **Tatsfield in Bloom:** It was reported that new displays on Tatol bed and the Bakery together with hanging baskets would be evident at the beginning of June. Comments on the vibrancy of current displays had been received.

(g) **Biggin Hill Airport:** The member for Biggin Hill airport reported that there had been a slight recovery on the number of flights but these were still well below the number allowed. Focus by the new Management appeared to be on promoting the airport as a business centre and recruitment for the air industry, this would be evident once plans were finalised for the replacement of the Air Show in September.

(h) **Vern d 'Anjou Association:** It was noted that the recent visit by Verne had been a huge success and that the Boules pitch had been enjoyed by all.

(i) **Police:** A new liaison officer had been introduced at the Police Liaison meeting earlier that evening and would be starting to build local ties.

(j) **East Surrey Parishes Liaison Group:** Nothing to report.

(k) **Speedwatch:** Nothing new to report.

(l) **Oxted CAB:** Nothing new to report

(m) **Fairtrade Steering Group:** Nothing new to report.

14. Parish Council Property and Land

(a) Car Park and retained facilities: The Clerk reminded the Parish Council that a response from Tandridge District Council regarding an outstanding concern about leaking from Bulky Rubbish Collection trucks had been received and communicated. It was agreed that protective cover would be placed underneath trucks but that these had been converted to ensure no leakage. It was agreed that a letter to Keith Masters covering points made in the meeting in April would now be drafted by the Clerk and submitted.

The Clerk informed the Parish Council that a comment had been received from their tenant concerning the current situation with parking in the car park. He had noticed that the teachers reserved car parking was apparently not being used and requested clarification regarding this matter, given that there was no allocated car parking spaces. The Parish Council agreed to forward this concern to Tatsfield Primary School.

The Clerk informed the meeting that there had as yet been no confirmation received from Celia Greenwood regarding the outstanding matters in the car park and that an update had been requested.

(b) Tatsfield Green: The Chairman requested comments regarding the usage of the path now that the school has moved. It was hoped that the grass would not be cut in the area designated as meadow.

(c) Westmore Green: there was concern regarding the recent vandalism to the baby swing in the playground which had resulted in this being removed by Tandridge District Council.

(d) Pond: the Chairman noted that with the current lack of rain, pond levels were low.

(e) Millennium Wood: The Chairman noted that with the future of the Downlands Project in doubt this was naturally going to impact on the plans for the Millennium wood.

(f) Kemsley Wood: Nothing new to report.

(g) Parish Room / Aileen McHugo Building: The Clerk reported that the final lease had now been received and requested signature by the Parish Council, this was duly completed. The Chairman then announced formally that the tenant for the first floor was IQ Financial Planning (Phil Clark) and that the Parish Council had now completed the move from the first floor. The Clerk informed the Parish Council that several requests had been received from Phil Clark regarding whether the Parish Council were agreeable to a letterbox being fitted to the front door, an alarm being fitted with an external alarm box and a TV aerial for which he would be both fitting and obtaining a license. The Parish Council agreed in principle with all items but requested clarification on what type of alarm it was to be and key holders in the event of access to the first floor being required. The Clerk to enquire.

(h) Village Hall: The Clerk informed the meeting that a decision was required regarding additional work identified as necessary to the Village Hall stage floor that had not been identified in the quotation. This would amount to £200 plus VAT to be carried out by Ryan Leisure and related to the timber strip on the leading edge of the stage. The Parish Council agreed this to be required and necessary. The Clerk to inform the VHMC.

(i) Allotment Project: The Chairman noted that the Certificate of Lawfulness should be completed this coming week but that progress on the lease was still outstanding. A query regarding the safety of the stand pipe at the junction was raised, possibly requiring further warnings and signage. The Chairman to clarify.

12. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

(1) Consultation Meeting re Farmstead Stakeholders: 26th May 2011 9.30am-1.00pm at Lenham Community Centre – none to attend

(b) To discuss **Correspondence** received by the Clerk. The Clerk informed that all correspondence had been covered under previous agenda items.

13. Matters for Reporting or Inclusion of Future Agenda

Information regarding the Queen Elizabeth Playing Fields had been received and there were queries regarding its relevance to Tatsfield. The Chairman believed that no suitable fields had been identified in the past.

The Meeting closed at 10.40 p.m.

Subjects raised in Public Adjournments

1- Plot of land in Maesmaur Road has been encroached upon by adjacent house as well as a gate having been put up.

2- Support was requested from the Parish Council for the Bridleways Association for Education for Riders and Motorists

3- A request not to cut down hedges until late July given nesting birds being present

Item & page (11 Oct)	Action	Who	Date by	Result
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (10 Jan 2011)	Action	Who	Date by	Result
4,1	Obtain final clarification from Surrey Highways re Parish Council closing roads whilst volunteers are clearing snow	J Allbutt / S Philibert	31/1	In progress

Item & page (14 Feb 2011)	Action	Who	Date by	Result
4, 8	Clarify the salt bin filling with SCC contractors	Jon Allbutt	28/2	COMPLETE
4,8	Expedite the letter re salt stealing for personal use	Jon Allbutt, Clerk	28/2	Leave until September.

Item & page (14 Mar 2011)	Action	Who	Date by	Result
4, 16	Follow up items on Winter emergency with SCC	Clerk	31/3	COMPLETE

Item & page (11 Apr 2011)	Action	Who	Date by	Result
5,23	Inform David Hodge of the lack of progress with the TCGA land lease	Clerk	15/4	COMPLETE
6c, 23	Expedite Certificate of Lawfulness for Allotment site	Clerk	30/4	In progress
6c, 23	Look into planning application for composting site move	Clerk	30/4	In progress
7a, 23	Request a copy of the original electricity bill from Tatsfield School re the car park	Clerk	14/4	COMPLETE
7a, 24	Order wooden notice board	Clerk	30/4	COMPLETE
7a, 24	Confirm and clarify 2 nd quote	Clerk	14/4	COMPLETE
11a, 25	Clerk to contact Mansells to arrange a visit to repair the already deteriorating repairs around the retractable bollards	Clerk	25/4	COMPLETE
11a, 25	Clerk to contact Little Acorns regarding the location of a shed	Clerk	25/4	COMPLETE
11a, 25	Clerk to contact Keith Masters regarding the Bulky Rubbish collection	Clerk	25/4	In progress
11c, 25	Contact interested parties for Westmore Green requests	Clerk	20/4	COMPLETE
11i, 26	Clarify situation with the Allotments lease	Clerk	18/4	COMPLETE

Item & page (16 May 2011)	Action	Who	Date by	Result
6, 30	Complete Roles and Responsibilities document and present for acceptance	Chairman	13/6	
10a, 31	Contact Goldservice to inform them of their success in obtaining the contract for cleaning	Clerk	25/5	COMPLETE
10a, 31	Inform N Kells re acceptance of lighting quote.	Clerk	31/5	
10a, 31	Contact VHMC requesting flag size and permission to use the flag pole for supporting Armed Forces	Clerk	19/5	COMPLETE
10a, 31	Inform Reeves and T Dawkins re outstanding work to AMB and Village Hall	Clerk	24/5	COMPLETE
10a, 31	Inform Ryan Leisure that their maintenance quote had been accepted	Clerk	22/5	COMPLETE
10a, 31	Inform L Gulley of acceptance of hedge maintenance quote	Clerk	24/5	COMPLETE
10a, 31	Request removal of doors to Ship Hill notice board and place notice requesting usage feedback	Clerk	18/5 27/5	COMPLETE

Item & page (16 May 2011)	Action	Who	Date by	Result
13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
13c, 32	Request update from Tatsfield Responders	Clerk	1/6	
13d, 32	Inform the Village Hall Management committee of the Parish Councils decisions and request key / code for lock	Clerk	30/5	COMPLETE
14g, 33	Enquire as to nature of alarm for IQ Financial planning	Clerk	31/5	COMPLETE

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 13th June 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair)
Mrs Susan Smale Mrs Nichola Stokoe
Mr Ian Mitchell Mr Doug Massey Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)

And 7 parishioners.

1(a) Apologies: None

(b) Declaration of Interest: The Chairman declared a personal interest in planning item TA/2011/709 owing to this property being his neighbour. He took no part in the discussion on this item

2. Minutes of the previous meeting

The minutes of the meeting held on the 11th May 2011 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. APPOINTMENT OF COMMITTEES, COUNCIL REPRESENTATIVES AND DELEGATION OF RESPONSIBILITIES

The appointment of committees, council representatives and delegation of responsibilities was completed by the Chairman and agreed at the meeting. It was also agreed that an additional representative role was required for Fair-trade. The document detailing these is included as Appendix C to these minutes.

5. Winter Emergency

A report on this matter was circulated regarding the outcome of the meeting with Simon Mitchell, discussing the experiences of the previous 2 winters and resulting challenges to access and snow/ice clearance on roads. Progress had been made on a number of items and it was expected that further details would be made available on these at the July meeting. The Parish Council expressed satisfaction at the possible progress.

6. TCGA

(a) To provide updates on items of interest

The Clerk reported that confirmation had been received from Hedley's and David Hodge that the Lease for the land around the TCGA had now been signed and sealed by Surrey County Council. Registration was still taking place and the signed lease copy would be provided to the Parish Council once this had been completed. Relief was expressed at this news. The Clerk also confirmed that copies of the completed Agreements – with Tandridge and with Tatsfield Primary School – had been received and were in her possession. The Clerk further reported that S Hyder from Tandridge District Council had offered to continue paying for inspections as required to the TCGA and insure the TCGA items and equipment. This was a great bonus to Tatsfield and formal thanks were issued to Steve Hyder for this generous gesture.

The Clerk reported that recent events had led to a proposal that all current and future key holders of the storage box where equipment was kept, would be required to provide a deposit. This was agreed as a reasonable requirement and an amount of £40 was agreed. The Clerk to inform key holders.

Following an enquiry it was clarified that the TCGA was open to all users, but that it could be booked for exclusive use through the Clerk, for which a charge equal to that charged by Tandridge would be made. When exclusive use was booked then notices should be provided informing potential users that the site was closed. Options to check availability were discussed and the Chairman noted that an electronic booking system had been investigated by the Clerk.

It was also proposed that a general guideline to advertising events taking place in the TCGA should be issued, especially given the recent and unacceptable use of trees to display adverts. The Clerk to expedite.

The Chairman informed the meeting that no further vandalism had been experienced at the TCGA, although other events would be covered in later agenda items.

7. Planning

(a) To determine the Parish Councils position on Appendix A

TA/2011/676: Water Treatment Works, Westerham Hill, Pilgrims Way, Westerham, TN16 2DU - Erection of building. The Parish Council was informed that this involved renewal of building on an existing brown field site. *It was agreed that the Clerk should inform Tandridge that the Parish Council had no comment on this application.*

TA/2011/699 - 7 Whitewood Cottages, Crossways, Tatsfield, TN16 2BP - Formation of dormer window to rear roof slope. The planning team noted that this planning application had no real external impact being at the rear of the building and involving the internal conversion of a cupboard to a cloakroom. *It was agreed that the Clerk should inform Tandridge that the Parish Council had no comment on this application.*

TA/2011/709 - Storrington, Goatsfield Road, Tatsfield, TN16 2BU - Erection of single storey rear extension and erection of roof lantern to existing single storey rear extension.

The planning team noted that a number of extensions had already been made to this property and that it was on the edge of the settlement area. The proposed extension did not impact neighbours as there were none on the side where the changes were proposed. *It was agreed that overall the Parish Council had no objections; however it would be worth noting that previous extensions may have an impact on the proposed application and that Tandridge Planning might want to check the overall acceptable limits as to increases in volume to the property.* The Clerk to expedite.

TA/2011/717 - Top O The Down, Ricketts Hill Road, Tatsfield, TN16 2NA - Erection of single storey extension to rear and side elevations and alterations to the roof. (Certificate of lawfulness for a proposed use)

It was agreed that this would be addressed at the June meeting as no paperwork had yet been received for this planning application.

(b) To appoint a planning team for June. It was agreed that the planning team for June would be Jon Allbutt and Peter Kerry.

(c) To discuss responses to the Sevenoaks District Council Local Development Framework Consultation. The Chairman reported that there was no apparent impact on Tatsfield with this consultation, and that the Parish Council should keep an eye on developments but that no comment was necessary. This was agreed.

(d) To agree the final response to Community Infrastructure Levy. It was agreed that a supportive response would be created by the Chairman and Clerk and returned to Tandridge together with a list of items to be provided by the Parish Council.

8. Finance

(a) To authorize payments detailed in Appendix B

The Clerk noted that once again it was a heavy month for payments, including payments to be deducted from the final amount owing to All Building Works and which had been communicated by T Dawkins to the liquidator. The schedule of payments was approved unanimously.

(b) To discuss and agree items requiring expenditure.

The Clerk noted that the Parish Council was required to agree whether the contract for grass cutting for the TCGA land should now be awarded. Quotes from various providers had been circulated a few months ago but the quote from L Gulley was deemed the most reasonable and as a local supplier, was in line with the Parish Council's selection criteria. It was agreed that his quote for a 4 weekly cutting service to the land around the TCGA, in line with the specification provided by the Parish Council, for an annual price of £225 was reasonable and it was agreed he should be given the contract. The Clerk to progress.

(c) To discuss options regarding internet banking and a possible change of Bank

The Clerk informed the Parish Council that the Finance Committee meeting in May had agreed to investigate the implementation of Internet banking. The Clerk had made enquiries and currently only 2 banking providers (Santander and Unity Trust) satisfied the dual authorisation criteria stipulated in the Parish Council's Standing Orders and Finance Regulations. Unfortunately it would require a change of the parish Council's bank. The Clerk to investigate further.

(d) To approve Annual Accounts for the Parish Council and discuss Internal Auditors Report

The Clerk noted that the Finance Committee had recommended that the Annual Accounts as circulated and reviewed by the Internal Auditor, together with the Annual statement, should be approved. The Parish Council agreed unanimously that the Accounting statements and Annual Governance statement should be approved and sent to the external auditors by 8th July 2011.

9. Highways & Rights of Way

(a) Highways: A report had been circulated to the Parish Council identifying 2 properties whose hedges were obstructing pathways and pedestrians. The Clerk to provide Frontages letters to be issued to the property owners identified requesting that their hedges be trimmed, as the previous Highways Officer had done. Following a discussion the Clerk was asked to clarify whether a trellis was seen as a fence for the purposes of planning.

The advert in Church lane was discussed and it was agreed that there had been no formal complaint regarding this matter to the Parish Council, nevertheless it was agreed that an informal approach should be taken to ascertain possible sight-line issues.

(b) **Village Centre road scheme:** nothing to report.

(c) **Footpath Walks:** The Chairman reported that contact with Goldsmiths regarding the opening of a footpath access had been made and some progress reached. Further information would be available at later meetings. The Parish Council agreed that a recent resident complaint regarding overgrown trees from a footpath on to her land would not be able to be resolved by the Parish Council due to lack of funds and setting of precedent for future complaints, but that it would be reported to P Gates at Surrey County Council.

10. Notified Matters

(a) **To receive an update on Affordable Housing:** it was agreed that the enabling team should now be contacted by the new officer responsible for this matter to make contacts and introductions. The expected planning decision date was 5th July 2011.

(b) **To discuss progress on the Playground Refurbishment project:** it was agreed that a Public Information evening should be organised with as many interested local volunteers and possibly Steve Hyder in the very near future. The Clerk to progress.

(c) **To receive an update regarding the new Tatsfield Emergency Plan:** this was currently in progress and would be on the Agenda in July.

(d) **To discuss and agree a response to the Review of the Downlands Project:** it was agreed that a supportive statement would be made highlighting examples of support to Tatsfield from the project.

11. Reports from Members and Outside Organisations

(a) **County Councillor:** No report available.

(b) **District Councillor:** Bob David reported on the following matters:

1- Was the Parish Council going to provide a list as requested earlier that week, to make a big for Revenue Maintenance items?

2- The recent Settlement Review results had been released and it was not likely to produce a decision before 3 years although further opportunities for feedback would be available over the following years. The District Councillor noted that at the committee 2 bids had been received from external contractors to include certain bits of land in the Settlement area. This was rejected.

3- Tandridge had now received the template used recently in creating a Village Design Statement for Woldingham but will not be making it available for other Parish Councils until further notice.

4- A review of Tandridge Tree Preservation Orders is being commissioned. No consultation with Parish Councils is planned. The Chairman asked whether National Guidelines were going to be followed.

(c) **Tatsfield Community Responders:** no report had been received.

(d) **Village Hall:** no formal report was received as there had been no formally appointed representative to the VHMC from the Parish Council. The Clerk would inform the VH Secretary the details of the new representative. The Chairman noted that he had received reports that there had been a request by the Chairman of the VHMC to change the specification of the previously agreed lighting quote with the Parish Council's appointed electrician. This would be clarified.

(e) **Tatsfield Youth Project:** nothing to report.

(f) **Tatsfield in Bloom:** It was reported that final touches would be put in place over the coming weeks ready for the judging in early July. The hanging basket that had been removed and reported as stolen had been recovered. The Chairman asked that this matter be reported to the Police.

(g) **Biggin Hill Airport:** nothing to report.

(h) **Vern d 'Anjou Association:** There was nothing to report. It was proposed that as there had been no volunteer from the Parish Council as a representative on the Vern committee, that this could be viewed as a bi-annual commitment as there appeared to be a greater need for Parish Council involvement and support when the hosting took place in Tatsfield. This was generally agreed.

(i) **Police:** nothing to report.

(j) **East Surrey Parishes Liaison Group:** Nothing to report.

(k) **Speed watch:** It was confirmed that activity had started again and thus far 2 letters had been issued.

(l) **Oxted CAB:** Nothing new to report

(m) **Fair-trade Steering Group:** It was agreed that this should be added as a new responsibility to the roles and responsibilities listing.

14. Parish Council Property and Land

(a) **Car Park and retained facilities:** The Chairman expressed disappointment that no formal report updating the Parish Council on the various outstanding items had been received as requested from Paul Meredith. The Chairman proposed that a meeting be arranged with all parties to agree action on outstanding items as the issues with the

retractable and locking bollards appeared to be continuing. The completed technical file relating to all the work performed on the car park was still outstanding.

It was reported that further complaints regarding the car parking and lack of use of the teacher's car park by Tatsfield School had been received. It was agreed that the Chairman would contact Kevin Bellinger to request a meeting to discuss all matters involving the Parish Council and the school, hopefully before the end of the school term.

(b) Tatsfield Green: The Chairman reported that the uncut section of the Green appeared to be a success with wild-flower seeding having been helped by the lack of rain in April and May. It would be cut at the end of July.

(c) Westmore Green: it was reported that vehicles had been seen parking on the Green again. It was advised that license numbers and registrations should be noted, pictures taken where possible and the cards that had previously been proposed should be sent out to Parish Councillors to be used as warnings to motorists. Should warnings be ignored repeatedly then Tandridge's assistance would be invoked as it had been with Lusted Hall Lane.

(d) Pond: the Chairman noted sticklebacks had been observed in the Pond and would need removing.

(e) Millennium Wood: Nothing to report

(f) Kemsley Wood: Nothing new to report.

(g) Parish Room / Aileen McHugo Building: The Chairman requested once again that the Parish Council revisit the list of local businesses and come up with ideas for new tenants. The Clerk was asked to re-circulate the list. It was noted that the gutter needed cleaning out at the rear of the building and remedial work to the side entrance guttering was required. The Clerk to investigate and request assistance from Reeves.

(h) Village Hall: It was proposed that it might be worth investigating the possibility of sharing the Village Halls refuse service should this be a requirement of the future. The Clerk was asked to follow up the kind offer of assistance to the Parish Council in placing the purchased flag for Support of Armed Forces on the flag pole.

(i) Allotment Project: The Chairman reported that 3 sources of funding had been identified for the allotments and that applying for these needed both the Certificate of Lawfulness and the Lease completed. These would be expedited in all swiftness by the Clerk.

12. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

(1) The Clerk informed the meeting that various invitations had been issued for non-official talks. None had been accepted to her knowledge.

(b) To discuss **Correspondence** received by the Clerk. The Clerk informed that all correspondence had been covered under previous agenda items.

13. Matters for Reporting or Inclusion of Future Agenda

It was noted that a report on the interweb and communications would be made the following month. It was also reported that no candidate for the current vacancy within the Parish Council had been found and that the last date for this was the 24th June 2011.

The Meeting closed at 10.40 p.m.

Subjects raised in Public Adjournments

1- The Parish Council should be involved in the Vern d'Anjou committee

2- Some trees on the left of Tatsfield Green require pruning

3- A complaint regarding the overhanging hedge on Ship Hill

4- When will the sign at the bottom of Ricketts Hill Road be replaced

5- thanks to the Parish Council members for their candidacy

6- When will the notice board in Church lane have notices placed on them requesting feedback from residents?

7- Are there fees to use the TCGA?

8- More warnings are required for the stand pipe use near the Tatol Bed.

9- The potential footpath along Church Lane and golf course could cause problems where it emerges as that section of road for crossing over is extremely hazardous

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9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (10 Jan 2011)	Action	Who	Date by	Result
4,1	Obtain final clarification from Surrey Highways re Parish Council closing roads whilst volunteers are clearing snow	J Allbutt / S Philibert	31/1	COMPLETE

Item & page (11 Apr 2011)	Action	Who	Date by	Result
6c, 23	Expedite Certificate of Lawfulness for Allotment site	Clerk	30/4	COMPLETE
6c, 23	Look into planning application for composting site move	Clerk	30/4	In progress
11a, 25	Clerk to contact Keith Masters regarding the Bulky Rubbish collection	Clerk	25/4	COMPLETE

Item & page (16 May 2011)	Action	Who	Date by	Result
6, 30	Complete Roles and Responsibilities document and present for acceptance	Chairman	13/6	COMPELTE
10a, 31	Contact Goldservice to inform them of their success in obtaining the contract for cleaning	Clerk	25/5	COMPLETE
10a, 31	Inform N Kells re acceptance of lighting quote.	Clerk	31/5	COMPLETE
10a, 31	Contact VHMC requesting flag size and permission to use the flag pole for supporting Armed Forces	Clerk	19/5	COMPLETE
10a, 31	Inform Reeves and T Dawkins re outstanding work to AMB and Village Hall	Clerk	24/5	COMPLETE
10a, 31	Inform Ryan Leisure that their maintenance quote had been accepted	Clerk	22/5	COMPLETE
10a, 31	Inform L Gulley of acceptance of hedge maintenance quote	Clerk	24/5	COMPLETE
10a, 31	Request removal of doors to Ship Hill notice board and place notice requesting usage feedback	Clerk	18/5 27/5	COMPLETE
13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
13c, 32	Request update from Tatsfield Responders	Clerk	1/6	COMPLETE
13d, 32	Inform the Village Hall Management committee of the Parish Councils decisions and request key / code for lock	Clerk	30/5	COMPLETE
14g, 33	Enquire as to nature of alarm for IQ Financial planning	Clerk	31/5	COMPLETE

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6, 37	Inform Key holders of the need for a £40 deposit to cover possible expenses if the key were lost or equipment lost / damaged	Clerk	17/6	
6, 37	Formal notification of thanks to Steve Hyder on behalf of the Parish Council for his generous gesture	Clerk	17/6	COMPLETE
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	
7a, 37-38	Issue response to various planning applications	Clerk	23/6	COMPLETE
7d, 38	Agree response to CIL.	Chairman / Clerk	29/6	
8b, 38	Inform of grass cutting contract award	Clerk	17/6	COMPLETE
9a, 38	Issue Frontages letters	Clerk	20/6	
9a, 38	Clarify query re planning with TDC	Clerk	20/6	

Item & page (13 June 2011)	Action	Who	Date by	Result
9c, 38	Report overgrown trees on footpath to P Gates	S Smale	30/6	COMPLETE
10a, 39	Contact enabling team for Affordable Housing	S Smale	30/6	
10b, 39	Organise Public Information evening	Clerk	20/6	COMPLETE
10c, 39	Response to Downlands Review	Chairman	17/6	
11d, 39	Inform VH Secretary re new PC representative	Clerk	17/6	COMPLETE
12c, 39	Circulate sample cards to be placed on vehicles parking on the Green.	Clerk	24/6	
12i, 40	Query update on lease for allotments and complete the COL	Clerk	17/6	COMPELTE

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 13th June 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale Mrs Nichola Stokoe Mr Ian Mitchell Mr Doug Massey Mr Peter Kerry
In Attendance: Mrs Ana Hughes (Clerk) Mr Bob David (Tandridge DC Councillor)
And 7 parishioners.

1(a) Apologies: None

(b) Declaration of Interest: The Chairman declared a personal interest in planning item TA/2011/709 owing to this property being his neighbour. He took no part in the discussion on this item

2. Minutes of the previous meeting

The minutes of the meeting held on the 11th May 2011 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. APPOINTMENT OF COMMITTEES, COUNCIL REPRESENTATIVES AND DELEGATION OF RESPONSIBILITIES

The appointment of committees, council representatives and delegation of responsibilities was completed by the Chairman and agreed at the meeting. It was also agreed that an additional representative role was required for Fair-trade. The document detailing these is included as [Appendix C](#) to these minutes.

5. Winter Emergency

A report on this matter was circulated regarding the outcome of the meeting with Simon Mitchell, discussing the experiences of the previous 2 winters and resulting challenges to access and snow/ice clearance on roads. Progress had been made on a number of items and it was expected that further details would be made available on these at the July meeting. The Parish Council expressed satisfaction at the possible progress.

6. TCGA

(a) To provide updates on items of interest

The Clerk reported that confirmation had been received from Hedley's and David Hodge that the Lease for the land around the TCGA had now been signed and sealed by Surrey County Council. Registration was still taking place and the signed lease copy would be provided to the Parish Council once this had been completed. Relief was expressed at this news. The Clerk also confirmed that copies of the completed Agreements – with Tandridge and with Tatsfield Primary School – had been received and were in her possession. The Clerk further reported that S Hyder from Tandridge District Council had offered to continue paying for inspections as required to the TCGA and insure the TCGA items and equipment. This was a great bonus to Tatsfield and formal thanks were issued to Steve Hyder for this generous gesture.

The Clerk reported that recent events had led to a proposal that all current and future key holders of the storage box where equipment was kept, would be required to provide a deposit. This was agreed as a reasonable requirement and an amount of £40 was agreed. The Clerk to inform key holders.

Following an enquiry it was clarified that the TCGA was open to all users, but that it could be booked for exclusive use through the Clerk, for which a charge equal to that charged by Tandridge would be made. When exclusive use was booked then notices should be provided informing potential users that the site was closed. Options to check availability were discussed and the Chairman noted that an electronic booking system had been investigated by the Clerk.

It was also proposed that a general guideline to advertising events taking place in the TCGA should be issued, especially given the recent and unacceptable use of trees to display adverts. The Clerk to expedite.

The Chairman informed the meeting that no further vandalism had been experienced at the TCGA, although other events would be covered in later agenda items.

7. Planning

(a) To determine the Parish Councils position on [Appendix A](#)

TA/2011/676: Water Treatment Works, Westerham Hill, Pilgrims Way, Westerham, TN16 2DU - Erection of building. The Parish Council was informed that this involved renewal of building on an existing brown field site. *It was agreed that the Clerk should inform Tandridge that the Parish Council had no comment on this application.*

TA/2011/699 - 7 Whitewood Cottages, Crossways, Tatsfield, TN16 2BP - Formation of dormer window to rear roof slope. The planning team noted that this planning application had no real external impact being at the rear of the building and involving the internal conversion of a cupboard to a cloakroom. *It was agreed that the Clerk should inform Tandridge that the Parish Council had no comment on this application.*

TA/2011/709 - Storrington, Goatsfield Road, Tatsfield, TN16 2BU - Erection of single storey rear extension and erection of roof lantern to existing single storey rear extension.

The planning team noted that a number of extensions had already been made to this property and that it was on the edge of the settlement area. The proposed extension did not impact neighbours as there were none on the side where the changes were proposed. *It was agreed that overall the Parish Council had no objections; however it would be worth noting that previous extensions may have an impact on the proposed application and that Tandridge Planning might want to check the overall acceptable limits as to increases in volume to the property.* The Clerk to expedite.

TA/2011/717 - Top O The Down, Ricketts Hill Road, Tatsfield, TN16 2NA - Erection of single storey extension to rear and side elevations and alterations to the roof. (Certificate of lawfulness for a proposed use)

It was agreed that this would be addressed at the June meeting as no paperwork had yet been received for this planning application.

(b) To appoint a planning team for June. It was agreed that the planning team for June would be Jon Allbutt and Peter Kerry.

(c) To discuss responses to the Sevenoaks District Council Local Development Framework Consultation. The Chairman reported that there was no apparent impact on Tatsfield with this consultation, and that the Parish Council should keep an eye on developments but that no comment was necessary. This was agreed.

(d) To agree the final response to Community Infrastructure Levy. It was agreed that a supportive response would be created by the Chairman and Clerk and returned to Tandridge together with a list of items to be provided by the Parish Council.

8. Finance

(a) To authorize payments detailed in [Appendix B](#)

The Clerk noted that once again it was a heavy month for payments, including payments to be deducted from the final amount owing to All Building Works and which had been communicated by T Dawkins to the liquidator. The schedule of payments was approved unanimously.

(b) To discuss and agree items requiring expenditure.

The Clerk noted that the Parish Council was required to agree whether the contract for grass cutting for the TCGA land should now be awarded. Quotes from various providers had been circulated a few months ago but the quote from L Gulley was deemed the most reasonable and as a local supplier, was in line with the Parish Council's selection criteria. It was agreed that his quote for a 4 weekly cutting service to the land around the TCGA, in line with the specification provided by the Parish Council, for an annual price of £225 was reasonable and it was agreed he should be given the contract. The Clerk to progress.

(c) To discuss options regarding internet banking and a possible change of Bank

The Clerk informed the Parish Council that the Finance Committee meeting in May had agreed to investigate the implementation of Internet banking. The Clerk had made enquiries and currently only 2 banking providers (Santander and Unity Trust) satisfied the dual authorisation criteria stipulated in the Parish Council's Standing Orders and Finance Regulations. Unfortunately it would require a change of the parish Council's bank. The Clerk to investigate further.

(d) To approve Annual Accounts for the Parish Council and discuss Internal Auditors Report

The Clerk noted that the Finance Committee had recommended that the Annual Accounts as circulated and reviewed by the Internal Auditor, together with the Annual statement, should be approved. The Parish Council agreed unanimously that the Accounting statements and Annual Governance statement should be approved and sent to the external auditors by 8th July 2011.

9. Highways & Rights of Way

(a) Highways: A report had been circulated to the Parish Council identifying 2 properties whose hedges were obstructing pathways and pedestrians. The Clerk to provide Frontages letters to be issued to the property owners identified requesting that their hedges be trimmed, as the previous Highways Officer had done. Following a discussion the Clerk was asked to clarify whether a trellis was seen as a fence for the purposes of planning.

The advert in Church lane was discussed and it was agreed that there had been no formal complaint regarding this matter to the Parish Council, nevertheless it was agreed that an informal approach should be taken to ascertain possible sight-line issues.

(b) Village Centre road scheme: nothing to report.

(c) Footpath Walks: The Chairman reported that contact with Goldsmiths regarding the opening of a footpath access had been made and some progress reached. Further information would be available at later meetings. The Parish Council agreed that a recent resident complaint regarding overgrown trees from a footpath on to her land would not be able to be resolved by the Parish Council due to lack of funds and setting of precedent for future complaints, but that it would be reported to P Gates at Surrey County Council.

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12i, 40	Query update on lease for allotments and complete the COL	Clerk	17/6	COMPELTE

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 25th July 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale Mr Doug Massey Mrs Nichola Stokoe

In Attendance:

1. (a) Apologies: Mr Peter Kerry, Mr Ian Mitchell, Mrs Ana Hughes (Clerk)

(b) Declarations of Interest: None

2. Minutes of the Previous Meeting:

The minutes of the previous meeting (June) were agreed as an accurate record and signed.

3. Covers Farm landfill:

The meeting discussed the proposal for landfill at a 41 hectare site at Covers Farm in Westerham. The comments and concerns of Westerham Parish Council, and other local bodies and residents were reviewed in light of the 6,750,000 tonnes of material estimated to fill the site. It was agreed that Cllr Massey would prepare and circulate a formal response for agreement.

4. Bassetts

It was reported that agreement had been reached between Whelan Homes and Surrey County Council regarding the purchase of land at the rear of the site whilst retaining access to the TCGA boundary fence for maintenance purposes.

5. Matters for Reporting or Inclusion in Future Agenda:

Nothing to include

The Meeting concluded at 8.35pm.

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 22nd August 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mrs Susan Smale (in the chair) Mr Doug Mitchell Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners

1. (a) Apologies: Mr Jon Allbutt, Mr Ian Mitchell, Mr Peter Kerry

(b) Declarations of Interest: The Parish Council declared an interest in Item number 3 given that it had been submitted by the Clerk on behalf of the Parish Council

2. Minutes of the Previous Meeting:

The minutes of the previous meeting (July) were agreed as an accurate record and signed.

3. TA/2011/852 - Land West of Approach Road, Tatsfield Use of agricultural land as allotments (Certificate of Lawfulness for an Existing Use)

Given the Parish Council had requested this Certificate of Lawfulness no comments were forthcoming. The Clerk informed the meeting that she had received an emailed copy of the Certificate of Lawfulness granted by Tandridge District Council and was awaiting the paper copy. This was a welcome announcement.

4. TA/2011/974 - Rosemary Cottage, 37 Paynesfield Road, Tatsfield, TN16 2AT

Creation of vehicular access onto Paynesfield Road and erection of 1.8m close boarded gates to existing access to Crossways. The Parish Council concluded that they could find no technical grounds to object to this planning application. However concerns were expressed at the possibility of the location of the property and the resultant work then exacerbating the existing serious parking problems along that part of Paynesfield and Crossways / Johns road. *The Clerk was instructed to check if any objections had been lodged regarding this property and that the concerns should be conveyed to the Planning officer, together with the conclusions reached by the Parish Council to not object.*

5. Matters for Reporting or Inclusion in Future Agenda:

None

The Meeting concluded at 8.00pm

Item & page (22 Aug 11)	Action	Who	Date by	Result
4, 12	Respond to TA/2011/974	Clerk	23/8	COMPLETE

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 26th September 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale Mr Doug Massey Mrs Nichola Stokoe Mr Ian Mitchell

In Attendance: Mrs Ana Hughes (Clerk)

And 1 parishioner

1. (a) Apologies: Mr Peter Kerry

(b) Declarations of Interest: The Parish Council has a declared interest in item number 6 which was discussed briefly referent to TA/2011/1213

2. Minutes of the Previous Meeting:

The minutes of the previous meeting (August) were agreed as an accurate record and signed.

3. To discuss and agree a final response to the CLG National Draft Planning Policy

The Parish Council had received an updated draft response proposed by Ian Mitchell and this was discussed in detail and its content applauded. All points were agreed as necessary for inclusion and some queries relating to the last point on the proposed response (referring to settlement areas and their apparent exclusion from the Planning Policy document under discussion) were debated. It was agreed that the final version would only be approved following the upcoming meeting with P Mason from Tandridge Planning, taking place on 4th October 2011. It was intended that the final draft for submission would then be approved at the next Parish Council meeting which would give ample time for submission by 17th October.

4. To discuss and agree a draft agenda for the meeting with P Mason in October

The meeting with Piers Mason (Chief Planning Officer – Tandridge District Council) in October was discussed and a draft agenda proposed as follows:

- 1- Principles of Development Control
- 2- Tandridge District Council planning policies
- 3- Where does the Parish Council fit in and add value (clarification request on contacting neighbours/ Clarification on Certificate of Lawfulness and Parish Council input)
- 4- CLG Planning Policy document
- 5- Design Statement and character assessment for Tatsfield
- 6- Enforcement of Tandridge policies. For example Church farm Barns hedge.

5. To discuss the appeal for TA/2010/527 – 2010/165 Enforcement notice.

The Parish Council were informed by the planning members that 2 enforcement orders had been appealed against by the owners of the property. It was noted that the basis of the appeal did not add anything new and merely rejected the basis of the enforcement orders.

It was agreed that given the limited response given by the Parish Council initially to TA/2010/527 it was unlikely that a response would be possible but that advice would be sought from the planning officer in Tandridge.

6. Matters for Reporting or Inclusion in Future Agenda:

The Clerk notified the Parish Council that documentation had been received for the proposed Bassetts development: TA/2011/1213. It was agreed that special dispensation would need to be obtained from the officer in Tandridge given that the Parish Council had a personal and prejudicial interest in this planning application. The Clerk to obtain. It was agreed that a short comparison of the plans submitted to the outline proposal would be performed. It was noted that the original outline proposal had been agreed following an appeal and that there was little change in the plans submitted for the new plans regarding the number of dwellings. However some concerns were raised especially regarding the bulk of the dwellings and the number of parking spaces proposed. This would be discussed further in October.

The Clerk notified the meeting that correspondence relating to the proposed boundary review had been received.

There did not appear to be much concern as none directly affected Tatsfield.

It was noted that a Bromley Consultation paper had been received that mentioned Tatsfield and that this would require a short response just to correct some mistakes relating to Tatsfield.

A query as to whether planning permission for change of use from Agricultural to recreational / community use would be required for the proposed Meadow land behind the school was made. The Clerk to ascertain.

The Meeting concluded at 9.30pm

Item & page (26 Sept 11)	Action	Who	Date by	Result
3, 13	Complete CLG planning policy response for approval in October	I Mitchell	10/10	
4, 13	Contact planning officer for enforcement notice 2010/165 re possible Parish Council comments	S Smale / N Stokoe	30/9	

Item & page (26 Sept 11)	Action	Who	Date by	Result
6, 14	Obtain special dispensation for TA/2011/1213 from Tandridge District Council	Clerk	10/10	
6, 14	Enquire as to whether planning is required for change of use for Meadow	Clerk	10/10	

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th July 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair)
Mrs Susan Smale Mrs Nichola Stokoe Mr Doug Massey Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 4 parishioners.

1(a) Apologies: Mr Ian Mitchell

(b) Declaration of Interest: None.

2. Minutes of the previous meeting

The minutes of the meeting held on the 13th July 2011 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. TCGA

(a) To provide updates on items of interest

The Parish Council agreed that the previously approved position for usage of the TCGA on a first come first served basis would be upheld, now that the facility had been available for over a year. The Chairman noted that a request had been made by a private user to become a key holder. The private user was happy to pay the deposit required and to sign their acceptance of the Terms and Conditions of Use. The Parish Council agreed that there was no real distinction between a private user, and a representative of a user group in this case and the request was approved.

It was proposed and agreed that a poster would be displayed at the TCGA providing booking information and possibly a contact telephone number to notify the Parish Council of damage noted. The Clerk to progress.

The Chairman informed the meeting that Mike Lambert had reported a minor fire in July and affrays in car park with a group of youths. Both were reported to Police and the Chairman urged all residents to ensure that any and all incidents were reported for action to the police, however small.

5. Planning

(a) To determine the Parish Councils position on [Appendix A](#)

TA/2011/772: Land adjacent to 85 Paynesfield Road, Tatsfield, TN16 2BQ - Demolition of outbuilding. Erection of 2-storey dwelling. The planning members informed the meeting that although it was felt this was yet another example of 'infilling', and the building of yet another large dwelling, Paynesfield Road was in the Settlement Area and therefore there were limited grounds for objection. It was felt that although the dwelling was not pleasing aesthetically, that there were other similar properties on the road and that its size and distance from neighbours were not out of keeping with the surrounding houses. *The Parish Council therefore could find no acceptable grounds to object and that this conclusion should be conveyed by the Clerk.* The Clerk to inform Tandridge planning.

The Clerk informed the Parish Council that she had sent a request to Piers Mason as suggested at the planning meeting in June. A favourable response had been received and a provisional date of 4th October had been agreed.

The Clerk noted that she would not be available for planning meeting in July but that SCAPTC had confirmed a Parish Councillor could minute the meeting in her absence as long as the minutes reflected what took place in the meeting.

An update was given to the Parish Council of a successful meeting between Steve Hyder, Doug Massey, Bob David and the lottery representative. It was made clear to the Lottery representative that the TCGA facility was a great asset to the community and he expressed satisfaction at the outcome and the use of the Lottery's funds in providing the TCGA. The Parish Council expressed satisfaction once again at the successful conclusion of this project and with the support provided by Steve Hyder at Tandridge.

(b) To appoint a planning team for July: the next members of the planning team would be Doug Massey and Ian Mitchell. The Chairman agreed to assist Doug until Ian's return at the end of July.

6. Finance

(a) To authorize payments detailed in [Appendix B](#)

The Clerk noted that the expenditure this month had been less than recent ones, but that 2 items – notably the payments to Hedley's, had not been specifically included within the budget and that funds for these would need to be addressed either from reserves or other areas. The Clerk noted that the Parish Council had expected to have paid for legal fees for the TCGA land lease the previous financial year and that these had been moved to 2011/12 through the delays in the project.

The Parish Council approved the items detailed in Appendix B.

It was noted that the Parish Council had received a donation from Eileen Pearce from income generated by the Tatsfield Walks project. This was gratefully received and the Parish Council agreed to formally thank Mrs. Pearce.

The Clerk to progress.

(b) To discuss and agree items requiring expenditure.

Following receipt of 2 quotes for the provision of an additional alarm PIR, either above the new door in the entrance lobby, or fitted to the entrance door itself, the Parish Council debated this item and decided that it could be more beneficial to fit one in the Information room as this would pick up entries from the kitchen as well as the front door. The Clerk to progress and request advice from Colt.

(c) To discuss options regarding internet banking and a possible change of Bank

The Clerk was asked to present a comparison of the banks and facilities available in meeting the aims of the Parish Council to use internet payments to suppliers. This should be available by September.

7. Highways & Rights of Way

(a) Highways: A proposal for approval of a Highways discussion paper had been circulated by the Highways member and detailed a way forward for this role. The Parish Council approved the discussion paper. It was reported that meetings would subsequently take place with the County Council and Surrey Highways and an outline and report would be circulated for September. The Chairman noted that weed killing had not been completed in the Village by Surrey `Highways in April/May as it should have been. Contact with Steve Cunnah had resulted in this being scheduled for mid-July, which was not satisfactory and could have been detrimental to Tatsfield in the In Bloom judging in early July. David Hodge agreed to follow this up further.

(b) Footpath Walks: A report had been circulated and a further more detailed update was hopefully to be available in September.

8. Notified Matters

(a) To receive an update on Affordable Housing: a report providing an update on the project had been circulated to the Parish Council. Concern was expressed that with dialogue between the tree experts in both Tandridge and English Rural taking place to resolve the current concerns, a decision might not be made at the next planning meeting of Tandridge in July.

(b) To receive an update on the Winter Emergency discussions. The County Councillor informed the Parish Council that he was looking to obtain all the details on contact with local farmers, discussions between Districts, parish councils and the County Council, as well as the status of the talks with Bromley and hoped this would be available in September.

(c) To discuss progress on the Playground Refurbishment project: The Vice Chairman reported she had brainstormed PARROT (Play Area Renewal and Refurbishment is Our Target) and that a start had been made to create awareness in the village at the Scouts Fete. A meeting arranged the previous week had produced 2 willing and interested volunteers. Further meetings were proposed to be held in the AMB to recruit a team of local volunteers to start the fund raising process. Additionally Steve Hyder from Tandridge had provided details of a proposal from one of the suppliers of playground equipment that the District Council worked with. Tandridge would match amounts raised by Tatsfield up to £25,000. Fund raising needed to be completed by the end of the financial year in 2012. There were initiatives going ahead to attempt local business sponsoring of individual items of equipment as the playground scheme costs were likely to be fairly high. Additionally the Vice Chairman asked the Parish Council to agree to let the volunteer group meet in the Parish Room over the summer to organise fund raising events. This was approved.

(d) To receive an update regarding the new Tatsfield Emergency Plan: the Parish Council was informed that adjustments to the schedules were required and that final conferral was needed before the final agreed plan could be presented for approval.

(e) To discuss and agree a response to the Climate Change Action Plan. It was agreed that further perusal was required and that a reply would be agreed before the end of July.

(f) To receive an update on Community Web Development: a summary of meetings held thus far regarding this matter was presented. It was proposed and accepted that it would benefit the community if the Parish Council would take ownership and pay for the web address 'tatsfield.org.uk'. This would present a central hub, from which the Village website, Parish Council website and other local community organisation sites could be accessed from. Tom Chorley was thanked for his attendance at the meeting. It was agreed that the Parish Council would support, in principle, the proposal to widen appeal to all users and residents in the village, but the proposal of using Facebook was felt to need more investigation and clarification to work. The member responsible further reported that it was likely to be necessary to have a team of people, similar to the Parish magazine, to ensure the update and maintenance of the website and other possible methods of raising Tatsfield's profile on the internet. It was agreed that a submission summarising the position and detailing proposals would be circulated for agreement in September.

9. Reports from Members and Outside Organisations

(a) County Councillor: David Hodge informed the Parish Council that the new Highways contract appeared to be progressing well, with teething troubles as was to be expected and that the new street lighting showed a large reduction in the number of complaints to the County Council. The County Councillor informed the meeting that the recent government proposals for County Councils to be supervising independent auditors for local and Parish Councils had been challenged and rejected by Surrey. Mr Hodge further informed the Parish Council that he had ear-marked £1000 from an available sum of money from the Community Pride Fund and that this would be agreed with the Highways member as well as possible nominations for structural maintenance projects. This was well received by the

Parish Council who thanked the County Councillor. Additionally it was reported that an extra grit bin had been awarded to Tatsfield and its location would be determined with the Parish Council at the end of July.

(b) District Councillor: Bob David reported on the following matters:

1-A decision on what use to put Soper Hall to would be made in full Council at the end of the following week

2- The Parish Council was urged to fill in a survey online from Tandridge District Council –the Clerk had circulated details

(c) Tatsfield Community Responders: no report had been received.

(d) Village Hall: the representative on the Village Hall Management Committee had circulated a report. The Parish Council addressed the points raised in the report. It was confirmed that 1 bollard was currently stuck in the car park and that it could not, apparently be moved at all. The Chairman indicated that he would be making a survey and test of all the retractable bollards this coming Saturday and would then respond to Surrey County Council should any be found to be stuck. The Parish Council believed that a decision would need to be made in September as to how much further the matter of the bollards could be progressed. The Clerk was asked to check whether the bollards were being regularly raised and lowered by Mike Lambert.

A request was made to replace lead flashing that had been stolen. The Parish Council asked that Tony Dawkins be consulted regarding the recommendation he made for Lead as opposed to plastic flashing, as this was cheaper and much less likely to be stolen. The Clerk to progress.

The Parish Council noted the request by the VHMC to plug the holes in the roof, which birds were entering into. The Chairman conceded that a gap had been identified and a request would be made to fill it. The Clerk to progress.

The Parish Council discussed the new quote provided by N Kells at the Village Hall Management Committee's request, for 3 photo sensitive switches to existing fittings for lighting. The VHMC had agreed to provide the additional funds for these as per the new quote of £459.26 including VAT. This was agreed. The Clerk to progress.

The Clerk brought to the attention of the Parish Council a request she had received from the Chairman of Little Acorns for approval in principle, subject to building plans and meetings to discuss these, for the building of a door through from the East side of the village hall to access the side entrance where the Little Acorns children play. The Parish Council expressed some concerns regarding these plans, most notably with regards to the suitable security of the proposed door, the loss of storage space and the possible differences in levels between the Village Hall and the ground outside. The representative would communicate these concerns to Little Acorns.

Tatsfield Youth Project: The Chairman noted that the TYP would be meeting the following week to discuss the winding up of the project as it was felt its objectives had been fulfilled.

(e) Tatsfield in Bloom: The Chairman reported that the judging had taken place following another valiant effort by the volunteers in the Village. Thanks were issued for everyone's commitment and hard work. Results would be made known in September.

(f) Biggin Hill Airport: The Parish Council was asked to endorse a response to the latest proposal by Biggin Hill airport. The Parish Council agreed with the proposed submission and the Clerk was asked to send a copy to David Hodge.

(g) Vern d 'Anjou Association: nothing to report

(h) Police: communication would be taking place between the Chairman and the local Surrey Police to discuss the latest disturbances in Tatsfield with the Biggin Hill youths.

(i) East Surrey Parishes Liaison Group: Nothing to report.

(j) Speed watch: The Chairman requested an update from Surrey Police regarding the availability of equipment to measure speeding cars on Approach Road.

(k) Oxted CAB: Nothing new to report.

(l) Fair-trade Steering Group: Correspondence received was covered under item 11b.

10. Parish Council Property and Land

(a) Car Park and retained facilities: this item had been covered in some detail under 9d.

(b) Tatsfield Green: The Chairman reported that the successful experiment with the Meadow would shortly be cut for hay. A flower survey was planned for 2012.

(c) Westmore Green: The Chairman informed the meeting that illegal parking was still taking place and advice from Tandridge was hopefully coming shortly regarding the placement of posts along Lusted Hall path.

(d) Pond: The Chairman reported that the pond continued to appear healthy although it would need cutting back around the edge.

(e) Millennium Wood: The Chairman reminded the Parish Council that at some point the controversial issue of the path extension would need to be revisited, despite financial constraints still being in place.

(f) Kemsley Wood: Nothing new to report.

(g) Parish Room / Aileen McHugo Building: The Clerk reported that an offer from the Parish Council to Lotus Wellbeing to cut down hours to one day a week rather than end its contract had been favourably received. The Vice Chairman informed the Parish Council that Sure Start had expressed an interest in having a presence. Talks were ongoing and other possible options were proposed, including Weight Watchers and Slimming World.

(h) Village Hall: The Clerk reminded the Parish Council that comments from Hedley's regarding the recently distributed Deed of Variation had expressed strong concerns regarding this undertaking of responsibility for the floor by the Parish Council. The Chairman expressed frustration at this given the Parish Council's previous contact with Hedley's on this matter. It was agreed that a response would be provided by the Clerk regarding the concerns and explaining the current agreement with the VHMC. The Clerk to expedite.

(i) Allotment Project: The Chairman reported that the first social gathering had been a success with around 60-70 people as well as their mentor attending. Further events were planned. The Clerk informed the meeting that the Certificate of Lawfulness had had to be resubmitted as she had been given incorrect initial information regarding the form. This had now been completed.

11. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

(1) The Clerk informed the meeting that various invitations had been issued for non-official talks. None had been accepted to her knowledge.

(b) To discuss **Correspondence** received by the Clerk. The Clerk informed the meeting that a number of requests for grants had been received, these being:

- **Victim Support:** a charity based in Surrey providing support for victims of Crime. The Parish Council requested more information about services specifically available for Tatsfield residents given the limited resources available for Grants this financial year;
- **Oxted CAB:** traditionally always supported by the Parish Council. A proposed sum of £100 was agreed.
- **THACS:** this group had requested £300 for new equipment. Given the financial restrictions it was agreed that an initial amount of £200 would be proposed with a review later in the year.
- **Fair-trade Group:** a request had been received from £200 for the following year support for their annual Fair-trade week. The Parish Council agreed to provide an initial sum of £120.

The Clerk to respond to each group as detailed.

12. Matters for Reporting or Inclusion of Future Agenda

The Clerk asked whether Tatsfield would be entering the Photographic Village of the Year competition. Further information was requested. A query regarding the Diamond Jubilee in 2012 was raised. It was agreed this would be discussed at the next meeting and that a possible public meeting would be called for suggestions in October.

The Meeting closed at 11.20 p.m.

Subjects raised in Public Adjournments

1- Would Paynesfield Road surface ever be repaired, as it was unacceptable in many places.

Item & page (11 Oct)	Action	Who	Date by	Result
9d, 64	Circulate sign quotes for Village Hall and car park	Clerk	28/10	In progress

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (11 Apr 2011)	Action	Who	Date by	Result
6c, 23	Look into planning application for composting site move	Clerk	30/4	In progress

13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
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Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Inform Key holders of the need for a £40 deposit to cover possible expenses if the key were lost or equipment lost / damaged	Clerk	17/6	COMPLETE
6, 37	Formal notification of thanks to Steve Hyder on behalf of the Parish Council for his generous gesture	Clerk	17/6	COMPLETE
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (13 June 2011)	Action	Who	Date by	Result
7a, 37-38	Issue response to various planning applications	Clerk	23/6	COMPLETE
7d, 38	Agree response to CIL.	Chairman / Clerk	29/6	COMPLETE
8b, 38	Inform of grass cutting contract award	Clerk	17/6	COMPLETE
9a, 38	Issue Frontages letters	Clerk	20/6	In progress
9a, 38	Clarify query re planning with TDC	Clerk	20/6	In progress
9c, 38	Report overgrown trees on footpath to P Gates	S Smale	30/6	COMPLETE
10a, 39	Contact enabling team for Affordable Housing	S Smale	30/6	COMPLETE
10b, 39	Organise Public Information evening	Clerk	20/6	COMPLETE
10c, 39	Response to Downlands Review	Chairman	17/6	COMPLETE
11d, 39	Inform VH Secretary re new PC representative	Clerk	17/6	COMPLETE
12c, 39	Circulate sample cards to be placed on vehicles parking on the Green.	Clerk	24/6	In progress
12i, 40	Query update on lease for allotments and complete the COL	Clerk	17/6	COMPLETE

Item & page (11 July 2011)	Action	Who	Date by	Result
4, 45	Issue a poster to display on the TCGA to provide information for users re bookings with contact numbers.	Clerk	08/08	
5, 45	Inform Tandridge planning re response for 2011/772	Clerk	18/7	COMPLETE
6a, 46	Thank Eileen Pearce for her donation	Clerk	30/7	COMPLETE
6b, 46	Request assistance from Colt re location of additional PIR	Clerk	10/08	COMPLETE
6c, 46	Provide a comparative report re banks and internet services available	Clerk	12/09	
7a, 46	Circulate report on Highways and role	D Massey	05/09	
8f, 47	Circulate submission and proposal for requirements for web development	P Kerry	31/08	
9f, 47	Send copy of approved response to Biggin Hill Airport to D Hodge	Clerk	14/7	COMPLETE
10h, 48	Respond to Hedley's email regarding the Deed of Variation	Clerk	14/7	COMPLETE
11b, 48	Respond to each request for a grant	Clerk	10/8	

MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 22nd August 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Sue Smale (in the chair)
Mr Ian Mitchell Mrs Nichola Stokoe Mr Doug Massey Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners.

1 (a) Apologies: Mr Jon Allbutt

(b) Declarations of Interest: None.

2. To discuss and agree the proposal for fees relating to the Allotments project. The Parish Council discussed the proposal by Whelan Farms for a reduction in the fees originally requested by their solicitors, for which the Parish Council had made no provision and no mention of which had ever been introduced into the discussions and agreements regarding the allotments. However it was felt that in the interests of all parties concerned and to ensure good relations were maintained in the future, that the offer of a £375 + VAT payment was an acceptable alternative. This was agreed. Nichola Stokoe to inform Whelan Farms and the Clerk to expedite the signing and completing of the lease through Hedley's. It was agreed that this was required with the utmost urgency to ensure that the Allotments grant through the Lottery was secured as this would provide a greater degree of financial freedom and less reliance on the Parish Council for funds. The Clerk then informed the Parish Council that it was necessary to agree formal reporting processes with the Tatsfield Allotment and Community Gardens Group (TACGG) including details of upcoming grants and what these would be spent on. She proposed quarterly reports. This was generally agreed. The Clerk to inform TACGG.

3. To discuss and agree costs for repairing the Village Hall downpipe

The Parish Council agreed that the recent request from the Village Hall Management Committee communicated to the Chairman and subsequently to the Clerk, was acceptable and necessary. It was noted that the VHMC should once again be informed that the budget for repairs and maintenance for the Village Hall was reducing at a fast rate and that with further costs for repairs to the roof, the amount left was going to need to last until March 2012. N Stokoe to expedite with the VHMC. It was also agreed that the VHMC should be encouraged to ensure that the VHMC representative was their first point of call with queries.

4. Matters for Reporting or Inclusion of Future Agenda

The Clerk informed the Parish Council that a request for immediate payment had been received from Tandridge District Council and that this may need paying before the September meeting. It was also noted that the Surrey Village of the Year hosting would be taking place on 10th September 2011 at the Village Hall and that catering would be undertaken by the WI who had demonstrated to be able to cater for the numbers required well within the budget agreed by the Parish Council the previous year.

The Meeting closed at 8.45 p.m.

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th September 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Susan Smale (in the chair) Mr Ian Mitchell Mrs Nichola Stokoe Mr
Doug Massey

In Attendance: Mrs Ana Hughes (Clerk)

Mr Bob David (Tandridge District Councillor)

And 11 parishioners.

1(a) Apologies: Mr Jon Allbutt, Mr Peter Kerry, Councillor David Hodge (SCC)

(b) Declaration of Interest: None.

2. Minutes of the previous meeting

The minutes of the meeting held on the 11th July 2011 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. TCGA

(a) To provide updates on items of interest

The Clerk reported that both the school and Mike Lambert had informed the Parish Council of damage to the bins and storage box, with the former having been almost removed from their base. The Clerk had requested quotes from Steve Hyder of Tandridge District Council and was awaiting these. The Parish Council agreed that Mike Lambert would be asked to repaint the box and remove the graffiti.

5. Planning

(a) To determine the Parish Council's position on Appendix A

TA/2011/1136 :The Bakery, Westmore Green, Tatsfield, TN16 2AG :Extension to existing restaurant to provide dining room and toilet facilities together with landscaping and revised car park layout. Relocation of staff flat and adaptation of existing first floor to create bed and breakfast facilities incorporating the erection of dormer windows.

The Parish Council discussed this and noted that 2 comments had been raised by neighbours regarding the proposed location of the refuse bins. It had been indicated by the applicant that the location could be changed. Additional comments regarding the noise made by the refuse collectors in the very early morning and the fact that this would be exacerbated by the proposed relocation of the bins in the planning application could not be considered by the Parish Council as they did not directly relate to planning law as such. Overall it was felt that this was a positive attempt to provide a better image and overall the changes would be positive for the local business they related to, and thus for the village. *It was agreed that the Clerk should respond indicating overall support for the planning changes proposed but noting the concerns about the location of the refuse bins and potential proximity to neighbours.*

TA/2011/1180 : Kylemore, 56 Paynesfield Road, Tatsfield, TN16 2BG : Erection of part two storey part single storey side/rear extension. It was noted that this residence is in the settlement area and has had some extensions already during its lifetime. The Parish Council felt that the planning officers in Tandridge would assess whether the changes already made to the property would cumulatively not exceed permitted guidelines when assessing this planning application. *It was agreed that the clerk should respond indicating that the Parish Council had no comment to make.*

(b) To appoint a planning team for September: It was agreed that the next members of the planning team would be Sue Smale and Nichola Stokoe.

(c) To discuss and agree a response to the CLG Draft National Planning Policy. It was proposed that there were 2 decisions the Parish Council needed to make – firstly whether a response would be made. This was unanimously agreed. Secondly what would be included within the Parish Council's response. A draft summary of points to potentially include in such a response had been circulated with the main issues being : the Green Belt exists for the benefit of all, not just those who reside in it; the importance of developing on Brownfield as opposed to Greenfield sites should be stressed; the proposed changes in the national policy could see an end to Affordable Housing schemes such as those in or planned for Tatsfield; wording in the policy relating to the definitions and development of greenbelt land was slightly weaker than before and could give rise to multiple interpretations; settlement areas could potentially disappear with current settlements such as Tatsfield either being excluded from the Green Belt or being subject to full Green Belt restrictions. It was agreed that this was an excellent start and that further agreement on inclusions and format of the response would be discussed at the planning meeting later that month.

It was also reported that Tandridge District Council had decided not to release the planning template to local parish councils given that there was a lack of staff to support the inevitable request for assistance in creating local planning profiles and also given the uncertainty surrounding national planning policy.

6. Finance

(a) To authorize payments detailed in Appendix B

The Clerk reported that, given the recess in August, the outgoings this month were relatively higher with many bills having to be paid spanning 2 months. Attention was drawn to payments to Hedley's for the Whelan allotments lease. It was also noted that a refund had been obtained from British Gas for overpayment and that the Parish Council was currently in credit with their gas provider E.on. The Clerk also noted that payments in September for the second half of the precept and for the quarter rent from IQ `Financial had yet to go through the bank and would be in by the time current outgoings were paid.

The Parish Council approved the items detailed in Appendix B.

(b) To discuss and agree items requiring expenditure.

The Parish Council agreed that at this time the additional PIR on the door would not be approved and would wait until such time as it was deemed more urgent. It was agreed that the proposed timer on the immersion heater, with a quote of £54.13 including VAT would be progressed as it was likely to reduce heating costs in the long term.

It was also agreed that, following a trial of the Ordnance Survey mapping software that this again should be reviewed in 6 months once current issues with faults experienced had been ironed out and when the Parish Council could make more use of this item.

The Clerk reported that she was reviewing 3 software packages for accounts and would report back with findings at a later meeting.

(c) To discuss options regarding internet banking and a possible change of Bank

The Clerk informed the parish Council that not all information had yet been received and the proposed report would be produced in October.

7. Highways & Rights of Way

(a) Highways: The Highways member had circulated a report and reiterated his plan to define the Highways role and responsibilities working in conjunction with Surrey Highways. This was proving challenging given the lack of documentation available. A meeting had been held in which a list of outstanding items had been agreed with Surrey Highways and Surrey County Council. Three items that had been highlighted for action had been added to the list but there was no agreed date by which the items would be actioned. The Highways member would continue to work with Surrey Highways to obtain a definitive action plan and timescales for each outstanding item. He also reported that the gully overflows in Westmore Road were a potential hazard in wintertime, and that it was more likely that these would be cleaned if local volunteers performed the work.

(b) Footpath Walks/ Rights of Way: The Chairman reported that a resident had requested assistance regarding a hedge that was growing over into her garden and causing obstruction. It was agreed that a written letter would be issued by the Clerk and chairman regarding this matter as there was no real action the Parish Council could take and Surrey had indicated that it was not possible to clear as it did not obstruct the footpath.

8. Notified Matters

(a) To receive an update on Affordable Housing: The District Councillor informed the meeting that the planning officer was expected to recommend an unqualified ratification of the planning proposal for the affordable housing project and that this would be discussed by TDC on 22 September. The Chairman noted that 2 members of the Parish Council were planning to attend the meeting. She also reported that recent discussions regarding the possibility of obtaining financial support had been positive.

(b) To receive and update on the Winter Emergency discussions. No updates had been received regarding local contacts and farmers and the Clerk reported that a short email stating that Bromley had not agreed to assist with the gritting of Ricketts Hill Road had been received but no clarification had been received. It was agreed that the Clerk would request further updates from the County Councillor expressing the Parish Council's concern with winter fast approaching and a number of unresolved issues still outstanding, most notably relating to gritting routes and local contact farmers. It was also reported that a request for volunteers in the Parish Magazine for support in the winter had not produced any responses. This was disappointing and additional efforts would be made to contact individuals who had volunteered for the previous winter as well as an additional piece in the Magazine.

(c) To discuss progress on the Playground Refurbishment project: A representative from the PARROT team – Kevin Arnold – reported to the meeting that fundraising plans included targeting local residents and businesses

requesting monthly contributions between November and March which, if they were realised, should raise the required funds for the proposals received from playground providers, amounting to around £25,000. It was not expected that assistance would be required from the Parish Council at this stage and further reports would be made in the upcoming meetings.

- (d) To receive an update regarding the new **Tatsfield Emergency Plan**: no updates were available.
- (e) To discuss the proposal regarding the change of name to **Tatsfield Community Council**. The Chairman proposed that this should be deferred to October given the absence of the proposer for this item. This was agreed.
- (f) To receive and update on **Community Web Development**. It was agreed this would be deferred to October as the representative member was absent.
- (g) To discuss and agree registration of the **King Edward VII Memorial Garden**. It was agreed that the Parish Council representative for Property would investigate and instigate the process of registering this piece of land.
- (h) To discuss proposals for celebrating the **Queens Diamond Jubilee in 2012**. The Chairman proposed that this be deferred to October for full options to be presented to the meeting. Current proposals included a family day with a picnic on the Green.

9. Reports from Members and Outside Organisations

- (a) **County Councillor**: none received.
- (b) **District Councillor**: Bob David reported on the following matters:
 - 1-CLG National Policy framework – Tandridge would be drafting a response focusing on items already highlighted by the Parish Council as well as additional ones. He urged the Parish Council to continue their response as already detailed.
 - 2- Oxted school free transport declined by Surrey County Council. This matter was currently in final appeal to 3 councillors. Parents of 19 children affected had collaborated to produce a joint appeal and this was hoped to be heard by 19th September. Currently all efforts were being made and D Hodge had requested to speak on their behalf to the panel but this was likely to be declined. The parents were not hoping for much joy and intended to address the Ombudsman should their final appeal be rejected.
 - 3-Lusted Hall Lane parking on the track was still not being actioned by Tandridge legal although they had now asked for details of all future offenders' number plates so these could be checked by the DVLA.
- (c) **Tatsfield Community Responders**: no report had been received although it was recognised that P Clark was away.
- (d) **Village Hall**: the representative on the Village Hall Management Committee had circulated a report. It was agreed that clarification would be obtained by the Clerk regarding the frequency of Mike Lambert's action regarding the retractable bollards. It was also noted in response to a query raised by the VHMC that the hole in the roof should be accessible from the inside of the Village hall but that Desmond Bishop was currently away and the Clerk would check on his return.
- (e) **Tatsfield Youth Project**: The Chairman reported that the TYP had now been wound up and that funds had been distributed, with the exception of a possible donation of approximately £2,000 to be made to the Parish Council for use in the Village for the youth. This could possibly be used as a donation to the PARROT project.
- (f) **Tatsfield in Bloom**: It was reported that Tatsfield had once again had a triumphant In Bloom result with Gold award, the Conservation cup and the Surrey Life award. Thanks were issued to all supporters including the Parish Council and specifically all the volunteers.
- (g) **Biggin Hill Airport**: It was agreed that a date was needed for the APM in 2012 before approaching the director for the airport to request her presence as guest speaker. The Clerk to expedite.
- (h) **Vern d 'Anjou Association**: nothing to report

- (i) **Police:** nothing to report.
- (j) **East Surrey Parishes Liaison Group:** Nothing to report.
- (k) **Speed watch:** It was reported that the equipment to measure the speeds on Approach Road had now been delivered to Moira Cocks and that additional training would then take place before speeds could be measured in Tatsfield. M Cocks was as frustrated as the Speedwatch volunteers with the delays.
- (l) **Oxted CAB:** This is covered under Item 11b.
- (m) **Fair-trade Steering Group:** A report had been circulated and expectation of a request for assistance in 2012/13 shortly.

10. Parish Council Property and Land

(a) **Car Park and retained facilities:** The Clerk reported that Paul Meredith from Surrey County Council had now considered all outstanding work regarding the bollards to have been completed. The Parish Council agreed that it was now time to conclude the agreement with Surrey County Council and receive ownership for the car park, together with the amount agreed to manage the car park of £30,000. The Clerk to expedite. It was agreed that there were still matters such as the plastic caps and the light bulbs that required clarification and that these would need to be resolved by the Parish Council.

The recent Bulky Rubbish collection was discussed with comments on the stain which was photographed and the need to inform Keith Masters. The Clerk to proceed.

- (b) **Tatsfield Green:** Nothing additional to item 8g.
- (c) **Westmore Green:** Disappointment was expressed at the continued lack of progress regarding the prosecution of continuous offenders parking on the green. The Clerk was urged to produce the notices that could be placed on windscreens of offenders.
- (d) **Pond:** Nothing to report.
- (e) **Millennium Wood:** Nothing to report.
- (f) **Kemsley Wood:** Nothing to report.
- (g) **Parish Room / Aileen McHugo Building:** The Clerk reported that Lotus Wellbeing had decided to end their time at the AMB and had vacated the premises at the end of August. The keys had been handed over and all had been left in a good state. She also noted that the contract between the Parish Council and Kestrel for a half day starting on 21st September had been signed and full payment up to the end of March 2012 had been received. There was no further news on other interested parties at this time.

A report was made regarding the recent Fire Risk Assessment which had been carried out on the Aileen McHugo Building (AMB) and that the likely outcome was to use the kitchen door as a fire exit after conversion to a fire door and the removal of the cooker from the kitchen. The Parish Council was informed that 2 of the lights that had been installed on the side of the AMB had now been vandalised and needed to be made safe. It was proposed that these were not repaired as the light from the rear of the Village Hall would be sufficient and they would just be vandalised again. It was also noted that the Parish Room needed a new clock.

A further note of caution was issued regarding the rubbish bin that needed to be emptied and either repaired and offered or disposed of as it was a serious fire hazard. This would be investigated and auctioned as required.

(h) **Village Hall:** The Clerk informed the meeting that following her reply to Roger Taylor regarding the Deed of Variation, he had replied yet again re-iterating his concerns at the proposed changes to the lease that had previously been agreed between the Parish Council and Village Hall Management Committee. He recommended that no such Deed of Variation should be implemented, that the lease in its current form should continue and that the Village Hall Management Committee should approach the Parish Council should it require the floor repaired and have no funds to do so, as had happened this current year. Additionally the parish council should ensure that provision for such repairs should be made on an annual basis as a gesture of goodwill. This had already been agreed with the maintenance

programme having been approved for the next financial year. The clerk recommended that the Parish Council should heed the advice of their legal counsel in this case. This was unanimously agreed.

The Parish Council was informed that requests to remove Little Acorns from the registered map for the land around the Village Hall had met with rejection from Ordnance Survey. This was reluctantly accepted.

(i) **Allotment Project:** The Chairman informed the meeting that the lease with Whelan Farms had now been completed and all outstanding matters had been resolved. Thanks were given for all who had been involved especially N Stokoe and P Green who had been very gracious in their discussions. The Clerk noted that a request for Parish Council funding of a pathway around the allotments site, with expected costs of between £4,000 and £11,000 had been received. The Allotments group expected to be awarded a grant but this would only be issued after the work had been completed. Further information was requested and a warning was made to ensure that proposed works only took place inside the red edge boundaries on the plan. The Clerk to progress.

11. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) **SCAPTC AGM 27th September 2011** East Horsley Village Hall 9.30-10am start to 1.30pm. Ian M and clerk to attend

2) **TVSC AGM and lunch meeting 29th September 2011** - Methodist Church Hall, Hurstlands, Hurst Green at 12 noon

3) **Broadband event held by SCC at Hurst Green – 30th September** – Ian Mitchell to attend

(b) To discuss **Correspondence** received by the Clerk.

The Clerk informed the meeting that a letter from Surrey Crimestoppers requesting support had been received. A £50 donation had been provided the previous year. It was agreed to defer a decision to October.

A letter from TDC informing the Parish Council of the annual closure of White Lane on 9th October for the Bec Cycling Club annual Hill Climb had been received and information placed on the web site.

A circulated request from Ridge Radio for £500 donation to support their purchase of computer equipment was regretfully declined in favour of causes that more directly supported the community.

The Clerk had received a request from David Bishop for a grant to support the Annual Christmas Carol sing-along on 16th December. The clerk reminded the meeting that the donation last year had been for £250 and that this had been included in the grant budget. This was approved.

12. Matters for Reporting or Inclusion of Future Agenda

It was noted that broadband speeds in the AMB ground floor were far inferior to the first floor. This required investigation

The Meeting closed at 10.45 p.m.

Subjects raised in Public Adjournments

- 1- Could the hedge on the side of the Village Hall where the Little Acorns children play be cut back 18-20 inches as it was scratching children.
- 2- Whose responsibility is it to ensure that those who park in the Disabled car park space, only do so if they have a disabled badge ?
- 3- What is the current status of the verges and Surrey County Council – are they aware of what and when they should be cutting as they are in a disgraceful state
- 4- Lewisham Concert Band has offered to play for Tatsfield Village in next year's Jubilee celebrations.

5- Objection regarding the current location proposed for the refuse bins in TA/2011/1136 as well as the noise during collection. The collection could be made at a later time and it would be in the interest of the business owner as well as the residents, to ensure this took place.

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (11 Apr 2011)	Action	Who	Date by	Result
6c, 23	Look into planning application for composting site move	Clerk	30/4	In progress
13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress

Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress
9a, 38	Issue Frontages letters	Clerk	20/6	In progress
12c, 39	Circulate sample cards to be placed on vehicles parking on the Green.	Clerk	24/6	In progress

Item & page (11 July 2011)	Action	Who	Date by	Result
4, 45	Issue a poster to display on the TCGA to provide information for users re bookings with contact numbers.	Clerk	08/08	In progress
5, 45	Inform Tandridge planning re response for 2011/772	Clerk	18/7	COMPLETE
6a, 46	Thank Eileen Pearce for her donation	Clerk	30/7	COMPLETE
6b, 46	Request assistance from Colt re location of additional PIR	Clerk	10/08	COMPLETE
6c, 46	Provide a comparative report re banks and internet services available	Clerk	12/09	In progress
7a, 46	Circulate report on Highways and role	D Massey	05/09	In progress
8f, 47	Circulate submission and proposal for requirements for web development	P Kerry	31/08	In progress
9f, 47	Send copy of approved response to Biggin Hill Airport to D Hodge	Clerk	14/7	COMPLETE
10h, 48	Respond to Hedley's email regarding the Deed of Variation	Clerk	14/7	COMPLETE
11b, 48	Respond to each request for a grant	Clerk	10/8	COMPLETE

Item & page (12 Sept 2011)	Action	Who	Date by	Result
5,53	Respond to TA/2011/1136 and TA/2011/1180	Clerk	20/9	
5c, 53	Continue to agree response to CLG National planning policy	All	01/10	
7b, 54	Letter to resident regarding request for help with overgrown hedge	Clerk /S Smale	22/9	
8b, 54	Request clarification from D Hodge re outstanding Winter Emergency items	Clerk	20/9	
8g, 55	Register land	N Stokoe	10/10	

Item & page (12 Sept 2011)	Action	Who	Date by	Result
9c, 55	Check VHMC queries regarding M Lambert and bollards and D Bishop and roof repair.	Clerk	30/9	
9f, 55	Agree APM date and write to Director of Biggin Hill airport requesting her presence as guest speaker	Clerk	30/9	
10a, 55	Contact SCC to complete car park handover	Clerk	30/9	
10a, 55	Contact K Masters re Bulky rubbish collection	Clerk	16/9	COMPLETE
10g, 56	Investigate repair or disposal of rubbish bin at rear of AMB	D Massey	30/9	
10h, 56	Inform the VHMC re Deed of Variation decision	Clerk /N Stokoe	22/9	
10i, 57	Request further information regarding pathway funding request	Clerk	16/9	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 3rd October 2011 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 pm

Present: Mr Jon Allbutt (in the chair)
Mr Ian Mitchell Mrs Susan Smale Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (clerk)

1. Apologies: None

2. Minutes of last meeting

The minutes of the meeting held on the 10th June 2011 were approved as a correct record and signed by the Chairman following a small change in Item 3 which was initialled by the Chairman.

3. To discuss and agree action to be taken regarding the TACGG request for Parish Council financial support

This matter was discussed and it was agreed that the Parish Council required details of the Surrey Hills grant offer before this matter could be considered further. The Clerk to request from TACGG. The Clerk reminded the meeting that any expenditure that was agreed on this matter would need to be a grant or donation to the TACGG and no guarantee of a recouping of the expense could be received. Should the Parish Council decide to support this project then the money would need to be written off as an expense and should be reflected in the budget as such. Although it was possible that a donation matching the amount would be made by TACGG, the Parish Council needed to ensure that a commitment to spend the money on this enterprise was not undertaken on the assumption that it would be repaid. This was agreed as understood.

4. To discuss the Draft 2012/13 Budget

The budget which had been made available to all committee members was discussed in detail. It was agreed that a conservative view would need to be held with regards to income given the likely shortfall of £1800 in projected income from last year's budget. All amounts were provisionally deemed to be acceptable although changes to the grants received amount was made with the likelihood of the possible donation from Tatsfield Youth Project to be received in the current financial year. The training budget was increased to £500 to reflect possible additional training for a new councillor and the Clerks CilCa training costs. Changes were additionally made to expenditure for Professional fees and the amount allocated to grants was maintained at a high rate given that the likelihood of additional costs for celebrations of the Jubilee in 2012 and requests from Tatsfield in Bloom were high. Further clarification was requested in relation to the request discussed in Item 3 as to whether it could be included in Section 137 expenditure. The Clerk to progress. A provisional amount of £43,000 for the precept was agreed but this would be reviewed at forthcoming meetings.

5. To discuss and approve Grant requests outstanding

It was agreed that requests from the Tatsfield Responders as well as Crimestoppers would be generally approved. It was also deemed expedient to ask for clarification from G South regarding the likelihood of St Marys Church requiring financial assistance from the Parish Council in the coming financial year. The current provision in the grant budget for the request made in the previous year had not yet been claimed and no update had been received by the Parish Council.

6. To discuss and agree final financial matters regarding the Maintenance project for Aileen McHugo and Village Hall

The Clerk informed the meeting that final amounts for the maintenance project had now been agreed with T Dawkins and this would leave an outstanding amount owed to All Building Works of around £2287. This would need to be withheld for 6 months until the final inspection was made by the Parish Councils surveyor. The account and costs were approved by the finance committee.

7. To discuss and agree Wayleaves figures

The meeting agreed to offer for recommend that the figure of £7,000 relating to the wayleaves across Westmore Green for the proposed Bassetts planning application be approved formally in October.

8. Items for Discussion or Referral to Future Agendas

The Clerk was asked to look into the way that Wayleaves are charged and the possibility that a standard format would be used in the future.

The Meeting closed at 9.35 p.m.

Item & page (13 May)	Action	Who	Date by	Result
4, 3	Investigate arrangements regarding banking authorisation levels with HSBC, Unity Bank and others	Clerk	13/6	In progress

Item & page (3 Oct)	Action	Who	Date by	Result
3, 7	Ask for supporting information regarding the Surrey Hills grant offer	Clerk	31/10	COMPLETE
4, 7	Clarify Section 137 status for TACGG request	Clerk	31/10	COMPLETE
5, 7	Clarify situation for grant re St Marys Church	Clerk	31/10	COMPLETE

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 24th October 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair)
Mrs Susan Smale Mr Peter Kerry Mrs Nichola Stokoe Mr Ian Mitchell

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners

- 1. (a) Apologies: None**
(b) Declarations of Interest: None.

2. Minutes of the Previous Meeting:

The minutes of the previous meeting (September) were agreed as an accurate record and will be signed at the upcoming supplementary meeting on 28th October 2011.

3. To discuss and agree a response to TA/2011/1303 : Water Treatment Works, Westerham Hill, Pilgrims Way, Westerham, TN16 2DU

This item was briefly discussed and it was agreed that the Clerk should respond to Tandridge District Council informing the planning officer that the Parish Council had no comment on this application.

4. To discuss and agree a response to TA/2011/1335: Westwood Water Treatment Works – 3 ground mounted solar PV arrays - CLPD

The Parish Council discussed this item and instructed the Clerk to inform the planning officer that the move towards sustainable and alternative generation of energy was to be commended but that apart from that there was *no comment to be made on this planning application.*

5. To discuss other planning applications

These were planning applications that had been received since the agenda had been released and therefore final decisions would be made at the Parish Council meeting in November.

TA/2011/1338 : 40 Paynesfield Road, Tatsfield, TN16 2BG - Variation of conditions 2 and 3 of permission TA/2011/14 for the demolition of existing dwelling and construction of 4 x bed dwelling with detached garage to allow a minor material amendment involving gable feature window to front roof slope, alternative front fenestration, enclosure of log store and relocation of air source heat pump to south elevation and alternative external brick material. This item was discussed and the Parish Council noted that the use of sustainable and alternative sources of heat generation was a positive point of the application although noise from the pump might prove a disturbance for neighbours. A decision on this item would be made at the Meeting in November.

TA/2011/1358 : Ship Hill House East, Ship Hill, Tatsfield, TN16 2AH - Erection of single storey extension to side elevation. (Certificate of Lawfulness for Proposed use or development). This item was discussed and it was noted that although this was Greenbelt land, it was likely to form under permitted development rules as previous changes to the property had not been extensive and this was a fairly modest proposal. A decision on this item would be made at the Meeting in November.

6. Matters for Reporting or Inclusion in Future Agenda:

The Parish Council discussed the process and effectiveness of complaints to Biggin Hill Airport regarding planes flying outside of their recommended flight path and disturbing local residents. It was agreed that a letter would be drafted to complain in general terms for the apparent increase in local complaints on this matter. This would be agreed at the meeting in November. It was also likely to be of assistance to residents to include a complaints process in the Parish Magazine on this matter. This would also be discussed in November.

The possibility of the Parish Council carrying out a traffic census in January 2012 and a Village Appraisal in late 2012 / early 2013 was discussed. This would be further agreed upon in November.

The Meeting concluded at 8.45pm

	Action	Who	Date by	Result
Item & page (26 Sept 11)				
6, 14	Enquire as to whether planning is required for change of use for Meadow	Clerk	10/10	In progress

Item & page (24 Oct 11)	Action	Who	Date by	Result
3, 16	Inform Tandridge planning of Parish Council comments	Clerk	28/10	COMPLETE
4, 16	Inform Tandridge planning of Parish Council comments	Clerk	28/10	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 3rd November 2011 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 pm

Present: Mr Jon Allbutt (in the chair)
Mrs Susan Smale Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (clerk)

1. Apologies: Mr Ian Mitchell

2. Minutes of last meeting

The minutes of the meeting held on the 3rd October 2011 were approved as a correct record and signed by the Chairman.

3. To discuss and agree the Draft 2012/13 Budget

Various discussions were held with regards to the possibility of increasing income in the coming financial year, including the possibility of marketing the Parish Room as a meeting / training room should actual tenants not be forthcoming. It was noted that the previous figure discussed in October of £43,000 for the precept was over-stated as the amount listed for Section 137 had included the amount for grants, which had also then been added as an expense. This had been noted and rectified by the clerk in the version of the budget discussed at this meeting. The amounts were reviewed and not altered, apart from a small increase in the budget for the Clerks salary to account for the possibility of a salary increment as well as an increment should the clerk obtain the CilCa qualification in the coming financial year. This was agreed. Various Section 137 and specifically grant commitments were discussed and reviewed and it was agreed that the amount in the budget of £8,807 should be maintained. This would involved a potential increase to last year's precept of around £5,000 but it was felt that this was justified given the likelihood of increased needs to support local groups and organisations in the Community as well as the upcoming projects for the Village Appraisal and Traffic survey, and the need to raise funds for the new playground in the village should the PARROT project not reach their intended target.

4. To discuss and approve Grant requests outstanding

The Clerk noted that 2 grant requests for 2012/13 had been received since the previous meeting – the first from Tatsfield in Bloom who had made a request for a donation to match the Parish Councils donation from 2009/10 of £2,000 given their commitments next year for Britain in Bloom. The second one was from the Verne d 'Anjou chairman who requested assistance for the French visit in 2013 to the Village.

These were discussed in detail and it was provisionally agreed for submission as a recommendation that an amount of £1500 be offered to TIB and £800 to the Verne d 'Anjou committee.

5. Items for Discussion or Referral to Future Agendas

The Chairman noted the likely need for considerable funds to see through the Village Appraisal in the coming financial year. So far the Chairman had found no sources of grants or software to support village appraisals but would continue looking. The Clerk was asked to request assistance from SCA and SCAPTC. Additionally it was noted that it had come to the Chairman's attention that the Parish Council had been erroneously attributed ownership of the strip of land between the Bassett's development and the leased land for the TCGA. This would need to be watched carefully so that the Parish Council did not end up incurring costs it was not liable for in the management and maintenance of this strip of land, which as far as plans showed, belonged to Surrey County Council. The Chairman also noted that new bulkheads would be needed to replace those currently broken.

The Meeting closed at 9.15 p.m.

Item & page (3 Oct)	Action	Who	Date by	Result
5, 7	Clarify situation for grant re St Marys Church	Clerk	31/10	In progress

DRAFT MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 28th November 2011 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair)
Mr Peter Kerry Mrs Nichola Stokoe Mr Ian Mitchell

In Attendance: Mrs Ana Hughes (Clerk)

And 2 parishioners

1. To receive (a) Apologies: Mrs Susan Smale

and (b) Declarations of Interest: Jon Allbutt and Peter Kerry declared a personal and prejudicial interest in Item 3 TA/2011/1461 and both Councillors left the meeting room whilst this item was discussed and a course of action agreed upon.

2. Minutes of the Previous Meeting: The minutes of the previous meeting (October) were agreed as an accurate record and subsequently signed.

3. To discuss the following applications:

- **TA/2011/1457 The Bounds, Westerham Road** – various extensions – Certificate of Lawfulness for a Proposed Development. The planning team, Ian Mitchell and Doug Massey, proposed that this item be considered in conjunction with TA/2011/1458 as they were a pair of semi-detached houses, proposing the same planning changes in their application. *It was proposed that no comment be provided as a Parish Council response to these planning applications. This was agreed and the Clerk instructed to respond on this basis.*
- **TA/2011/1458 Wayside, Westerham Road** – various extensions – Certificate of Lawfulness for a Proposed Development. This item was considered together with TA/2011/1457 and the same response of ‘no comment’ was agreed for this planning application.
- **TA/2011/1461 Dell Cottage, Goatsfield Road** – Roof from hip to gable, front and rear dormers, Juliette balcony. Before discussion was started on this item, Peter Kerry and Jon Allbutt left the meeting room without any comments made. The planning team, Ian Mitchell and Doug Massey, noted that a number of previous planning applications had been rejected in the past for very similar proposals to those in the current application. Following discussions by the Parish Council it was agreed that although there was no issue with the aesthetic changes proposed in the planning application, *it was decided that with the absence of figures available to demonstrate the contrary, the current planning application appears to represent a disproportionate increase to the footprint of the original property as detailed in policy RE8. However, the Parish Council instructed the Clerk to convey a request to Tandridge Planning to check and confirm the accuracy of the figures being used to calculate the proportionate increases. The Clerk to proceed.*

4. Matters for Reporting or Inclusion in Future Agenda: Once a decision had been reached on the previous item, the Chairman and P Kerry were invited to return to the meeting. It was reported that advice sheets downloaded from the Planning inspectorate had been laminated and would be handed around each planning team on a monthly basis. It was reported that Neighbourhood Planning was to be discussed in the Planning meeting on 1/12/2011 and it was felt that a Parish Council presence at this meeting was to be of assistance for future discussions on this matter.

Additionally it was noted that the December planning meeting was due to take place on Boxing Day and it was generally proposed, to be agreed at the December meeting, that a decision on whether to hold a planning meeting in December would be made nearer the time.

The Meeting concluded at 8.45pm

Subjects raised in Public Adjournments

1- The applicant for TA/2011/1461 made presentation to the Parish Council referring to inconsistencies between the measurements being used by Tandridge District Council as a basis for their decisions on previous and current planning applications, and those put forward by 2 architects used by the applicant. Tandridge Planning had not responded to

requests for confirmation of the reasoning behind the discrepancies. The Parish Council was urged to take these into consideration.

Item & page (26 Sept 11)	Action	Who	Date by	Result
6, 14	Enquire as to whether planning is required for change of use for Meadow	Clerk	10/10	In progress

Item & page (28 Nov 11)	Action	Who	Date by	Result
3, 18	Inform Tandridge planning about the Parish Council comments on the planning applications discussed	Clerk	30/11	COMPLETE

DRAFT MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 6th December 2011 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present: Mr Jon Allbutt (in the chair)
Mr Ian Mitchell Mrs Susan Smale Mrs Nichola Stokoe

In Attendance: Mrs Ana Hughes (clerk)

1. Apologies: There were no apologies.

2. Minutes of last meeting

The minutes of the meeting held on the 3rd November 2011 were approved as a correct record and signed by the Chairman with 2 corrections to remove the 'e' from Verne.

3. To discuss and finalise the Draft 2012/13 Budget

The Clerk raised the possibility of the Parish Council considering an additional provision in the budget for contribution to the PARROT project should an extension to 2012/13 financial year be agreed with Tandridge District Council. This was discussed but the Committee agreed that the donation to be given by the Tatsfield Youth Project to be used for the youth of the village in 2011/12 and allocated to the PARROT project would be a sufficient contribution. It was also agreed that the Parish Council would provide facilitating assistance to the project in this financial year. Some concerns were expressed over the current organisation of the project and it was proposed that a meeting should be arranged with the PARROT group to discuss plans and the current financial position. It was also agreed that the Clerk should contact Vicky Cooling to request an update for the Parish Council meeting on the 12th December. It was also proposed and agreed that the Chairman should note the Parish Council's support of the project and donation of the amount earmarked to be received in due course from TYP.

Further discussions revealed no other changes had been made and Nichola Stokoe proposed that the draft budget be presented in its current form to the Parish Council for final approval on 12th December. This was seconded by Sue Smale and unanimously agreed.

4. Items for Discussion or Referral to Future Agendas

The Chairman informed that Parish Council that a request had been received for a letter confirming the Parish Council's intention to financially support the TACG (allotments) project relating to the provision of a path for access. This request came from the Surrey Hills Board, who would be considering a request by TACG for a grant for this project on 12th December, but would not provide the grant until confirmation that the work had been completed together with proof of payment. The Committee agreed this was a very strange way of doing things. It was proposed that this would be brought up for discussion and agreement at the meeting on Monday and that a letter would be drafted to this end, given the obligation on the Parish Council to provide allotments and support this project.

The Meeting closed at 8.50 p.m.

Item & page (3 Oct)	Action	Who	Date by	Result
5, 7	Clarify situation for grant re St Marys Church	Clerk	31/10	In progress

Item & page (6 Dec)	Action	Who	Date by	Result
3, 10	Contact PARROT to request update and arrange meeting with Parish Council	Clerk	9/12	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th October 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale
Mr Ian Mitchell Mrs Nichola Stokoe
Mr Doug Massey

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (TandridgeDCCouncillor)

And 8 parishioners.

1(a) Apologies: Mr Peter Kerry, Councillor David Hodge (SCC)

(b) Declaration of Interest: None.

2. Minutes of the previous meeting

The minutes of the meeting held on the 12th September 2011 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. TCGA

(a) To provide updates on items of interest

The Chairman reported that there had been some instances where the school had not opened the TCGA gates at 5pm and this had resulted in access not being available for Sally Taylor on a Saturday morning. The headmaster had been informed and there would be ongoing monitoring of the situation. No further instances of vandalism had been reported and the meeting was notified that once the clocks were put back to Winter Time then the TCGA would not be unlocked between Monday and Thursday.

It was agreed that the current access arrangement to the storage box for the TCGA were adequate unless further developments took place in the future and that these would be monitored. It was agreed that an information poster with booking and access information should be placed on the TCGA and the external notice board at the AMB. The Clerk to arrange.

5. Planning

(a) To determine the Parish Council's position on [Appendix A](#)

TA/2011/1140: Boundary View, Hillside Road, Tatsfield, TN16 2NH - Use of art studio as granny annexe. This was discussed and it was agreed that the Parish Council should make comments *noting the danger of this change of user becoming an independent dwelling and that the Parish Council supported Tandridge planning policy which did not support the creation of independent dwellings in existing properties. The Clerk was instructed to convey the Parish Councils decision on this planning application.*

TA/2011/1160: The Laurels, Hillside Road, Tatsfield, TN16 2NH. Erection of single storey rear extension, alterations to ground floor fenestration, addition of one window to flank wall and minor alteration to deck. The planning member noted that the property was in the Greenbelt and that significant changes and alterations had already taken place since 1985 with a recent increase by about 50% of the original size having taken place in 2005. *The Clerk was instructed to inform Tandridge planning that the Parish Council was concerned with the cumulative footprint of the proposed planning application.*

TA/2011/1180: Kylemore, 56 Paynesfield Road, Tatsfield, TN16 2BG: Erection of part two storey part single storey side/rear extension. It was noted that this planning application had already been addressed in September.

TA/2011/1213: Bassetts and Land to R/O The Ochards, Westmore Green, Tatsfield. Erection of 7 dwellings - 2 x 3 bed & 4 x 4 bed terraced houses & 1 x 3 bed detached house with attached car port, detached 7-bay parking barn, 6 additional parking spaces & access onto Westmore Green.

The Clerk informed the meeting that advice had been sought from Tandridge Standards Council regarding the financial gain the Parish Council could have should this planning application be approved (£7,000 from wayleaves). Dispensation had not been required as no individual parish councillor stood to gain in this situation and therefore the Parish Council was free to address this planning application. The planning member noted that the current application was almost identical to the outline proposal that had been approved in 2008. The Parish Council noted that parking provisions were within Tandridge planning guidelines. The Parish Council agreed that concerns regarding the

proposed roof heights of the dwellings facing the greenbelt still remained and that there could be sight-line problems with access onto the highway. The Clerk was instructed to convey these comments to Tandridge planning.

TA/2011/1240: Church Farm, Church Hill, Tatsfield, TN16 2JX. Erection of detached building comprising garage and workshop. (Certificate of Lawfulness for a Proposed Development). The planning member expressed confusion regarding this planning application as it appeared to be for a proposed development of a garage when there was already one in existence and it was currently under an enforcement order. The Parish Council agreed that the planning member would consult with the planning officer in Tandridge before finally instructing the Clerk with a response. This would express the Parish Council's concern at the new COLPD given the existing garage.

TA/2011/1303: Water Treatment Works, Westerham Hill, Pilgrims Way, Westerham, TN16 2DU. Variation of condition 2 of permission TA/2011/676 for the 'Erection of building' to allow a minor amendment involving a decrease in width but increase in length. The Clerk advised that this planning application be discussed at the planning meeting later in the month given that the documents had only been handed to the planning member on 10th October. This was agreed.

(b) To appoint a planning team for October: It was agreed that the next members of the planning team would be Jon Allbutt and Peter Kerry.

(c) To discuss and agree a response to the CLG Draft National Planning Policy. The Parish Council formally adopted the response proposed by Ian Mitchell at the meeting. This was largely in line with Tandridge District Council's own comments. Ian Mitchell agreed to submit the adopted response on behalf of the Parish Council.

6. Finance

(a) To authorize payments detailed in [Appendix B](#)

The Clerk reported that outgoings were again high with the final payments for the maintenance project for the Aileen McHugo Building and Village Hall being paid. This would effectively mean the end of the project apart from an outstanding amount of £2248.31 which would be held back until the final six month check took place as per the tender agreement, by Tony Dawkins. There were also payments to BDO for the annual audit and expense payments for conference and meetings attended by Parish Councillors and the Clerk in the past month. It was noted that the second half of the precept had been received (£16,500) and that the Clerk would be making an initial refund claim for VAT in October as the amount to be reclaimed was already over £3,000. The Parish Council approved the items detailed in Appendix B.

(b) To discuss and agree items requiring expenditure. The Clerk reported that she had viewed 3 products, with 2 demonstrations: Accountz, Sage Instant Accounts and RBS Software. Details of these had been provided to the Parish Council along with the Clerk's recommendation that the RBS Software package, specifically aimed at Parish Councils, was her choice. Although this item was more expensive, with a purchase price of around £620 and an annual maintenance of £99 she felt the benefits would outweigh the costs in the long term especially at year end. The Parish Council agreed with the Clerk's recommendation.

The Parish Council adopted the Finance Committee's recommendation of providing Crimestoppers with a £50 grant for the current financial year.

The request from the Bridge Club for a grant for equipment – tables, a scoring system and software – was discussed. The Parish Council agreed to provide a £100 grant with a request that it be used for the purchase of tables. The clerk to inform.

A request for shelving to store Parish Council documents and History Project archives was made with a provisional quote of £150 having been provided. The Parish Council agreed to the request for a formal quote to be made.

(c) To discuss options regarding internet banking and a change of Bank. The Clerk informed the Parish Council that she had received notification from NALC that councils should await the approval of internet banking from central government before taking action on this item. This was agreed.

(d) To approve the Finance Committee's recommendation of a £7,000 charge for Wayleaves rights to Bassetts entrance. The Parish Council approved formally the amount previously agreed of £7,000 for wayleaves access to the Bassetts proposed development. This amount had been reached following consultation with the Parish Council's surveyor Tony Dawkins and the district valuations officer for this matter. It was also agreed that further information and an attempt to provide a clear picture of past and current wayleaves charging should be initiated by the Clerk and Parish Council members.

7. Highways & Rights of Way

(a) Highways: A report had been circulated by the Highways member. It was reported to the Parish Council that despite 2 meetings with the Surrey Highways co-ordinator and an agreement on matters outstanding, no action had been taken on these and no timescales were forthcoming. This was agreed to be frustrating. The highways member would continue to push for action. Some confusion as to the actual Priority 1 and 2 gritting routes was expressed but the latest ones taken from SCC's website were included in the report. The Highways member asked for the approval of the Parish Council to investigate the Lengthmans Scheme in more detail. The Parish Council agreed to further investigation into this scheme and possible costs or implications as well as benefits.

The Chairman proposed that a letter be written to David Hodge expressing the Parish Councils dissatisfaction regarding the state of the roads and lack of action from the new contractor, as the 'bedding down' period since their appointment had passed. The Clerk to proceed.

(b) Footpath Walks/ Rights of Way: Nothing new to report.

8. Notified Matters

(a) To receive an update on Affordable Housing: A small report was circulated. Planning permission was approved and the Parish Council is now awaiting details on funding.

(b) To receive and update on the Winter Emergency discussions. It was noted that there was currently no register of vulnerable people and that contact was being made with village organisations to establish links with them and remedy this.

(c) To receive an update regarding the new Tatsfield Emergency Plan: no updates were available.

(d) To receive and update on Community Web Development. A report had been circulated updating the Parish Council on recent developments including the result of the survey from the Parish Magazine. Next steps included a meeting with interested parties with a view to forming a local group to manage various web related activities, including a Facebook page, on 8th November. It was noted that a summary of this would be put in the Parish magazine. The Clerk noted that a request for £500 to be included in the 2012/13 budget had been made. There were concerns expressed at the Superfast Broadband Plans currently being expanded by Surrey County Council as no real information was going to be available until a supplier had been selected. Local residents were asked to sign up and express interest for this initiative although the Parish Council had queries regarding the benefits to Tatsfield given its location and service from the Biggin Hill exchange.

(e) To discuss proposals for celebrating the Queens Diamond Jubilee in 2012. A proposal had been received regarding the possibility of holding a Family picnic on Westmore Green and having the Lewisham Band performing on 2nd June. The Parish Council agreed that it would support what the community showed interest in doing, but this needed to be established before funds could be allocated. It was agreed that a meeting should be arranged in the WI hall early November, preferably before the Parish Council meeting on 12th, to establish interest from local residents. S Smale to arrange.

(f) To discuss possible application for The Silver Fund recently set up by The Big Lottery. This was felt to be a good initiative in principle but further information would be needed before full benefits could be ascertained. The Vice Chairman would be contacting organisations in Biggin Hill to widen possible options in this area.

9. Reports from Members and Outside Organisations

(a) County Councillor: none received.

(b) District Councillor: Bob David reported on the following matters:

1-Rural Post Office consultation with a deadline in December may be interesting for the Parish Council.

2- Tandridge District Council's (TDC) random survey on refuse and recycling. The District Councillor urged residents to ensure their views were made should they have been selected. Additional feedback could be made on the TDC website.

3-The parish Council's advice on how to get rid of 'sharps' was requested as local pharmacies and doctors surgeries no longer accepted these from regular users. It was proposed that civic amenity sites might be able to help.

4- Parking on Lusted Hall track – no further updates available despite a number of reports made to Tandridge. The district councillor to follow up.

5- The School transport matter was currently being further supported by D Hodge despite the rejection of individual and group appeals from local affected parents. Should this current initiative not succeed the parents would appeal to the Local Government Ombudsman.

(c) Tatsfield Community Responders: The Chairman reported that the current Secap scheme was in great disarray, resulting in severe morale drops amongst the TCR volunteers, with many calls never being passed on to them. Further information would hopefully be forthcoming in November.

(d) Village Hall: the representative on the Village Hall Management Committee had circulated a report. A request was made for the Parish Council to ask Kevin Bellinger whether the teachers' car park could be opened up on evenings in which all 3 buildings had functions as this often led to severe crowding. The Chairman agreed to make the request, but reminded all present that SCC had no initial plans for a car park at the school at all and it had only been at the insistence of the Parish Council that any parking spaces had been allowed for. The VHMC representative requested Parish Council input regarding the items listed on her report. It was agreed that the Parish Council had made repairs to the fence adjoining Bassetts in the past but that this was likely to be fully secured should the planning application be approved and that unless there were safety issues any work on fence panels would wait until the owner made repairs. The parish Council requested that further information regarding the reports of 'damp' beneath the stage were required. The Parish Council agreed to consider the request for light fitting replacement.

(e) Tatsfield Youth Project: The vice chairman confirmed that the amount to be donated to the Parish Council by TYP would be done so in this financial year, for the Parish Council to use for the benefit of the youth in the village.

- (f) **Tatsfield in Bloom:** It was reported that Tatsfield was expected to be invited to take part in the Britain In Bloom representing the South east in 2012 and the TIB had agreed to accept. This meant that a larger amount of fund raising and a larger grant would be required of the parish council in 2012/13.
- (g) **Biggin Hill Airport:** It was reported that air traffic was lower in the last quarter compared with 2010 but that jet services had increased as a proportion of that traffic. A date of 17th April 2012 had been agreed with the Village Hall bookings secretary. Contact now needed to be made with the airport director.
- (h) **Vern d 'Anjou Association:** nothing to report
- (i) **Police:** nothing to report.
- (j) **East Surrey Parishes Liaison Group:** Nothing to report.
- (k) **Speed watch:** It was reported that the speed tests were hopefully taking place by the end of the month on Approach Road.
- (l) **Oxted CAB:** Nothing new to report.
- (m) **Fair-trade Steering Group:** It was reported that the advertised Ritz teas had been well attended and donations had been collected.

10. Parish Council Property and Land

- (a) **Car Park and retained facilities:** It was agreed that the October bulky rubbish collection would be monitored closely and subsequently discussed before further dates could be agreed on this matter. The Clerk had not managed to obtain a meeting date despite requests to Keith Masters, but would continue to try. The Clerk had obtained a copy of the Certificate of practical Completion from Paul Meredith and had requested that the amounts owed to the Parish Council for the completion of the car park be provided, as confirmed by Hedley's who had closed the paperwork and confirmed all should now be completed.
- (b) **Tatsfield Green:** The Chairman reported the green had now been cut and that the experiment this year to leave it as meadow had been successful.
- (c) **Westmore Green:** It was proposed that a contact number be placed on the notices to be used for people parking on the green, and that these should be for the number in the AMB with an answer phone system set up. The Clerk to investigate.
- (d) **Pond:** The Chairman reported that a biological survey was hopefully going to take place in the coming year. It was noted that the results of this should be made public as many in the community still did not agree with the current layout and appearance of the pond.
- (e) **Millennium Wood:** Nothing to report.
- (f) **Kemsley Wood:** Nothing to report.
- (g) **Parish Room / Aileen McHugo Building:** It was agreed that a meeting needed to take place to draw up a list of outstanding items requiring action.
- (h) **Village Hall:** The Clerk reported that Desmond Bishop had still not managed to source the vents requiring replacement in the roof of the Village Hall but that this would hopefully take place shortly. The Parish Council agreed to officially ask Mike Lambert to test the retractable bollards on a monthly basis and to ensure reports were made to the Parish council when difficulties were encountered, following the queries in September's meeting from the VHMC.
- (i) **Allotment Project:** The Chairman asked that an informal talk be arranged with Piers Morgan – Director of Planning in Tandridge District Council – to ascertain the exact position regarding Certificates of Lawfulness (COL) for all the allotments projects. In the meantime the Clerk to liaise with the TACGG to obtain information regarding the various projects in preparation for the possibility of a need to submit a request for COL for each project.

11. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

- 1) **SCA AGM 10-12.30 18th Oct** Shalford Village Hall, Kings Road, Shalford, Guildford GU4 8JE
- 2) **Raising Awareness of Health Services in Surrey**, 1 November 2011, The York Rooms, St John's Church, Church Way, Hurst Green, Surrey RH8 9EA0 – S Smale attending
- 3) **SCA free event – Rural Perspectives – on 10th Nov 2011** at Betchworth Village War Memorial Hall, Betchworth. 6.15pm – 9pm. – P Kerry to attend.

(b) To discuss **Correspondence** received by the Clerk.

The Clerk reported that she had received a letter of thanks was received from Oxted CAB for the Parish Councils grant and a letter of thanks for the hosting of Surrey Village of the Year from Surrey Community Action.

12. Matters for Reporting or Inclusion of Future Agenda

The chairman reported that a survey of salt requirements and availability needed to take place for the winter.

The Meeting closed at 10.34 p.m.

Subjects raised in Public Adjournments

- 1- Could the parish council consider the Diamond Jubilee celebration as soon as possible.
- 2- The parish council needs to talk to the police and request closure of the road for the Christmas carols celebration.
- 3- It was reported that approximately £1,000 has already been spent on the St Marys Church new graveyard reclamation project and that significant expenditure was expected later on this and next year. The Parish Council's assistance would be gratefully received.

Item & page (13 Dec)	Action	Who	Date by
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12

Item & page (11 Apr 2011)	Action	Who	Date by	Result
6c, 23	Look into planning application for composting site move	Clerk	30/4	In progress

13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
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Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (11 July 2011)	Action	Who	Date by	Result
6c, 46	Provide a comparative report re banks and internet services available	Clerk	12/09	Delayed until 2012
7a, 46	Circulate report on Highways and role	D Massey	05/09	In progress

Item & page (12 Sept 2011)	Action	Who	Date by	Result
5c, 53	Continue to agree response to CLG National planning policy	All	01/10	COMPLETE
8b, 54	Request clarification from D Hodge re outstanding Winter Emergency items	Clerk	20/9	COMPLETE
10a, 55	Contact SCC to complete car park handover	Clerk	30/9	In progress

Item & page (10 Oct 2011)	Action	Who	Date by	Result
4, 60	Create laminated poster for TCGA re booking and access	Clerk	31/10	COMPLETE
5a, 60	Inform Tandridge planning re Parish Council comments on planning applications TA/2011/1140, TA/2011/1160, TA/2011/1213	Clerk	17/10	COMPLETE
5c, 61	Submit the response to the CLG Draft National Planning Policy	I Mitchell	13/10	COMPLETE
6b, 61	Commence purchase of new software package	Clerk	31/10	COMPLETE
6b, 61	Inform Cirmestoppers and the Bridge Club of their grant allocations	Clerk	31/10	COMPLETE
6d, 61	Investigate Wayleaves charging to provide report for future	Clerk	30/11	In progress
7a, 61	Contact D Hodge to express concern with lack of progress by new contractor on Tatsfield potholes.	Clerk	24/10	COMPLETE
8e, 62	Arrange public information evening	S Smale	17/10	COMPLETE
10i, 63	Prepare COL applications for various allotment projects	Clerk	31/10	COMPLETE

Draft MINUTES of a Meeting of Tatsfield Parish Council held on the 14th November 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale
Mr Ian Mitchell Mrs Nichola Stokoe
Mr Doug Massey

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (TandridgeDCCouncillor)

And 8 parishioners.

1(a) Apologies: Mr Peter Kerry , Councillor David Hodge (SCC)

(b) Declaration of Interest: None.

2. Minutes of the previous meeting

The minutes of the meeting held on the 10th October 2011 were approved and signed by the Chairman as a correct record, with a small correction at item 10i, where 'Morgan' was corrected to 'Mason'. This was duly initialled by the Chairman.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. Planning

(a) To determine the Parish Council's position on [Appendix A](#)

TA/2011/1257: Waylands Farm, Approach Road, Tatsfield, TN16 2JT - Erection of building for use for storage and distribution (Use Class B8). The Parish Council agreed that there were no objections to this planning application. *The Clerk was instructed to inform Tandridge Planning that no comment would be forthcoming for this planning application.*

TA/2011/1338: 40 Paynesfield Road, Tatsfield, TN16 2BG - Variation of conditions 2 and 3 of permission TA/2011/14. The Parish Council agreed with the conclusion of their discussions on this matter at the planning meeting in October and *the Clerk was instructed to inform Tandridge Planning that no comment would be forthcoming for this planning application.*

TA/2011/1358: Ship Hill House East, Ship Hill, Tatsfield, TN16 2AH - Erection of single storey extension to side elevation. (Certificate of Lawfulness for Proposed use or development). The Parish Council agreed with the conclusion of their discussions on this matter at the planning meeting in October and *the Clerk was instructed to inform Tandridge Planning that no comment would be forthcoming for this planning application.*

TA/2011/1391: Maesmaur Cottage, Maesmaur Road, Tatsfield, TN16 2LE - Demolition of carport and conservatory. Erection of single storey side and rear extensions, retaining walls and raised hard surfacing. The Parish Council discussed this planning application but it was decided that there was not enough time given the potential need to look into previous planning applications on this property, to make a decision at the current meeting. *The Clerk was instructed to request an extension to the closing date for consultations until the planning meeting on 28th November.*

(b) To appoint a planning team for November: the next members of the planning team would be Doug Massey and Ian Mitchell. It was confirmed that a tandem team was still favoured especially by the newer members of the Parish Council.

5. Finance

(a) To authorize payments detailed in [Appendix B](#) The Clerk noted that there had not been any great items of expenditure this month and that the bank account amount shown on appendix B for the current account should be increased by around £3,000 once the VAT reclaim payment was received. It was noted that the payment for the Certificate of Lawfulness application had been made by the clerk and this was included on the listing. Three grant payments were made this month. The Parish Council approved the payments in Appendix B unanimously.

(b) To discuss and agree items requiring expenditure. The Clerk noted that 2 quotes had been received from Desmond Bishop, one relating to the repair to the Village Hall roof to ensure no further incursion of birds took place, which was expected to be £120 for the 2 long sides. This was approved. In addition further to the agreement reached at the last meeting, a quote for £150 to replace the shelving in the Office area had been received. This was also approved. The Clerk to inform Mr Bishop.

The Clerk informed the Parish Council that 2 quotes had been received for cutting the side hedge back further to stifle new growth in the spring. One was £100 more expensive than the other and did not offer to mulch and leave the

chippings on site for use on the car park beds. It was agreed that the cheaper quote would be approved. The Clerk to inform the provider.

After the annual service of the Aileen McHugo Building boiler, a warning notice had been issued by the heating engineer. The Chairman had requested further information on fixing the issue raised by the service engineer. Concerns were expressed over the fact that the same service engineer had not identified this fault the previous year, and the service reports were compared. Further information would be requested from the service engineer. In the meantime it was agreed that an alternative opinion would be sought regarding this issue and that the Parish Council would make a final decision on this matter in December.

(c) To accept the final signed off accounts including the Issues Arising report from external auditors. The Clerk informed the Parish Council she had received final notification and signed off accounts from their external Auditors. The Clerk noted that the Parish Council was required to both formally acknowledge this event and also the 'issues arising report' issued by the external auditors. This had listed the need to restate the fixed assets in 2010 as new audit requirements changed the way fixed assets were listed and stated in the accounts,. To ensure this took place a new fixed asset register required completion and submission to the external auditors the Clerk This was done and accepted. The external auditor also requested that the internal auditors report, which made recommendations re weaknesses in the internal financial systems – notably the need to have all bank reconciliations checked by a councillor, should be implemented. The Clerk confirmed that this had already been implemented. The Parish Council formally acknowledged that the accounts had now been completed and signed off and took note of the external auditor's Issues Arising report.

(d) To present the draft 2012/13 budget for comments before final approval in December. The Clerk reminded the Parish Council that the draft budget was currently available for comments and any queries needed to be raised before the final finance committee meeting at the end of November as final approval of 2012/13 budget in would take place at the December meeting. This was noted but no queries were raised by those present.

6. Highways & Rights of Way

(a) Highways: A report had been circulated by Douglas Massey. The Parish Council agreed to approve the proposal put forward by the Highways member to start the process towards an agreement with Surrey County Council on implementing the Lengthmans Scheme. In the first instance this would not imply any financial commitment by the Parish Council. The Parish Council also approved the request in the report to relocate the salt bins from 2 locations in Church Lane and Ship Hill. It was noted that 3 bins had still not been filled and this needed to be resolved with some urgency. Douglas Massey to expedite.

(b) Footpath Walks/ Rights of Way: The Clerk reported a letter had been received from Eileen Pearce updating the Parish Council on the status of the Tatsfield Walks sales and outstanding wallets. A cheque for £25 had also been received and the Clerk would thank Mrs Pearce. There were around 42 wallets still to be sold and it was estimated that a further £51.26 would need to be made before break-even on this project would be achieved. Mrs Pearce expressed hopes of further sales of those wallets held by Linda's Stores and at upcoming fairs over the festive season.

7. Notified Matters

(a) To receive an update on Affordable Housing: A report was circulated on this matter and the Parish Council was looking forward to a meeting to be held with English Rural and Surrey Community Action for next steps at the end of November.

(b) To receive an update on the Winter Emergency discussions. Following a proposal by the Chairman regarding the purchase of salt, the Parish Council agreed to a figure of up to £200 to be used to purchase a pallet of salt which would be stored in and around the Parish Council properties. It was expected that this could be used not only to make Parish Council property safe, but also to assist the general safety of the community where deemed necessary. The Chairman to arrange for the purchase of the pallet.

(c) To receive an update regarding the new Tatsfield Emergency Plan. No update was forthcoming for this meeting.

(d) To receive an update on Community Web Development /Interweb. It was reported in the absence of P Kerry that a meeting had been organised for 29th November 2011 at 7.30pm at the Aileen McHugo Building.

(e) To discuss proposals for celebrating the Queens Diamond Jubilee in 2012. The Chairman reported that a meeting had been held at the WI Hall the previous week but attendance had been low and that some ideas had been suggested. An additional meeting was agreed for the following week 23rd November 2011 at the WI Hall again at 7.30pm and it was hoped that more would attend. It was suggested that this information could be added to a Facebook page to make it available at short notice. The Clerk and N Stokoe to discuss.

(f) To discuss and agree response to the BIS 'Building a Mutual Post Office Consultation'. It was reported that at first glance this consultation did not appear to have an immediate impact on local Post Offices such as Tatsfield's. It was agreed that the consultation would be studied in more detail and a decision on the response would be made by the December meeting of the Parish Council.

(g) To discuss and agree the process for arranging a Traffic Census in 2012. It was agreed this would be discussed and agreed at the December meeting.

(h) To discuss and agree the way forward for a **Village Appraisal** to be held in 2012. The Chairman reported that he had made an initial attempt to find grants or software to support this initiative but these had so far met with no success. It was agreed this would be discussed further at the December meeting.

(i) To receive and update and discuss items relating to **Health and Wellbeing**. The Vice-Chairman had submitted 2 reports and requested approval from the Parish Council to proceed on both, one relating to the possible compilation of a list of vulnerable village residents, purely for the sake of swift assistance in emergencies. This was approved. The 2nd report requested support for the production of an advice sheet for local residents relating to sources of assistance in general health and wellbeing. This was also approved.

9. Reports from Members and Outside Organisations

(a) **County Councillor:** none received.

(b) **District Councillor:** Bob David reported on the following matters:

1- The rehearing meeting organised by D Hodge for the Tatsfield transport to Oxted School failed and the parents are now preparing to appeal to the Local Government Ombudsman.

2- Tandridge District Council is finding it hard to receive responses from the DVLA regarding the registered owners of vehicles parked on the Green but are still persevering.

3- Would the Parish Council agree to find out whether local hospitals would be willing to receive boxes of 'sharps'? The Vice-Chairman agreed to follow this up.

4- A new system for recycling was to be proposed by Tandridge District Council to come in line with other local councils. This would be implemented in a review stage in October 2012. The Chairman expressed disappointment at the lack of consultation with local parish councils.

(c) **Tatsfield Community Responders:** It was reported that currently there was great difficulty with receiving calls through the new texting communications systems from SECamb and local responders were only receiving around 50% of calls. There were also difficulties with the focus by new management of SECamb on process rather than on the ground training and equipment so that volunteers could perform their duties effectively. A meeting was scheduled soon to address these issues and a further report would be made to the Parish Council following the meeting.

(d) **Village Hall:** the representative on the Village Hall Management Committee had circulated a report, no further issues were addressed and matters relating to the complaint of damp were still outstanding.

(e) **Tatsfield Youth Project:** it was agreed that once the donation had been received from TYP for use by the Parish Council to assist the youth in the village, that this item would be removed from future agendas.

(f) **Tatsfield in Bloom:** it was reported that plans continued to be made and funds sought for the coming year's activities. Great thanks were given to volunteers for continued efforts around the community.

(g) **Biggin Hill Airport:** nothing new to report.

(h) **Vern d 'Anjou Association:** nothing to report.

(i) **Police:** nothing to report.

(j) **East Surrey Parishes Liaison Group:** Nothing to report.

(k) **Speed watch:** Moira Cocks had submitted a report which required further analysis regarding the measurement of speeds on Approach Road near the allotments which took place in late October. This was on average around 40 miles an hour. This would be researched further.

(l) **Oxted CAB:** nothing new to report.

(m) **Fair-trade Steering Group:** nothing to report.

(n) **PARROT:** a report was made to the Parish Council relating that a recent fundraising effort had raised £750 for this project and that some donations had been received following the newsletter appeal, however there had been some negative feedback from some villagers and the group requested assistance from the Parish Council in raising the awareness of the importance of this project. This was agreed. Future attempts at fund raising were in progress but it was not expected that the £25,000 would be achieved by March and the Parish Council was asked to request a delay until 2013 in starting this project.

10. Parish Council Property and Land

(a) **Car Park and retained facilities:** the Chairman reported that the October bulky rubbish collection had gone much more smoothly, however there had also been a marked decrease in users of the service. The Parish Council would continue to monitor the situation in the coming 2 events agreed for the spring together with correspondence received from local residents requesting a return of the site to Lusted Hall Lane. The Chairman reminded the meeting that the decision to change the site rested with Tandridge.

(b) **TCGA:** the Chairman reported that the TCGA would now remain closed on weekday evenings until early spring.

(c) **Tatsfield Green:** nothing new to report.

(d) **Westmore Green:** the Chairman reported that a request for assistance in collecting the leaves had been made to Steve Hyder and this was expected to take place in the coming week.

(e) **Pond:** the Chairman reported that plans to tidy the pond would take place later in the month.

(f) **Millennium Wood:** nothing to report.

(g) **Kemsley Wood:** nothing to report.

(h) **Parish Room / Aileen McHugo Building:** it was agreed that the Chairman needed to arrange a meeting to discuss outstanding items for this property. The current situation with the boiler having been issued with a warning was discussed and quotes for a repair as well as possible replacement in the future were in the process of being obtained.

(i) **Village Hall:** The Clerk reported that the ends of the Village Hall roof had now been filled and that the sides would be done now that Desmond's quote had been accepted by the Parish Council.

(j) **Allotment Project:** The Clerk reported that following much work done by N Stokoe and the T Magatti-Watts of the Horticultural Society, the agreements had now been signed between the Parish Council and the Hortis. The Parish Council thanked all involved for their hard work in this matter. The Clerk also confirmed that the Certificate of Lawfulness for Proposed Developments on all the 11 projects for the allotments had been finally completed and submitted in early November and thanked A. Armitage and T Magatti-Watts for their assistance.

11. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) 1) Surrey Hills Partnership Meeting 9th November 13:30 to 16:30 at Warren Farm Barns, Headley Lane, Mickleham, Dorking, RH5 6DG – P Kerry could not attend because he was unwell.

2) **SLCC South East Regional Conference** 30th November 2011, at the Felbridge Hotel East Grinstead. Clerk to attend

(b) To discuss **Correspondence** received by the Clerk

All correspondence received had been covered in earlier agenda items.

12. Matters for Reporting or Inclusion of Future Agenda

None reported.

The Meeting closed at 10.14 p.m.

Subjects raised in Public Adjournments

1- There were still problems with visibility and driving conditions on the roads from Chelsham and Farleigh, despite D Hodge assuring the Parish Council these would be considered.

Item & page (13 Dec)	Action	Who	Date by	Result
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	In progress

Item & page (11 Apr 2011)	Action	Who	Date by	Result
6c, 23	Look into planning application for composting site move	Clerk	30/4	In progress

13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
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Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (11 July 2011)	Action	Who	Date by	Result
7a, 46	Circulate report on Highways and role	D Massey	05/09	In progress

Item & page (12 Sept 2011)	Action	Who	Date by	Result
10a, 55	Contact SCC to complete car park handover	Clerk	30/9	COMPLETE

Item & page (10 Oct 2011)	Action	Who	Date by	Result
6d, 61	Investigate Wayleaves charging to provide report for future	Clerk	30/11	In progress

Item & page (14 Nov 2011)	Action	Who	Date by	Result
4a, 69	Respond to planning applications as determined	Clerk	17/11	COMPLETE
5b, 69	Inform approved contractors of the Parish Council's approval of their quotes.	Clerk	17/11	COMPLETE
6a, 70	Arrange for filling of 3 salt bins outstanding	D Massey	30/11	
7b, 70	Arrange for purchase of a pallet of salt	Chairman	10/12	
9b3, 71	Investigate sharps service with local hospitals.	S Smale	10/12	
9h, 72	Arrange a meeting to discuss outstanding items for AMB	Chairman	30/11	

DRAFT MINUTES of a Meeting of Tatsfield Parish Council held on the 12th December 2011 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale
Mr Ian Mitchell Mrs Nichola Stokoe
Mr Douglas Massey Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 8 parishioners.

1(a) Apologies: None

(b) Declaration of Interest: The Chairman and Vice Chairman declared a personal and prejudicial interest in Item 9j (TACG – Allotments) and both councillors removed themselves from the room as this item was addressed on the agenda and did not return until the item had been discussed and finalised.

2. Minutes of the previous meeting

The minutes of the meeting held on the 14th November 2011 were approved and signed by the Chairman as a correct record.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. Planning

(a) To determine the Parish Council's position on Appendix A

TA/2011/1520: The Old Rectory, Clarks Lane, Tatsfield, TN16 2EL - Erection of conservatory to south elevation. Following a short presentation from Ian Mitchell and Douglas Massey it was agreed that the proposed extension did not present a disproportionate increase to the property's overall bulk. *The Clerk was instructed to inform Tandridge planning that the Parish Council had no objection to make to this planning application.*

(b) To appoint a planning team for December: the next members of the planning team would be Sue Smale and Nichola Stokoe.

(c) To discuss Neighbourhood Planning: The Parish Council agreed that this would be addressed at an upcoming meeting.

5. Finance

(a) To authorize payments detailed in Appendix B. The Clerk informed the Parish Council that the bank account was actually considerably healthier than shown in the end of November balance as she had confirmed receipt of the £30,000 from Surrey County Council. It was noted there were a few payments on the schedule, including the invoice for training, support and installation of the new Alpha software system, which was deemed by the Clerk thus far to be a great success. It was further noted that there were 2 months of gas being paid on the schedule this month, as the previous month there had not been any. There was also an amount of £15 for the WI Hall to donate towards the cost of heating for the last time the Parish Council had booked the hall as one of the heaters had been left on overnight. The Parish Council approved the payments in Appendix B unanimously.

(b) To discuss and agree items requiring expenditure. The Clerk noted that she had received a quote of £210 to update the boiler and provide a new heating control that had been identified as missing. Quotes for replacing the boiler were still outstanding. The Parish Council agreed that quotes should be obtained to replace the boiler and that these should be considered for 2013/14 budget. It was agreed not to proceed with the quote at this stage but to obtain further information from the various heating engineers as to their assessment of the risk, which was not deemed to be high, as it had functioned without the heating control for the previous 20 years. The Parish Council agreed to accept a quote of £50 to repair the damaged external door in the kitchen. Peter Kerry informed the meeting that a seminar on 'Have you tried using social media to engage with local residents?' had been brought to his attention and may prove a useful tool. It was agreed that the syllabus would be circulated and that more information about the possible suitability of this seminar would be obtained. It was also agreed that clarification would be sought on whether the Parish Council could obtain a discounted rate of £150 through Tandridge District Council. The Chairman noted that a Christmas tree had been purchased at a discounted rate of £250 given no donations had been forthcoming from the community. A £100 donation towards the tree from an anonymous donor had been received and was passed to the Clerk. The Parish Council expressed thanks to the donor. It was proposed that the September agenda in 2012 contain an item to request Christmas trees and that the Parish Council could then debate as to whether a tree should be planted.

(c) **To agree draft 2012/13 budget:** The Clerk noted that she had received notification of the SCAPTC increase of £15.42 for 2012/13, with the combined subscription to SCAPTC and NALC amounting to £505.09. This increase has been accounted for in the Budget. The Clerk informed the Parish Council that the 2012/13`budget had been recommended for approval by the Finance Committee, with a precept of £38,000, an increase of £5,000 over the current financial year. The Clerk noted that the increase had been almost entirely accounted for through an increase in the grant allocation for the year, given the Parish Council believed that the coming year would be a hard one for local community groups and would like to be able to offer more support. The Budget was unanimously approved and it attached as Appendix C to these minutes.

6. Highways & Rights of Way

(a) **Receive an update on Highways:** Douglas Massey had circulated a report. Thanks were given to Surrey Highways team members who had offered support and assistance to Douglas in his role as Highways officer this year. Thanks were also proffered to David Hodge for his assistance in progressing the Lengthmans scheme application and agreement. The Chairman reminded the meeting that the grit bins and grit contained therein were to be used on the paths and highways around the village, not to be removed by people for their own personal use. It was proposed that notices warning of this should be placed on the bins. The Clerk would investigate this. D Hodge confirmed that the grit bins would be refilled if the appropriate manpower was available to do so.

(b) **Receive an update on Footpath Walks/ Rights of Way:** nothing new to report.

7. Notified Matters

(a) To receive an update on **Affordable Housing:** nothing new to report.

(b) To receive an update on the **Winter Emergency** discussions. The Chairman warned of severe storms forecast for this coming week that may have an impact on the community.

(c) To receive an update regarding the new **Tatsfield Emergency Plan**. No update was forthcoming for this meeting.

(d) To receive an update on **Community Web Development /Interweb**. Peter Kerry informed the Parish Council that a meeting of the enabling interweb group had taken place the previous month and that it had produced some excellent ideas and action points. A further meeting would be taking place on 31st January 2012 but that the emphasis was on slow and steady progress.

(e) To discuss proposals for celebrating the **Queens Diamond Jubilee in 2012**. The Chairman reported that the recent meeting in late November had produced further ideas and that a survey had been given out in the Parish Magazine listing the proposals and asking for input from residents. All present were invited to submit their proposals as soon as possible through Linda's shop or any Parish Councillor. A final meeting would take place to make firm decisions on 11th January 2012 in the WI Hall.

(f) To discuss and agree response to the BIS '**Building a Mutual Post Office Consultation**'. Ian Mitchell had circulated a report and the Parish Council agreed that the Clerk would respond by the end of the day, to the effect that '*Tatsfield Parish Council looks forward to an outcome which ensures the continuing presence of a viable Post Office in Tatsfield for the foreseeable future.*'

(g) To discuss and agree the process for arranging a **Traffic Census in 2012**. This was discussed and it was agreed it should be delayed until November 2012 to ensure sufficient time for organising the survey. The results would still be comparable to others, as one of the previous surveys had taken place in November. It was noted that results would be particularly useful in determining the possible increase in traffic because of the new school.

(h) To discuss and agree the way forward for a **Village Appraisal** to be held in 2012. Following a discussion, it was agreed that the general approach of the previous appraisal could be followed. It was noted that this would require a lot of work and organisation, particularly from a single driving project manager. It was proposed that the Parish Council should not be the driving force behind the appraisal and that a more honest and independent result would be obtained through a project manager who was not a Parish Councillor, but with the support and assistance of the Parish Council where required. This was agreed. The Parish Council agreed to approach a couple of possible candidates and discuss this further in January, with a view to initiating the project towards the end of 2012.

(i) To receive and update and discuss items relating to **Health and Wellbeing**. Nothing new to report.

8. Reports from Members and Outside Organisations

(a) **County Councillor:** David Hodge warned of possible limits to precept increases for Parish Councils in the following year. He also noted that there would be an important announcement at the meeting on 13th December 2012 of the County Council at around 10.30am.

(b) **District Councillor:** Bob David reported on the following matters:

1- Thanks were given to D Hodge for his support of the parents challenging Surrey County Council's decision on the Tatsfield transport to Oxted School for year 7 children. The parents were now taking their case to the Local Government Ombudsman who had already made requests to the County regarding their decision.

2- There had been a general dislike for the new proposed recycling arrangements with bi-weekly rubbish collections and food recycling but these would be going ahead as planned despite resistance, as the savings were substantial.

3- Local recycling bins had recently been grossly misused with building rubble and dumping of rubbish around them. The District Council was planning to empty them more often to try and prevent this but residents were urged to ensure misuse did not continue.

4- Thanks to D Hodge for his support for Tatsfield in Bloom who were making a bid to the Local Committee for £1,000 grant.

(c) **Tatsfield Community Responders:** a report had been circulated from Phil Clark reporting positive outcomes from the management meeting attended recently and mentioned in his report at the November meeting. Additionally there was good news on the recruit front with 4 new recruits and 2 possible interested parties. This would mean a possible request for additional support from the Parish Council in the near future once more equipment was required. The County Councillor suggested that a request to the local committee to match a grant from the Parish Council should be considered and the Parish Council gratefully received this.

(d) **Village Hall:** Nichola Stokoe had circulated a report. The Parish Council approved a draft letter to be issued by the VHMC to Little Acorns requesting that the stage be cleared of items during the Christmas holidays so that an evaluation of the damp could be made.

(e) **Tatsfield Youth Project:** the donation had not yet been received; this needed to be chased by the Vice Chairman.

(f) **Tatsfield in Bloom:** it was reported that the TIB group continued to plan and was now looking for sponsors, such as Goldsmiths who had provided a generous donation already, for their upcoming South East and Britain in Bloom plans. The Parish Council confirmed that a grant of £1500 had been agreed for the 2012/13 financial year.

(g) **Biggin Hill Airport:** P Kerry noted that there was a Community Fund available for applications at the Airport and that this might be an idea for TIB to apply for.

(h) **Vern d 'Anjou Association:** nothing to report.

(i) **Police:** it was agreed that the Clerk would contact the Chief Inspector to propose a meeting for discussing the format and content of the Community Liaison Meetings in the future, preferably before the Parish Council meeting in January.

(j) **East Surrey Parishes Liaison Group:** Nothing to report.

(k) **Speed watch:** It was reported that further information should be available in January once Moira Cocks had a chance to discuss the findings on the Approach Road census.

(l) **Oxted CAB:** P Kerry had circulated a report on a recent induction meeting and had been impressed with the Oxted CAB organisation and professionalism. The Parish Council agreed that posters to inform local residents should be placed on the notice boards.

(m) **Fair-trade Steering Group:** D Massey reported that the next Fair-Trade event would take place in February / March 2012 in the Village Hall where further promotion of products and ethics would take place.

(n) **PARROT:** the Clerk reported that she had requested an update for this meeting and was attempting to set up a meeting with Parish Councillors and PARROT representative to discuss progress. This would continue to be followed up.

9. Parish Council Property and Land

(a) **Car Park and retained facilities:** the Clerk confirmed that the outstanding amount from Surrey County Council for management of the car park following the completed handover had been received. The Clerk requested authorisation to transfer the full amount to the Parish Council's deposit account whilst she investigated where the funds could be placed and ring fenced. This was approved. The general consensus was that the majority of the money should be held for future maintenance costs, with concerns expressed regarding subsidence and possible cars being dumped in the car park. The Clerk was asked to investigate possible specific insurance cover for these concerns. The Clerk was also asked to find out whether there would be implications with the auditors regarding the level of funds being maintained.

(b) **TCGA:** the Chairman reported that the TCGA would now remain closed on weekday evenings until early spring.

(c) **Tatsfield Green:** taken together with Item 9d, f and g the Chairman warned of heavy storms forecast for the coming week and noted that if a tree should fall on the Highway, then Surrey Highways should be contacted, but if it was just in the wood or Green then Steve Hyder at Tandridge was the contact.

(d) **Westmore Green:** covered under item 9c.

(e) **Pond:** the Chairman reported that volunteers had cleared much of the overgrown areas and that he had contacted the Downlands project for a biological survey in the spring.

(f) **Millennium Wood:** covered under item 9c.

(g) **Kemsley Wood:** covered under item 9c.

(h) **Parish Room / Aileen McHugo Building:** the Chairman reported that a meeting had taken place and an action list developed. This required an update to the existing project list and followed through. It was agreed that the Clerk should contact the heating engineer to request an explanation for the fact he had not found the fault the previous year during his service.

(i) **Village Hall:** covered under item 8d.

(j) **Allotment Project:** The Chairman and Vice-Chairman removed themselves from the meeting before any discussion took place. They did not make a statement on this matter before leaving as entitled. The Parish Council agreed to nominate Ian Mitchell as temporary chairman. The Parish Council agreed, following a short discussion, to approve a letter to be sent to Surrey Hills LEADER Action group on behalf of the Horticultural Society and in support of their grant application for a pathway within the allotments. This letter stated that if a Certificate of Lawfulness was issued for this project and should the grant application be successful and funds are allocated to the Horticultural society, that the Parish Council would be minded to release funds for this project. The Clerk to send the letter as soon as possible. The Clerk confirmed that she had requested a confirmation of donation from the Horticultural Society to the Parish Council once funds from Surrey Hills as instructed by the Finance Committee.

10. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) **First AGM of TVSC Limited by Guarantee** – 13th December 2011 and The Community Hub, Oxted at 10am. None to attend.

(b) To discuss **Correspondence** received by the Clerk

Peter Kerry had circulated a report on Rural Perspectives conference that he had been unable to attend due to illness. Various slide shows were embedded in the report and he drew particular attention to the Bookham Parish Council who discussed their Village Appraisal and might be interesting to the Parish Council for next year. The Clerk said she would contact Bookham's clerk for more information.

11. Matters for Reporting or Inclusion of Future Agenda

The Clerk reported that no further progress had thus far been made on the Land Registry application for the King Edward VII Memorial Garden. It was suggested that a meeting be held to discuss and update the current project listing some time before the January Parish Council meeting.

The Meeting closed at 10.00 p.m.

Subjects raised in Public Adjournments

- 1- When would the cat's eyes be replaced on Limpsfield Road?
- 2- There was a tree down across the footpath near Rickett Hills Lane. A member of the public confirmed later on that this tree had been removed.

Item & page (13 Dec)	Action	Who	Date by	Result
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	In progress

Item & page (11 Apr 2011)	Action	Who	Date by	Result
6c, 23	Look into planning application for composting site move	Clerk	02/2012	To be reviewed in 2012

13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
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Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (11 July 2011)	Action	Who	Date by	Result
7a, 46	Circulate report on Highways and role	D Massey	05/09	In progress

Item & page (10 Oct 2011)	Action	Who	Date by	Result
6d, 61	Investigate Wayleaves charging to provide report for future	Clerk	30/11	In progress

Item & page (14 Nov 2011)	Action	Who	Date by	Result
7b, 70	Arrange for purchase of a pallet of salt	Chairman	10/12	In progress
9b3, 71	Investigate sharps service with local hospitals.	S Smale	10/12	In progress
9h, 72	Arrange a meeting to discuss outstanding items for AMB	Chairman	30/11	COMPLETE

Item & page (12 Dec 2011)	Action	Who	Date by	Result
5b, 76	Circulate syllabus for training course	P Kerry	31/12	COMPLETE
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress
7f, 77	Send Parish Council response to Post Office consultation	Clerk	12/12	COMPLETE
9d, 78	Follow up donation	S Smale	31/12	
9h, 78	Propose meeting with Police	Clerk	31/12	COMPLETE
9a, 78	Investigate insurance options for car park	Clerk	31/12	In progress
9a, 78	Investigate investment options for car park funds	Clerk	31/12	In progress
9j, 78	Send letter to Surrey Hills	Clerk	12/12	COMPLETE

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 2nd February 2012 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Jon Allbutt (in the chair)
Nichola Stokoe, Susan Smale, Doug Massey, Ian Mitchell

Notes taken: Susan Smale

And 1 member of the public

1. (a) Apologies: Peter Kerry, Mrs Ana Hughes (Clerk)

(b) Declarations of Interest: TA/2012/83.Jon Allbutt, Ian Mitchell

2. Minutes of the Previous Meeting: The minutes of the previous meeting planning meeting (November 2011) agreed but not signed. These will be signed at the next meeting.

3. TA/2011/1257 - Waylands Farm, Approach Road,Tatsfield,TN16 2JT

(Erection of building for a mixed use comprising storage and distribution (Use Class B8) and retail sale and display of motorcycle helmets, clothing and accessories (Use Class A1). **(Amended description).**)

This application is a re-wording of the initial application describing but not changing the Use classes. It was agreed the Parish Council had no comment to make.

4. TA/2012/83 - Rose Cottage, Goatsfield Road, Westerham,TN16 2BU

Commencement of development approved under planning application TA/82/150 Demolition of existing dwelling and erection of a detached house and garage. (Certificate of Lawfulness for proposed use or development))

The Parish Council discussed a technical report on compliance with pre-commencement conditions. Nichola Stokoe will prepare a response, drawing TDC planning officer attention to this matter. It was agreed that this was the only comment to be made.

5. Matters for Reporting or Inclusion in Future Agenda:

The Chairman raised the issue of forming a sub-committee to take forward the issue of a Neighbourhood Plan and related public consultation through a Village Appraisal. It was agreed that this should be raised on the agenda for the Parish Council meeting on 16th February

The Meeting concluded at 8.40pm

Item & page (2 Mar 12)	Action	Who	Date by	Result
3	Respond to TA/2011/1257	S Smale/Clerk	10/2	COMPLETE
4	Respond to TA/2012/83	N Stokoe/Clerk	4/3	COMPLETE

MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 27th February 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair)
Mr Peter Kerry Mrs Nichola Stokoe Mr Ian Mitchell, Mrs Susan Smale, Mr Doug Massey,
Mr Martin Westerman

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners

1. To receive (a) Apologies: No apologies had been received.
and (b) Declarations of Interest: There were no declarations of interest

2. Minutes of the Previous Meeting: The minutes of the previous meeting held on 2nd February 2011 were agreed as an accurate record and subsequently signed. The minutes of the meeting held on 28th November 2011 were signed as they had been agreed at the previous meeting.

3. To discuss and agreed a decision TA/2012/227 - Pippins, Ricketts Hill Road, Tatsfield, Surrey, TN16 2NA Erection of detached garage and log store. P Kerry had circulated a report and it was noted that a letter of comments from a neighbour had been received. Following a short discussion it was proposed that the Clerk be instructed to inform Tandridge Planning that the Parish Council objected to the above planning application. This was agreed. The Clerk was instructed to ensure a response included reference to planning policy RE2, RE10 and BE1 as the basis for objection.

4. To agree on whether the Parish Council should sign up to the Public Sector Mapping agreement. It was proposed that the Parish Council should sign up to the Public Sector Mapping agreement and this motion was seconded and unanimously agreed. The Clerk to action.

Matters for Reporting or Inclusion in Future Agenda: Various items relating to Parish land were discussed, including the need for tree surveys in Kemsley Wood and Maesmaur Road. The meeting discussed possible action relating to damage to Tatsfield Green by a resident on Ricketts Hill Road. The possible lack of Wayleaves for this resident was also discussed. The Chairman's action was to discuss this matter with the Clerk and instruct the Clerk to draft a letter to the resident with advice from Nichola Stokoe. The Chairman reported that the composting site move would not be completed until 2013 but that moves to starting the planning permission process had already been made and liaison with the Clerk would take place shortly.

The Meeting concluded at 8.56pm

	Action	Who	Date by	Result
Item & page (26 Sept 11)				
6, 14	Enquire as to whether planning is required for change of use for Meadow	Clerk	10/10	In progress

	Action	Who	Date by	Result
Item & page (27 Feb 12)				
3, 2	Inform Tandridge planning of Parish Council's decision on TA/2012/227	Clerk	5/3	COMPLETE
4,2	Sign up to Public Sector Mapping agreement	Clerk	13/3	COMPLETE

MINUTES of a Meeting of the Finance Committee of Tatsfield Parish Council held on the 8th March 2012 in the Ground Floor Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 pm

Present:

Mr Jon Allbutt (in the chair)

Mr Ian Mitchell Mrs Susan Smale Mrs Nichola Stokoe

In Attendance:

Mrs Ana Hughes (clerk) and Mr Martin Westerman (observer)

1. (a) To receive Apologies There were no apologies tendered.

And

(b) Declarations of interest. Declarations of personal and prejudicial interest from the Chairman and Vice-Chairman (Susan Smale) were tendered with regards to Item 6 (Allotments). The Chairman also declared a personal interest in Item 7 and did not partake in the discussion on this matter.

2. To Agree and Sign the Minutes of the Last Meeting held on 6th December 2011

The minutes of the meeting held on the 6th December 2011 were approved as a correct record and signed by the Chairman.

3. To discuss and agree Investment options for the Car Park Management figure received from Surrey County Council in 2011

The Clerk had provided a list of investment options for the Car Park management fund and these were reviewed and discussed by the meeting. It was proposed that the Clerk should arrange for £5,000 to be placed in the Cambridge Building Society's 'Easy Access Council Saver'. This was approved. It was further proposed that the remaining £25,000 of the fund should be spread with £10,000 being placed in the 1 year Council Saver Bond (Cambridge Building Society) and £15,000 in the 18 month Enhanced Fixed Rate Deposit fund with Natwest bank. The Parish Council felt it was better to use shorter term investments and review them after a year given the uncertain position with current interest rates. These were also approved unanimously and the Clerk instructed to go ahead with these investments.

4. To discuss and consider requests for grants: PARROT, THSCCS, Fairtrade.

Following a short discussion on the requests from other local organisations that had been given grants this financial year but had not been allocated the whole amount requested – namely the Fairtrade group and the Composting Society (THSCCS), a proposal was put forward to allocate at least £800 of the remaining Grant budget for 2011/12 to the PARROT project. This was approved unanimously. It was further proposed that whatever was left in the grant budget at the end of 31st March 2012, should also be allocated to PARROT as this was more likely to secure the Community Improvement Fund grant requested of Surrey County Council in February. This was also approved and a recommendation to the Parish Council would be made for the April Meeting.

5. To consider and discuss movement of under-spent budget amounts.

The Clerk suggested that the meeting may want to consider the notion of Virements and moving under spent budget funds to other areas where the funds would be needed and perhaps an over spend on that budget had been incurred in the year. A proposal to transfer funds from the Clerk's salary to training, to cover CiLCA expenses in this financial year, as well as moving funds from rates into repairs and maintenance, amongst others, were discussed. It was proposed that the Clerk should draft a written detail of the funds to be moved for recommendation to the Parish Council on 12th March 2012. This was approved.

6. To discuss and agree a recommendation to the Parish Council regarding the funding for the Allotments / Surrey Hills grant project.

Given the declarations of personal and prejudicial interest, the Chairman and Vice-Chairman left the room and did not make a declaration on this matter as they were entitled to do so. They did not return until the matter had been discussed and concluded. The Chairing of the meeting was handed to Ian Mitchell; however the meeting was not quorate as only 2 members were present. Nevertheless the letter proposed by Nichola Stokoe was approved and this would be sent to the Horticultural Society and discussed with them the following day for signature as soon as possible. The Clerk suggested a recommended approach should be provided to the Parish Council on this matter given a vote could not be made due to insufficient members being present. It was agreed this would be done for presentation on 12th March meeting and that the Parish Council should proceed with the funding subject to the letter being signed. It was also agreed that Martin Westerman would be asked to be the Parish Council representative on meetings of the Allotments during the path project until its completion given his lack of personal or prejudicial interest in this matter. The Chairman and the Vice-Chairman then returned and Ian Mitchell relinquished the chairing of the meeting.

7. To discuss the recent enquiry in the Aileen McHugo Building and provide a recommendation to the Parish Council.

The Chairman did not participate in this discussion as a declaration of personal interest had been made. An expression of interest in 2 of the Aileen McHugo Building rooms had been received. It was agreed that there could be no recommendation to the Parish Council at this stage until the individual making the enquiry had been heard and their proposal discussed. It was noted that those attending this meeting should ensure adequate consideration to business rates and the preference for a long term lease was made clear in any discussions. This was agreed.

8. Items for Discussion or Referral to Future Agendas

A date of 10th April was proposed for the next meeting.

The Meeting closed at 9.30 p.m.

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Item & page (8 Mar 2012)	Action	Who	Date by	Result
3, 1	To manage the set up and transfer of car park management funds amounts as agreed in the meeting.	Clerk	31/03/2012	In progress
5, 1	To provide the Parish Council with a list of recommended virements to be approved at the meeting on 12 th March	Clerk	12/3/2012	COMPLETE

DRAFT MINUTES of a Planning Meeting of Tatsfield Parish Council held on the 26th March 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Susan Smale (in the chair)
Mr Peter Kerry Mrs Nichola Stokoe Mr Doug Massey, Mr Martin Westerman

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners

1. To receive (a) Apologies: Mr Jon Allbutt and Mr Ian Mitchell.

And (b) Declarations of Interests: Nichola Stokoe declared a personal interest in items 6 and 7. She did not vote or take part in any decision making on these items.

2. Minutes of the Previous Meeting: The minutes of the previous meeting held on 27th February 2012 were agreed as an accurate record and subsequently signed.

3. To discuss and agree a response to TA/2012/202 : 109 Paynesfield Road, Tatsfield, TN16 2BQ Erection of single storey extension to front elevation and erection of porch to side elevation. Conversion of existing garage into habitable accommodation (amended description). This was discussed and a decision agreed in February. It was agreed that the amended description made no changes and that therefore there would be no changes to the original decision made at the February Parish Council meeting.

4. To discuss and agree a response to TA/2012/227: Pippins, Ricketts Hill Road, Tatsfield, TN16 2NA Erection of detached garage and log store (amended plans. Doug Massey presented the amended plans. Following a short discussion it was agreed that the proposed amendments did not address the items noted as reasons for objection to this planning application when it was discussed on 27th February 2012 and that the Clerk should inform Tandridge planning that the Parish Council did not intend to change its response in light of the amendments, and that an objection on the original grounds would remain. This was agreed unanimously.

5. To discuss and agree a response to TA/2012/296: The End, Westmore Green, Tatsfield, Surrey, TN16 2AG Demolition of dwelling. Erection of 2 semi-detached chalet bungalows. It was proposed that the Parish Council's response would support this planning application and that the response should include the following points :

- The proposed dwellings were a significant improvement to the existing building on the site;
- The exterior proposed in the planning application blended in with the surrounding dwellings which was important as it occupied a prime location in the village;
- The Parish Council would like to propose that any damage to the surrounding Green during construction is made good by the proposer and that this be included as a condition to this planning application should approval be obtained.

This was agreed unanimously and the Clerk instructed to proceed in informing Tandridge Planning.

6. To discuss and agree a response to TA/2012/312 : 33 Paynesfield Road, Tatsfield, TN16 2AT Erection of single storey rear extension. (Certificate of Lawfulness for a Proposed Development) Following a short discussion and presentation by Doug Massey it was proposed that the Parish Council would have no comment to make on this planning application, taking into account the proposals met boundary restrictions and criteria. This was agreed and the Clerk instructed to proceed in informing Tandridge Planning.

7. To discuss and agree a response to TA/2012/316 : Endfield, Ninehams Road, Tatsfield, TN16 2AJ Erection of side roof extension, twin gable ended dormer window to front elevation, two roof light windows to front roof slope, four roof light windows to rear roof slope and porch to front elevation. Following a presentation of the plans and comments by Doug Massey and Sue Smale, it was proposed that the Clerk should inform Tandridge Planning that the Parish Council had no comment on this planning application other than it improved the overall visual aspect of the property and that consideration should be given as to whether the proposals fell within permitted development guidelines. This was unanimously approved.

8. To discuss the recent Tandridge District Council consultation on Parking Standards (due 03 May 2012) with a view to presenting a conclusion for agreement at the Parish Council meeting in April.

It was proposed that the Parish Council issue a response stating that it supported the recommendation issued by Tandridge District Council for parking standards as per this consultation. This was agreed unanimously and the Clerk instructed to proceed.

9. Matters for Reporting or Inclusion in Future Agenda

A short discussion was held regarding the recently received TA/2012/413 - Totem Ridge, 85 Paynesfield Road, Tatsfield, Surrey, TN16 2BQ. Erection of ground and first floor extensions to rear elevation, raised pitched roof and dormer window to front elevation and raised roof over garage. It was agreed this required investigation and would be addressed at the main Parish Council meeting on 16th April, but that a request to Tandridge for an extension on comments would be needed. The Clerk would make the request.

The Meeting concluded at 9.16pm

Item & page (26 Sept 11)	Action	Who	Date by	Result
6, 14	Enquire as to whether planning is required for change of use for Meadow	Clerk	10/10	In progress

Item & page (26 Mar 12)	Action	Who	Date by	Result
3, 3	Inform Tandridge Planning of Parish Council response to planning application	Clerk	27/3	COMPLETE
4, 3	Inform Tandridge Planning of Parish Council response to planning application	Clerk	27/3	COMPLETE
5, 3	Inform Tandridge Planning of Parish Council response to planning application	Clerk	04/04	COMPLETE
6, 3	Inform Tandridge Planning of Parish Council response to planning application	Clerk	03/04	COMPLETE
7, 3	Inform Tandridge Planning of Parish Council response to planning application	30/3	30/3	COMPLETE
8, 4	Inform Tandridge Planning of Parish Council response to planning application	Clerk	03/05	

MINUTES of a Meeting of Tatsfield Parish Council held on the 5th January 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale
Mrs Nichola Stokoe Mr Douglas Massey

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 13 parishioners.

1 To receive (a) Apologies: Apologies were received from Mr Ian Mitchell and Mr Peter Kerry

And (b) Declaration of Interest: The Chairman and Vice Chairman declared a personal and prejudicial interest in Item 9j (TACG – Allotments). This meeting did not involve discussions or decisions for this item, merely information given to the meeting and therefore it was deemed that they did not need to withdraw.

2. Minutes of the previous meeting

The minutes of the meeting held on the 12th December 2011 were approved and signed by the Chairman as a correct record; these included a copy of the Final Budget as approved by the Parish Council.

3. Action Points (may be covered under later Agenda items)

The Clerk recommended that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. Planning

(a) To determine the Parish Council's position on [Appendix A](#):

- **TA/2011/1511 – COLPD Allotments, Approach Road, Tatsfield** – This item's response was agreed to be 'The Parish Council has supported this initiative from the beginning and is keen to encourage any projects that ensure the facility is open to all the community. The proposals also support our 'green' agenda and will deliver an energy-saving, self sufficient facility for the whole community.' This response had been sent to Tandridge Planning before the due date of 30/12/2011.
- **TA/2011/1538 - Rosefield House, Hillside Road, Tatsfield, Surrey, TN16 2NH.** The planning team for December, Susan Smale and Nichola Stokoe, made a short presentation which included the comment that the garage is to be built on the current two hard standing parking places at the property which does not seem unreasonable for the size of the property. However, given the restrictions placed by the 2008 permission attention should be paid should any further applications for outbuildings be made. It was agreed that despite apparently large number of previous planning applications for this property, that the current application simply added the request for a double garage to the previously approved application from 2008 and did not make any additional changes. This was deemed to be acceptable and the *Clerk was instructed to inform Tandridge planning officer that the Parish Council had no comment to make on this application.*

(b) To appoint a planning team for January: the next members of the planning team would be Jon Allbutt and Peter Kerry.

(c) To discuss Neighbourhood Planning: The Chairman noted that Ian Mitchell had provided a summary of understanding on Neighbourhood Plans to the Parish Council in December and this was read out to the meeting. The Clerk reminded that Parish Council that Neighbourhood Plans currently being developed incurred high costs, with some running in the region of £20,000 and that this should be borne in mind. It was agreed by the Parish Council that this matter should be addressed together with item 7f on the Agenda as they appeared to be linked and the Village Appraisal would provide valuable resources that could be used to develop a Neighbourhood Plan. It was agreed that the Parish Council supported the development of a Neighbourhood Plan in principle, but needed to address details and a process to integrate this into a Village Appraisal process.

5. Finance

(a) To authorize payments detailed in [Appendix B](#). The Clerk noted that expenditure was not high that month, with usual outgoings relating to utilities, cleaning and maintenance being observed. It was also noted that the receipt of the £30,000 from Surrey County Council to maintain the car park had now been (mostly) transferred to the Deposit account until such time as the Parish Council opened other investment accounts to secure the funds in. The Clerk also informed the meeting that she had received confirmation that the VAT refund had also been received and that she would be transferring the remaining £2,000 following that receipt. The Parish Council agreed to authorise Appendix B unanimously.

(b) To discuss and agree items requiring expenditure. The Clerk noted that 2 grant requests had been received, once from the Parish Magazine, which was in the budget for the current financial year. It was agreed that a donation of £50 be supplied.

The second request came from St Mary's Church for the Flower Festival in June 2012. It was agreed that the Parish Council would provide a flower arrangement through Sue Smale and that an amount of £100 would be put aside in the future budget to cover this.

(c) To finalise agreement of items to be proposed for the Surrey County Council Community Improvement Fund. The Clerk informed the Parish Council that she had prepared a notification email to all currently known local group contacts as per the list provided by Peter Kerry and that this would be sent on Tuesday, to make everyone aware of the Surrey County Council Community Improvement Fund and the benefits possible for local groups.

6. Highways & Rights of Way

(a) Receive an update on Highways: Douglas Massey had circulated a report and was awaiting an update on the Lengthmans scheme legal agreement which should have been received from Surrey County Council.

The Parish Council had been asked by Surrey Highways to approve a sign to be placed on Lusted Hall Lane warning Heavy Goods Vehicles that the road was not suitable for them to pass, following receipt of complaints from residents. There was some concern regarding the perceived benefit of the sign, but it was agreed that the Parish Council would support this initiative given it had been requested by local residents.

(b) Receive an update on Footpath Walks/ Rights of Way: The Chairman proposed that a meeting be set up with Philippa Gates of Surrey County Council to discuss this area generally and to see whether it would be possible to obtain replacement stiles. Sue Smale to progress.

7. Notified Matters

(a) To receive an update on **Affordable Housing:** It was hoped to have an update for the February meeting.

(b) To receive an update on the **Winter Emergency** discussions. Nothing new to report.

(c) To receive an update regarding the new **Tatsfield Emergency Plan.** No update was forthcoming for this meeting.

(d) To receive an update on **Community Web Development /Interweb.** The Chairman noted in Peter Kerry's absence that progress was being made and contacts collected for Village Organisations.

(e) To discuss proposals for celebrating the **Queens Diamond Jubilee in 2012.** The Chairman reminded the Parish Council that a meeting was being held in WI Hall on 11th January 2012 to agree a way forward on this matter following the receipt of responses from the appeal in the Parish Magazine. It was agreed that recent offers of commemorative items would be discussed at the meeting on the 11th.

(f) To discuss and agree the way forward for a **Village Appraisal** to be held in 2012. The Chairman thanked input from G South and B David on this matter, including the possibility of running a 'mini' appraisal as Burstow had recently undertaken. It was agreed that this matter needed to be linked to Neighbourhood Planning and that a working party would be set up to address this as agreed in item 4c.

(g) To receive an update and discuss items relating to **Health and Wellbeing.** Nothing new to report.

8. Reports from Members and Outside Organisations

(a) County Councillor: David Hodge informed the meeting that Paynesfield Road was on the list for repairs for the County and it was hoped this would be done in April 2012. He also warned of serious challenges to the County regarding the problems with roads in Surrey and the need for more funds, as well as the increasing demands on infrastructure (schools and care for the elderly in particular) that was increasing steadily over the coming decade, but that moves were being taken by the County Council to attempt to improve income and address future Council tax increase freezes.

(b) District Councillor: Bob David reported on the following matters:

1- Tatsfield School transport for local Year 7 children was now in the hands of the Local Government Ombudsman and a decision was being awaited in the future. This was going to be a serious matter as their decision would affect whether these children received transport from the County to Oxted School for their entire time at the school.

2- The water leak in Approach Road had been reported to Thames Water and they were apparently supposed to fix it on Monday.

3- It was expected that the new Refuse and Recycling plans would be approved by the District meeting on 19th January 2012. Flats would be considered individually. The Chairman expressed hopes that input from the local community on potential dangerous spots in this matter would be considered by the District Council.

(c) Tatsfield Community Responders: The Chairman reminded the meeting that Responders were not allowed to be sent to local incidents where violence had been reported to the Police and had caused the incident, and that this was decided at SECAM level and not even passed down to local Responders.

(d) Village Hall: Nichola Stokoe had circulated a report and was pleased to disclose that no damp had been found under the stage when investigated and that requests had been made that it be kept as clear as possible in the future.

(e) Tatsfield Youth Project: the donation of £2,250 to be used for the benefit of the young people in the Village was handed to the Clerk. Thanks were made and it was noted that this item would be removed from future agendas.

- (f) **Tatsfield in Bloom:** The Clerk reported that a request had been received and circulated asking for Parish Council approval for a mosaic to be placed on the wall facing the Village Hall as part of the preparations for TIB in 2012. A short discussion took place and it was agreed in principle that the Parish Council would approve this request, as long as consultation took place regarding location and the plans and methods to be used for fixing the mosaic to the building. It was reported that searches for funding continued.
- (g) **Biggin Hill Airport:** nothing to report.
- (h) **Vern d 'Anjou Association:** The Chairman reported that Tatsfield Vern group were organising the trip to France at Easter and interested parties should contact Peter Fuller as indicated in the Parish Magazine.
- (i) **Police:** Inspector Austin had agreed to a meeting. The Clerk was to finalise details and prepare an agenda.
- (j) **East Surrey Parishes Liaison Group:** Nothing to report.
- (k) **Speed watch:** It was reported that the decision on whether Approach Road speed limit should be lowered to 40 miles an hour would take place in February.
- (l) **Oxted CAB:** nothing new to report.
- (m) **Fair-trade Steering Group:** D Massey invited the Parish Council to attend a Chocolate evening on 11th March 2012 in the Village Hall. A poster for this would be placed on the Parish Council notice board.
- (n) **PARROT:** K Arnold provided an update informing the Parish Council that events and requests for donations had so far raised £2,700. The group had been quiet over the Christmas period but would be renewing activities in the New Year. Mr Arnold was looking forward to the meeting on 12th January to discuss a PARROT application for the Surrey County Community Improvement Fund.

9. Parish Council Property and Land

It was reported by N Stokoe that her application for registration of the King Edward VII Memorial Ground had been successful and that the title was registered as SY798483.

- (a) **Car Park and retained facilities:** The Clerk reported that the insurance company had stated the car park surface required additional insurance and that an estimate for replacement had been sent as requested by the insurers.
- (b) **TCGA:** nothing to report.
- (c) **Tatsfield Green:** The Chairman reported that trees had come down in the recent bad weather and there was a possible drainage problem which could be contributing to root weakening near the road edge. Steve Hyder was currently in discussions with the Parish Council to investigate this matter.
- (d) **Westmore Green:** The Chairman noted that parking and driving was still happening on the track on Westmore Green and that he would be investigating whether Tandridge District Council had any posts that could be placed on the track to discourage this.
- (e) **Pond:** The Chairman reported this was now looking full and healthy.
- (f) **Millennium Wood:** The Chairman asked the Clerk to ascertain who owned the boundary at the far end of the wood.
- (g) **Kemsley Wood:** The Chairman reported that the path was still being used well and that he needed to check whether timber was being stolen from the wood under better light.
- (h) **Parish Room / Aileen McHugo Building:** The Chairman noted that a recent report received detailing charging for halls and rooms in Surrey had been useful and that charging structures were being reviewed.
- (i) **Village Hall:** The Clerk reported that Desmond Bishop had confirmed the outstanding vents had been placed in the Village Hall eaves.
- (j) **Allotment Project:** It was reported that there were concerns regarding the slippage of projects due to the length of time taken on the Certificate of Lawfulness project, but that this was being constantly reviewed.

10. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) **Surrey Clubs for Young People AGM** on 11/1/2012 at High Ashurst, Dorking Surrey. None to attend

(b) To discuss **Correspondence** received by the Clerk.

The Clerk reported that a letter of thanks had been received from the Bridge Club together with invoices showing purchase of tables as requested by the Parish Council.

Additionally a request from the Fair-Trade group had been received and circulated for use of the Green outside the Shops for a tea tent on 12/5/2012. This was approved.

11. Matters for Reporting or Inclusion of Future Agenda

The Clerk reported that the Parish Council was currently awaiting confirmation from Tandridge District regarding the advertising of the existing vacancy in the Parish Council, outstanding since the May elections 2011. The intention would be to invite applications for the vacancy for co-option, this being the advice received from SCAPTC and the

Local Government Administration (Charles Arnold Baker) sources. The Parish Council would be advertising the vacancy, offering 14 days in which interested parties could submit their applications and a vote would then take place after a review of received applications, at the February meeting.

The Meeting closed at 9.53 p.m.

Subjects raised in Public Adjournments

- 1- Was ivy going to be removed from trees in Millennium Wood
- 2- Thanks were given for the cutting of the hedges in Ship Hill
- 3- Was the Parish Council going to claim the land in Maesmaur Road as it was being encroached upon by surrounding properties.
- 4- Was there any news on the missing signs for the Village in Approach Road and Ricketts Hill Road.
- 5- Was the Parish Council attending a talk given by CPRE on 21st January?

Item & page (13 Dec)	Action	Who	Date by	Result
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	In progress
13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress
Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress
Item & page (11 July 2011)	Action	Who	Date by	Result
7a, 46	Circulate report on Highways and role	D Massey	05/09	In progress
Item & page (10 Oct 2011)	Action	Who	Date by	Result
6d, 61	Investigate Wayleaves charging to provide report for future	Clerk	30/11	COMPLETE
Item & page (14 Nov 2011)	Action	Who	Date by	Result
7b, 70	Arrange for purchase of a pallet of salt	Chairman	10/12	In progress
9b3, 71	Investigate sharps service with local hospitals.	S Smale	10/12	In progress
Item & page (12 Dec 2011)	Action	Who	Date by	Result
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress
9d, 78	Follow up donation	S Smale	31/12	COMPLETE
9h, 78	Propose meeting with Police	Clerk	31/12	COMPLETE
9a, 78	Investigate insurance options for car park	Clerk	31/12	COMPLETE
9a, 78	Investigate investment options for car park funds	Clerk	31/12	In progress
9j, 78	Send letter to Surrey Hills	Clerk	12/12	COMPLETE
Item & page (9 Jan 2012)	Action	Who	Date by	Result
4a, 1	Inform Tandridge planning of Parish Council decision	Clerk	11/1/12	COMPLETE
4c, 1	Set up a working group to discuss Neighbourhood plan and Village Appraisal	Chairman/Clerk	31/01/12	In progress
5b, 1	Inform of Grant allocations	Clerk	13/1/12	COMPLETE
6a, 2	Feedback Parish Council's decision re sign	Clerk	11/1/12	COMPLETE
6b, 2	Arrange meeting with P Gates	S Smale	31/1/12	
9f, 4	Ascertain ownership of the boundary	Clerk	31/1/12	COMPLETE

MINUTES of a Meeting of Tatsfield Parish Council held on the 13th February 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale
Mrs Nichola Stokoe Mr Douglas Massey, Mr Ian Mitchell, Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (Tandridge DC Councillor)
Mr David Hodge (Surrey County Councillor)

And 8 parishioners.

1. To receive (a) Apologies: No Apologies were received.

And (b) Declaration of Interest: The Chairman and Vice Chairman declared a personal and prejudicial interest in Item 9j (TACG – Allotments). This meeting did not involve discussions or decisions for this item, merely information given to the meeting and therefore it was deemed that they did not need to withdraw.

2. Minutes of the previous meeting

The minutes of the meeting held on the 9th January 2012 and the Supplementary meeting held on 5th January 2012, were approved and signed by the Chairman as a correct record together with the appropriate appendices.

3. Action Points (may be covered under later Agenda items)

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. Planning

(a) To determine the Parish Council's position on [Appendix A](#):

- **TA/2012/165: The Chalet, Ninehams Road, Tatsfield TN16 2AJ** – Erection of detached double garage. Nichola Stokoe's report on the above planning application. *It was agreed that the Clerk would express the Parish Council's concerns regarding the size of the proposed double garage and the possibility that it would be large enough to be converted into residential accommodation in the future given its roof size and height, in direct contradiction to policy RE10 of the local plan.*
- **TA/2012/202: 109 Paynesfield Road, Tatsfield, TN16 2BQ** – Erection of single story extension to front elevation and erection of porch to side elevation. Conversion of existing garage into habitable accommodation (amended description).
Following discussion of the report submitted by N Stokoe, the Parish Council agreed to instruct the Clerk to inform Tandridge Planning that there was no comment to make on this application.

(b) To appoint a planning team for February: It was proposed that Jon Allbutt and Peter Kerry should be members of the planning team this month as Nichola Stokoe and Sue Smale had handled both December and January. This was agreed.

(c) To agree the proposed Neighbourhood Planning team. Nichola Stokoe and Doug Massey volunteered to form the basis for the Neighbourhood planning team with Ian Mitchell in a supporting role and the rest of the Parish Council to call upon should their expertise be required. This was agreed and the team would organise a meeting before the next Parish Council meeting in March.

(d) To discuss and agree approach to the Kent County Council Consultation Development and Infrastructure document .The Parish Council agreed that no action would be necessary on this item as the content did not refer to Parish Councils and concerned the neighbouring county.

5. Finance

(a) To authorize payments detailed in [Appendix B](#). The Clerk informed the Parish Council that expenditure appeared normal apart from a large payment of outstanding items to Tatsfield in Bloom, but that this would still not exceed their allocated grant for the current financial year, which still had £120 outstanding to be spent. It was further noted that the VAT refund had been received (to the end of September 2011) and the Parish Council had also received the donation from Tatsfield Youth Project to be donated to the Youth of the village.

The Parish Council agreed to authorise Appendix B unanimously.

(b) To discuss and agree items requiring expenditure. A proposal by Ian Mitchell to increase the current year's insurance to cover the car park surface, at a pro-rata rate of £34.19, was agreed. The Clerk was instructed to additionally enquire about cover for the many lighting and other bollards now part of the Parish Council's responsibility.

Sue Smale proposed that the Parish Council allocate some of the grant money currently available, confirmed by the

Clerk to be in the region of £1400, to funding the music entertainment and hog roast for the Jubilee Celebrations, as these were in the entire community's interest. This was unanimously approved to the amount of £600.

(c) **To adopt the updated Financial Regulations for the Parish Council.** It was proposed by the Vice Chairman that the updated financial regulations that had been previously circulated to the Parish Council by the Clerk be adopted. This was unanimously agreed by a show of hands.

6. Highways & Rights of Way

(a) **Receive an update on Highways:** Doug Massey had circulated a report on these matters. It was agreed that Surrey Highways' response to the recent winter weather had been a vast improvement over previous years with consistent clearing of Priority 1 routes and the local farmer clearing Priority 2 routes effectively. This was conveyed to the County Councillor present at the meeting. D Massey proposed that the draft Lengthsman agreement circulated recently be moved to the next stage and prepared for signature by requesting legal opinion. This was unanimously agreed.

(b) **Receive an update on Footpath Walks/ Rights of Way:** Sue Smale reported that a meeting with Philippa Gates had been arranged for 27th February at 14.30.

7. Notified Matters

(a) **To consider applications received for the notified Co-Option to fill the vacancy of Parish Councillor and to select a candidate by majority vote.** The Clerk had only received one application which had been circulated and was now considered by members present at the meeting. Following a call for a vote, a unanimous show of hands voted Martin Westerman in as the new parish councillor for Tatsfield, filling the only vacancy. The Chairman and others welcomed Martin Westerman to the Parish Council.

(b) **To receive an update on Affordable Housing:** A report had been circulated by Sue Smale. The project was still on track with Tandridge District Council having provided a grant of £100,000 which greatly facilitated the next stage of funding. It was still expected that the project would go ahead in April to be completed in 2013. The Parish Council thanked Tandridge District Council through the District Councillor present at the meeting for their grant. It was also agreed, following circulation of 3 options, that the Tatol logo with a black border would be sent to English Rural Housing to be used in their sign for the Affordable Housing project.

(c) **To receive an update on the Winter Emergency discussions.** This item was mostly covered under item 6a. The Chairman thanked all the volunteers who had assisted in clearing paths, Crossways Court and the School car park following the recent winter weather.

(d) **To receive an update regarding the new Tatsfield Emergency Plan.** No update was forthcoming for this meeting.

(e) **To receive an update on Community Web Development /Interweb.** A report had been circulated by Peter Kerry who noted that a near complete list of contacts for village organisations was now available and that this would prove very useful in the future. Peter Kerry also informed the Council that the interweb committee had requested some standardisation across the 3 main village websites and that this would be addressed in coming meetings.

(f) **To discuss and agree next steps for proposals to celebrate the Queen's Diamond Jubilee in 2012.** Sue Smale reported that a further meeting in January had reached an agreed set of village events, and that individuals were being approached to assist with the organisation of these, with the Parish Council in a supportive role. These would include a party on the green and a hog roast, as well as further promotion of Tatsfield Walks and 'Down Memory Lane' by Ian Mitchell and Eileen Pearce working together. Other village organisations would also be holding events and all were co-ordinating them closely. Sue Smale proposed that the Parish Council agree to join with Titsey in lighting a beacon bonfire given the proximity of the proposed sites. This was agreed. It was further proposed that the kind invitation from Woldingham be declined given the Parish Council had agreed to join with Titsey in lighting a Jubilee beacon. The Clerk to inform the Clerk from Woldingham. The Chairman reported that a 'royal oak' seedling was available for planting in honour of the Jubilee.

(g) **To receive an update on preparations for a Village Appraisal to be held in 2012.** It was noted that this item was likely to progress alongside the Neighbourhood Planning team but no current progress was available to report.

(h) **To receive and update and discuss items relating to Health and Wellbeing.** A report had been circulated by Sue Smale providing information regarding the recent query by a local resident regarding the disposal of 'sharps'.

8. Reports from Members and Outside Organisations

(a) **County Councillor:** Councillor David Hodge requested that the Clerk inform him of the plans for the Jubilee beacon as there was likely to be an available grant for this event. He reported that salt bins were unlikely to be refilled in the near future although he was requesting a review of priority 1 route bins where refills were likely to have the most impact.

David Hodge reported that Surrey County Council had approved a rise in Council Tax and rejected the government's offer of a grant which would have restricted growth in future years. He noted that the Local Government Ombudsman had made a provisional decision against the County in the matter of the Tatsfield to Oxted school transport for current year 7 intake. This would hopefully be resolved shortly. David Hodge also noted that he believed Tatsfield in Bloom's grant for 2012 to be safe.

(b) District Councillor: Bob David reported on the following matters:

- 1- The new recycling and refuse system had been agreed by Tandridge to be implemented from October 2012. Concerns were expressed by the Chairman regarding all the flats in the area, in particular Crossways Court.
- 2- Tandridge District Council had accepted the government's grant offer and agreed a council tax freeze for the coming year.
- 3- Recent complaints about the lack of recycling collection in Tatsfield were being explained by bad weather impeding rubbish trucks but that this did not really address all issues and further requests were being made to Biffa on this matter.

(c) Tatsfield Community Responders: No report was available but the Chairman noted that he had been told 5 further recruits were undergoing training.

(d) Village Hall: Nichola Stokoe had circulated a report. She proposed that the Parish Council accept a quote of £45 for an air brick to be installed under the stage. The Clerk noted that the spending for the Village Hall was currently over the assigned budget. The Parish Council rejected the proposal but agreed to monitor over the coming year. Nichola Stokoe then asked whether the Parish Council could indicate whether it objected in principle to the installation of solar panels on the Village Hall roof. It was agreed that there was no objection in principle to this proposal; however the matter would need serious consideration and Parish Council approval as the landlord, before progression.

(e) Tatsfield in Bloom: Thanks were proffered to all hard working TIB volunteers who assisted not only in this valuable village enterprise, but were also the backbone of all volunteering around the village including litter picking and snow clearance. This was echoed by the Parish Council. Bob David informed that the project for In Bloom was progressing and funds were being sought after.

(f) Biggin Hill Airport: Ian Mitchell had circulated a report and reminded the Parish Council of the attendance of Jenny Munro – airport director - at the Annual Parish Meeting in April. Peter Kerry reminded the meeting of the fund available from the airport for local projects.

(g) Vern d 'Anjou Association: nothing to report.

(h) Police: A report summarising the meeting held with Inspector Austin agreed that a more pro-active communication should take place with officers coming to address the bi-monthly Community Liaison meetings. Sue Smale had volunteered to provide this contact. It was proposed that the police be invited to the June Fair and have a stall to raise local awareness. This was agreed and Sue Smale to progress. A report by Peter Kerry on the Neighbourhood Watch scheme had also been circulated and this was likely to be useful for different areas of the village. The Chairman agreed to work with the Police and local groups to raise awareness.

(i) East Surrey Parishes Liaison Group: Nothing to report.

(j) Speed watch: Nothing new to report.

(k) Oxted CAB: PK reported that the CAB agreed to try to improve their advertising by seeking co-operation with local schools. He also reported that they would investigate the possible ways to participate in the Big Energy Week next year.

(l) Fair-trade Steering Group: Doug Massey reminded the Parish Council of 2 events coming up for this group – 26/2 an informal church service with a Fair-trade theme and the Chocolate extravaganza event on 11th March.

(m) PARROT: Nichola Stokoe volunteered to become the official Parish Council representative on the PARROT project since the current main organisers had requested Parish Council assistance given the current difficulty in finding volunteers amongst local parents. This was agreed and support for her initiative in sending a letter out to local businesses was encouraged. Further meetings with PARROT were due to take place over the next week.

9. Parish Council Property and Land

(a) Car Park and retained facilities: This item had already been covered under finance. Thanks to Doug Massey and Nichola Stokoe for having replaced the lighting bollard bulbs were given by the Chairman.

(b) TCGA: nothing to report. The Chairman asked for a meeting to be set up to discuss sharing costs with Tatsfield School.

(c) Tatsfield Green: The Chairman noted that discussion regarding the grass cutting schedules for this year would be held with Steve Hyder of Tandridge District Council and there was likely to be a reduction in their frequency due to budget cuts in Tandridge. This also referred to item 9d.

(d) Westmore Green: A request for use of the Green on Sunday 3rd June 2012 by St Mary's Church. The service would take place at 10am and would require some access for preparation and clearing up afterwards. This was approved and the Clerk confirmed that a copy of the Public Liability Insurance was in her possession.

(e) Pond: nothing new to report.

(f) Millennium Wood: The Chairman stated he would be discussing the edge near the road as a few trees had been lost recently and this may be because of drainage issues.

(g) Kemsley Wood: Nothing new to report.

(h) Parish Room / Aileen McHugo Building: Upon a request by the Chairman the Clerk confirmed no contact had been made by Kestrel despite her email last month. She would try again in the coming month. The Chairman confirmed that an interested party had made enquiries about a tenancy for an office in the AMB.

(i) Village Hall: This item had been covered under 8d.

(j) Allotment Project: The Chairman reported that the Certificate of Lawfulness applied for in November had been awarded for all but 2 of the projects and these were now proceeding required with the various grants awarded. The Clerk noted that she had been made aware that Surrey Hills had awarded a grant of £11,800 to the Allotments Group.

10. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) TVSC Network Lunch 1 March 2012 12.30pm, Lingfield and Dormansland Community Centre. None to attend

(b) To discuss Correspondence received by the Clerk.

A report was presented on a recent visit to a CPRE Forum on 21st January 2012 by Eileen Pearce. A welcome note was the current review of Area of Outstanding Natural Beauty (AONB) boundaries which may result in the inclusion of Tatsfield's Area of Great Landscape Value (AGLV) to the south of Approach Road, Ship Hill and Rag Hill. This was well received and the Parish Council thanked Mrs Pearce for her valuable contribution.

11. Matters for Reporting or Inclusion of Future Agenda

There were no matters to report for this item.

The Meeting closed at 10 p.m.

Subjects raised in Public Adjournments	
1. Were the Parish Council endorsed Jubilee Celebration arrangements going to be taking place over 2 days only	
2. Complaint about the verge outside the allotments	
3. What is the Parish Councils role in selecting residents for the Affordable Housing project	
4. Is the Parish Directory going to be completed	

Item & page (13 Dec)	Action	Who	Date by	Result
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	In progress
13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress

Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (14 Nov 2011)	Action	Who	Date by	Result
7b, 70	Arrange for purchase of a pallet of salt	Chairman	10/12	In progress

Item & page (12 Dec 2011)	Action	Who	Date by	Result
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress
9a, 78	Investigate investment options for car park funds	Clerk	31/12	In progress

Item & page (9 Jan 2012)	Action	Who	Date by	Result
4c, 1	Set up a working group to discuss Neighbourhood plan and Village Appraisal	Chairman/Clerk	31/01/12	COMPLETE

Item & page (13 Feb 2012)	Action	Who	Date by	Result
4a, 8	Inform Tandridge planning regarding the planning applications	Clerk	28/2/12	
4c, 8	Arrange first meeting of the Neighbourhood planning team	D Massey / N Stokoe	29/2/12	
5b, 8	Increase insurance to cover car park surface and enquire about adding bollards	Clerk	22/2/12	
7f, 9	Clerk to thank Titsey for their invitation re Jubilee beacon and inform them of Parish Council's agreement	Clerk	22/2/12	
7f, 9	Clerk to thank Woldingham for their invitation re Jubilee beacon and inform them of Parish Council's decision not to proceed	Clerk	22/2/12	
8a, 9	Remind D Hodge re Jubilee beacon plans	Clerk	15/2/12	COMPLETE
8g, 10	Invite Police to have a stall at the June Fair	S Smale	29/2/12	

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th March 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Jon Allbutt (in the chair) Mrs Susan Smale
Mrs Nichola Stokoe Mr Douglas Massey, Mr Ian Mitchell, Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)
Mr Bob David (TandridgeDCCouncillor)
Mr David Hodge (Surrey County Councillor) (present for first 30 minutes)

And 10 parishioners.

1. To receive (a) Apologies: No Apologies were received.

And (b) Declaration of Interest: The Chairman and Vice Chairman declared a personal and prejudicial interest in Item 9j (TACG – Allotments). At the point of the meeting when this item was discussed both members withdrew without exercising their right to speak as per Code of Conduct. They did not return until discussion and voting on the item had been concluded.

2. Minutes of the previous meeting

The minutes of the meeting held on the 13th February 2012 were approved and signed by the Chairman as a correct record together with the appropriate appendices.

3. Action Points (may be covered under later Agenda items)

The Clerk informed the meeting that action points would be addressed under current agenda items and that if these had been completed this was shown in the Action list table.

4. Planning

(a) To determine the Parish Council's position on [Appendix A](#): There were no planning application items to discuss as per Appendix A. Appropriate planning applications received after the date of the meeting would be discussed at the planning meeting on 26th March 2012.

(b) To appoint a planning team for March: It was proposed that Doug Massey would be assisted by Susan Smale as Ian Mitchell would be absent for much of the month, and would therefore assist in the planning team in April.

5. Finance

(a) To authorize payments (including presentation of cheques) detailed in [Appendix B](#): The payments were approved unanimously and cheques signed as required. The Clerk noted that a cheque for £70 had been received for further sales of the Tatsfield Wallet of Walks. The Clerk also noted that a replacement cheque had been issued for February's payment to Bob David of £2479.92 as this had apparently been mislaid after having been deposited in the post office. The Clerk had cancelled the original cheque number 100841 and a new cheque number 100847 had been issued as a replacement.

(b) To discuss and agree items requiring expenditure: including requests for training courses for Clerk and Vice-Chairman and payment of the CiLCA registration fee for the Clerk's course; expenditure on additional light fittings for First Floor AMB. The requests for training courses for the Clerk's CiLCA Fast Track course and Chairmanship course for the Vice-Chairman were approved. It was agreed subject to Appendix C being approved that the CiLCA registration fee would also be paid in the current financial year. It was agreed that the additional light fittings would be scheduled for the new financial year. Recommendations from the Finance Committee for the remainder of the Grants budget were approved.

(c) To agree recommendations for movement of unspent budget amounts from Finance Committee as detailed in [Appendix C](#). The recommendation from the Finance Committee for virements summarised in Appendix C was approved.

6. Highways & Rights of Way

(a) Receive an update on Highways: Doug Massey had circulated a report on these matters. No action was required although it was noted by the Chairman that recent pothole repairs had been much faster than normal that was a very positive circumstance.

(b) Receive an update on Footpath Walks/ Rights of Way: Sue Smale reported that a meeting with Philippa Gates had taken place on 27th February at 14.30. The meeting had confirmed that P Gates' unit was being further reduced due to cuts in the County Council. A formal programme for maintenance of footpath and stiles was awaiting feedback from P Gates. It was hoped that a second step would be installed at the stile on Footpath 21 from the Meadow, as it was a very steep drop; in addition a handrail could be erected beside the steps on the other side of the valley. Surrey County Council would write to the landowner regarding these matters.

7. Notified Matters

- (a) To receive an update on **Affordable Housing**: A report had been circulated by Sue Smale containing updates.
- (b) To receive an update on the **Winter Emergency** discussions. No update was forthcoming for this meeting.
- (c) To receive an update regarding the new **Tatsfield Emergency Plan**. No update was forthcoming for this meeting.
- (d) To receive an update on **Community Web Development /Interweb**. No update was forthcoming for this meeting.
- (e) To receive an update on the **Queen's Diamond Jubilee in 2012**. It was reported that a schedule of events for the weekend was being compiled and had been circulated. This needed to be updated to include all other Village events. The Clerk noted that a request had been received from D Bishop for a donation towards the purchase of around 100 Jubilee commemorative mugs for the children of the village, in line with what had happened in 2011 with the Royal Wedding. This would be considered at the Finance committee meeting in April. The Chairman noted that the location and process for planting a Jubilee Oak was underway.
- (f) To receive an update on preparations for a **Village Appraisal** to be held in 2012. It was noted that this would be addressed at the Neighbourhood planning meeting to take place in mid-April.
- (g) To receive an update and discuss items relating to **Health and Wellbeing**. No update was forthcoming for this meeting.
- (h) To adopt the updated **Complaints Procedure**. The circulated and update Complaints Procedure was unanimously approved and would be placed on the Parish Council website for public information. This related to complaints made against the Parish Council as a legal entity, not against individual councillors.
- (i) To discuss and agree a proposal for **Business Cards** for Parish Councillors and the Clerk. It was agreed that Peter Kerry would circulate a study of costs for the April meeting, bearing in mind the need to ensure that the main contact address and telephone number for the Parish Council must be the Clerk.
- (j) To discuss the recent complaints about **Recycling** outside The Ship. A complaint had been received by a resident regarding the lack of usable facilities for recycling cardboard. The District Councillor agreed to find out the schedule for emptying the bins and report back in April.
- (k) To agree the proposal to **change the date of the Parish Council meeting in April to 16th April** due to Easter. This was unanimously agreed and would be preceding the Annual Parish Meeting on 17th April in the Village Hall.
- (l) To discuss and agree the proposal to **take the lead in resurrecting greater co-operation between East Surrey Councils** through the ESPLG or other such body. The Clerk reported that the current Chair of the ESPLC was Nutfield Parish Council and that a contact should be made at first instance with the clerk of Nutfield to arrange a possible meeting. It was agreed that terms of reference and agreed agenda items were required for meetings and that Tatsfield should attempt to take the lead in starting these, along with input and feedback from Tandridge District Council for meeting venues. The Clerk and Peter Kerry to proceed.
- (m) To discuss and agree the proposal for **a standard logo for Tatsfield Parish Council from those proposed in Appendix D**. Following a discussion on this item it was agreed to adjourn a decision until a later Parish Council as it would not be possible to vote on the proposal as agreement on terms of reference were not forthcoming.

8. REPORTS FROM COUNTY COUNCILLOR, DISTRICT COUNCILLOR, VILLAGE ORGANISATIONS and EXTERNAL ORGANISATIONS

- (a) To receive a report from the **County Councillor**. No report was available.
- (b) To receive a report from the District **Councillor**. The District Councillor reported on the following items:
 - 1- It had been announced that the Post Office network would be revamped following recent consultations and that Linda will remain affiliated to the Village Store.
 - 2- No feedback from Tandridge had been received regarding the recent Bulky Rubbish collection but general resident feedback was it had been a success. No damage was visible.
 - 3- Details of the new recycling refuse facilities for flats and difficult roads in Tatsfield should be made available shortly.
- (c) To receive a report from the **Tatsfield Community Responders** and take action on proposals contained therein. No formal report received.
- (d) To receive a report from the **Village Hall Management Committee** through its Parish Council representative and take action on proposals contained therein. Nichola Stokoe had circulated a report but no Parish Council actions were required.
- (e) To receive a report from **Tatsfield in Bloom**. It was reported that Surrey County Council had agreed to provide a grant of £1,000 following support from David Hodge. Thanks were offered to skilled volunteers who worked tirelessly to secure grant applications.
- (f) To receive a report regarding **Biggin Hill Airport**. No report at this meeting.
- (g) To receive a report regarding the **Tatsfield Vern d'Anjou Association**. No report at this meeting although the Chairman did remind everyone that the trip to France (Verne) was due to take place at Easter in April.

(h) To receive a report regarding the **Police**. The chairman welcomed the news from the Liaison meeting that the surgery time in Tatsfield would be changed to 2.30pm on a Wednesday.

(i) To receive a report regarding **the East Surrey Parishes Liaison Group**. No report for this meeting.

(j) To receive a report regarding **Speedwatch**. It was reported that activity should be starting up again shortly.

(k) To receive a report from the Parish Council representative regarding the Tatsfield **Fairtrade Steering Group**. Doug Massey reported that the Chocolate Extravaganza evening had been a resounding success with around 80 attendees and an inspiring speaker Hilary Harper.

(l) To receive a report from the Parish Council representative regarding **PARROT**. It was reported that progress was being made with Nichola Stokoe and K Arnold and others in the community working hard to improve their funds with appeals to local businesses progressing. A query regarding what would take place on 31st March 2012 was made. The Clerk to find out. It was expected that £10,000 would be achieved by end of March.

9. Parish Council Property and Land

The Clerk informed the meeting as a general matter that the business case framework for application by the Parish Council to purchase The Meadow (at the back of Tatsfield School) had been submitted to Steve Evans.

To receive updates, discuss matters and where relevant, agree on proposals relating to:

(a) **Car Park and retained facilities:** It was agreed that further investigations would take place regarding options open to the Parish Council to enforce safe parking, including the possibility of closing the car park.

(b) **TCGA:** A meeting would be set up by the Clerk to discuss opening and locking of the TCGA given recent experiences. The Chairman asked for permission to replace the lock into the field out of the TCGA as the school had requested this. It was agreed.

(c) **Tatsfield Green:** Following a short discussion it was agreed that a politely worded letter would be sent to request re-instatement of the Green outside Pippins. Ian Mitchell and the Clerk to proceed.

(d) **Westmore Green:** Two requests for use of Westmore Green: one from Tonia Say for a Fun Run and Family Day on 24th June; one from Scouts for use of the Green for their Annual Fete. Both requests were approved subject to acceptance of Terms and Conditions for use of the Green.

(e) **Pond:** nothing new to report.

(f) **Millennium Wood:** The Chairman confirmed contact continued to be made with Downsland to request assistance with the management of the wood.

(g) **Kemsley Wood:** Nothing new to report.

(h) **Parish Room / Aileen McHugo Building:** The Finance Committee had offered a consideration regarding the recent enquiry for rental of 2 rooms in the Ground Floor. Offers would be given due consideration by the Parish Council once received.

(i) **Village Hall:** Nothing new to report.

(j) **TCAG (Allotments): proposal to appoint a Parish Council representative to the Allotments Group for the duration of the Surrey Hills Pathway Construction project.** Under the terms of Item 1b, the Chairman and Vice-Chairman withdrew from the meeting. Temporary Chairing of the meeting was given to Ian Mitchell. The Finance Committee had suggested that the Parish Council consider the wording of the letter drafted to the Horticultural Society requesting commitments regarding the temporary donation of £11870 for the construction of the path whilst awaiting payment of the Surrey Hills Leader grant. The letter was approved and the proposal for the appointment of Martin Westerman as the Parish Council representative to the Allotments Group for the duration of the Surrey Hills Pathway Construction project.

10. Meetings to Attend/Correspondence

(a) To agree attendance at **Meetings** to which Parish Councillors are invited. The Clerk reported the following invitations had been received:

1) **Village & Community Halls Area meeting 14/3/2012** – Guildford, Surrey 11-13.30.

2) **CPRE Surrey Forum 24/3/2012** – Leatherhead. Peter Kerry to attend.

3) **The MNA Open Meeting in the South** Saturday 17 March 2012 at Warwick School, Redhill.

4) **Emerging Health Structures**, 27th March – Leatherhead Leisure Centre

5) **SCAPTC Local Council Forum** – 25 April 2012 The Garden Room at Denbies Wine Estate, Dorking. I Mitchell may attend

6) **Annual Parish Meeting of Limpsfield PC** – 21/3/2012 from 7.45pm at St Peters Church Hall, Limpsfield. The Vice-Chairman to attend.

(b) **To discuss Correspondence** received by the Clerk.

The Clerk informed the Parish Council that notification from The Local Government Boundary Commission for England regarding the final recommendations of the Electoral Review for Surrey. There were no changes for Tatsfield and full details could be reviewed at www.lgbce.org.uk.

The Clerk noted that correspondence had been received from E Pearce regarding the Tatsfield Wallet of Walks. A further 29 had been sold with 35 copies left in her possession. A cheque for £70 has been received for sales recently made.

11. Matters for Reporting or Inclusion of Future Agenda

The Chairman announced his intention to retire from his position as both Chairman and Parish Councillor at the April meeting and that would be his last official meeting as Chairman and Parish Councillor.

The Meeting closed at 9.57 p.m.

Subjects raised in Public Adjournments				
1-The parking in the car park at pick up times is getting extremely dangerous. The Parish Council needs to do something about it or a child will get hurt.				
2- Is there a plan to re-surface Paynesfield Road?				

Item & page (13 Dec)	Action	Who	Date by	Result
10b, 80	Letter to Lusted Hall Lane residents	Clerk / J Allbutt	31/12	In progress
13b 7, 32	Report advertising by Golf Course to TDC	Clerk	31/5	In progress

Item & page (13 June 2011)	Action	Who	Date by	Result
6, 37	Issue guidelines for advertising events for TCGA users	Clerk	30/6	In progress

Item & page (14 Nov 2011)	Action	Who	Date by	Result
7b, 70	Arrange for purchase of a pallet of salt	Chairman	10/12	COMPLETE

Item & page (12 Dec 2011)	Action	Who	Date by	Result
6a, 77	Investigate possible signs for grit bins	Clerk	31/12	In progress
9a, 78	Investigate investment options for car park funds	Clerk	31/12	COMPLETE

Item & page (13 Feb 2012)	Action	Who	Date by	Result
4c, 8	Arrange first meeting of the Neighbourhood planning team	D Massey /N Stokoe	29/2/12	Will be done mid-April
7f, 9	Clerk to thank Titsey for their invitation re Jubilee beacon and inform them of Parish Council's agreement	Clerk	22/2/12	In progress – awaiting confirmation
8g, 10	Invite Police to have a stall at the June Fair	S Smale	29/2/12	COMPLETE

Item & page (12 Mar 2012)	Action	Who	Date by	Result
7h, 17	Publish Parish Council complaints procedure on website	Clerk	31/3/12	COMPLETE
7i, 17	Present costs for Business cards	Peter Kerry	08/4/12	
7j, 17	Communicate schedule of emptying recycling bins near Ship	Bob David (DC)	16/4/12	
7l, 17	Contact Nutfield and Tandridge District Council to resurrect the ESPLC	Clerk / Peter Kerry	16/4/12	COMPLETE
8l, 17	Contact Steve Hyder for update on PARROT	Clerk	19/3/12	COMPLETE
9c, 18	Send letter re re-instatement of Green outside Pippins	Ian Mitchell/Clerk	24/3/12	COMPLETE
9d, 18	Inform the 2 organisations that the Parish Council had agreed their request for use of Westmore Green	Clerk	24/3/12	COMPLETE

DRAFT MINUTES of a Supplementary Meeting of Tatsfield Parish Council held on the 28th March 2012 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 7.30pm

Present: Sue Smale (in the chair) Mrs Nichola Stokoe Mr Doug Massey Mr Peter Kerry

In Attendance: Mrs Ana Hughes (Clerk)

And 0 parishioners.

1 To receive Apologies: Mr Ian Mitchell, Mr Jon Allbutt, Martin Westerman

2. To receive Declarations of Interest: No declarations of interest relating to current agenda items.

3. To discuss, agree and sign the Deed of Variation between Surrey County Council and Tatsfield Parish Council to alter the extent of the land demised by a Lease dated 9 June 2011 relating to land on the North West Side of Ship Hill, Tatsfield (known as the MUGA Site)

Further to a meeting held on 8th March 2012 with Surrey County Council and Whelan's, a deed of variation to release a strip of land back to Surrey County Council running along the north west side of Ship Hill, adjacent to the MUGA or Tatsfield Community Games Area was produced by Nichola Stokoe.

It was proposed that the Parish Council should sign the Deed of Variation releasing the required land back to Surrey County Council. This was agreed unanimously by a show of hands. The Deed of Variation was signed by two Councillors and witnessed by the Clerk.

3. Matters for Reporting or Inclusion of Future Agenda

There were none.

The Meeting closed at 8.00 p.m.