

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 14th May 2007 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Ian Mitchell (in the chair) Mr Jon Allbutt Mr Giles Hawkes Mrs Carol Jordan Mrs Eileen Pearce Mrs Sandy Philibert Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),  
Mr David Hodge (Surrey CC Councillor)  
Mr Bob David (Tandridge DC Councillor)

And 14 parishioners.

1. Apologies - None

2. Election of Chairman and Vice Chairman

For this item only, Alan Fry, the retiring chairman, took the chair.

(a) Election of Chairman: The Retiring Chairman asked for nominations. Ian Mitchell was proposed by Jon Allbutt and seconded by Eileen Pearce. As there was no other nomination, the retiring chairman declared Ian Mitchell duly elected as chairman for the ensuing year and he then vacated the chair and took no further part in the meeting.

The new chairman expressed his thanks to the retiring chairman for his services to the Parish Council and to the community over the past 4 years.

(b) Election of Vice Chairman: The Chairman asked for nominations and the only nomination was Jon Allbutt proposed by Sandy Philibert and seconded by Carol Jordan, the Chairman declared Jon Allbutt duly elected as Vice-Chairman for the ensuing year.

3. Declarations of Interest:

The Clerk indicated that all councillors had signed Declarations of Acceptance of Office.

4. Minutes

The Minutes of the meeting held on the 16th April 2007 were approved and signed as a correct record.

5. Matters Arising: None

16. Appointment of Committees, Council Representatives and Delegation of Responsibilities

The Chairman indicated the appointments to be made and a list of the agreed nominations is attached to these Minutes.

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17. Tatsfield School

The Chairman indicated that all members had been briefed on the present situation with regard to the negotiations in this matter. He had endeavoured to arrange a meeting with Julie Stockdale prior to the Annual Parish Meeting but this had not been possible. He understood that there was to be a Value Engineering Meeting at the end of the present week. This would involve all Surrey CC Officers involved in the project together with consultants and the Builders and the purpose of the meeting was to ensure that the project was achievable for the right price.

He confirmed that the Clerk had now instructed Roger Taylor of Messrs Hedleys to act on the Parish Council's behalf in the matter and he had suggested that a meeting should place with the Chairman, the Clerk, Tony Dawkins and Roger Taylor to agree exactly what action should be taken to ensure that the matter proceeded to completion as quickly as possible. He was also pressing for a meeting with Surrey CC Officers and with Surrey County Councillor David Hodge to introduce himself to them personally and to ensure that the urgency of the matter was made absolutely clear to them.

8. Planning Matters

(a) Current Applications: Jon Allbutt reported on the applications listed in Appendix A and the action agreed is as shown in Appendix A..

#### 1(b) Sundry Planning Matters:

(1) Planning Committee: The Chairman indicated that he was unsure whether there should be a formal Planning Committee that met on a regular basis. He believed that it would be better to continue the present system for the next few months and call a special meeting of the Council if there was an application of great significance to be considered. This was agreed.

(2) Lusted Hall Lane Development: The Clerk reported that 5 local residents had been offered Shared Ownership properties and one person with connection to village through employment had also been offered a S/O property. Information with regard to rented accommodation would follow. He also confirmed that, as requested at the last meeting, he had indicated to English Rural HA that East Surrey Badger Protection Society should be consulted and he knew that there was direct communication taking place.

(3) Kent CC Minerals Development Framework: The Clerk reported that he had received notification of site allocation representations being made in respect of specific sites. It was not considered necessary to make any comments.

(4) Planning Law: The Chairman indicated that it was possible that some changes were about to be introduced and he would endeavour to circulate details when they were available.

(c) Planning Councillor: Giles Hawkes and Jon Allbutt.

#### 19. Finance

##### (a) Grants:

(1) Oxted Cab: The Clerk reported that he had received a request from Oxted CAB for financial assistance and indicated that he had included payment of a grant of £175 in Appendix B.

(2) Tatsfield Responders: The Clerk reported that he had received an invoice for the equipment following the last meeting and, as the equipment would not be sent until payment was received, he had arranged for a cheque to be signed. This cheque was also included in Appendix B

(b) Annual Accounts: The Clerk reported that he had been notified that the Audit would take place on 31 August 2007 and the Clerk indicated that he had already agreed the figures for the year ending 31 March 2007 and would be arranging for the Internal Audit to be completed. Copies of the accounts would be circulated for approval.

(c) Bank Mandate: It was unanimously agreed

(i) that a bank account or accounts be continued with HSBC Bank plc ("the Bank") and the Bank is authorised to:-

a) pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Parish Council any two of the listed signatories (the signatory) whether any account of the Parish Council is in debit or credit;

b) deliver any item held on behalf of the Parish Council by the Bank in safe keeping against the written receipt of the signatory; and

c) accept the signatory as fully empowered to act on behalf of the Parish Council in any other transactions with the Bank (including closing any account(s)).

(ii) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

(iii) That the Clerk from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Parish Council, and that the Bank may rely on such lists.

(iv) That these resolutions remain in force until cancelled by notice in writing to the Bank, signed by the Chair Person or Clerk from time to time acting or claiming to act on behalf of the Parish Council, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

It was further unanimously agreed that the Clerk should be authorised to make inter-account transfers.

(c) Payments: The payments listed in Appendix B were approved.

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#### 110. Highways & Rights of Way

##### 1(a) Highway Matters:

1(1) Traffic Survey: Jon Allbutt indicated that volunteers would be collating the results during the next week and he hoped to be able to report fully at the next meeting.

(2) Village Centre: The Clerk indicated that the final scheme would be submitted to the Surrey CC Tandridge Local Committee's June meeting. Concern was raised about the ability of buses to turn if parking

restrictions were not imposed in the area of the present bus stop. Sandy Philibert undertook to look into the matter.

(3) Speedwatch: Training of volunteers was still to be undertaken and it was agreed that the Chairman would oversee this matter.

(4) Cultivation of Verges: The Clerk indicated that the Parish Council had previously been made aware that there had been a further instance of the cultivation of the roadside verge in Paynesfield Road. The matter was primarily within the jurisdiction of Surrey Highways and the Clerk had written to ask Surrey Highways what action it was proposing to take. As nothing had been heard, the Clerk was asked to chase the matter up. Concern was also expressed that some roadside hedges had been cut after 1st March and the Clerk was asked to raise the matter with Surrey Highways.

(5) SatNav Traffic Signs: The Chairman indicated that he understood that the signs intended to prevent vehicles navigating by Sat-Nav from using unsuitable local roads, would be available shortly.

(6) Parking Restrictions: The Chairman indicated that Surrey Highways wished to know whether any additional parking restrictions were required in the village. After discussion it was agreed that no additional restrictions were required apart from those in respect of the present bus stop area.

(7) Tatsfield Sign: Thanks were expressed to Ian Longley for straightening the sign up.

(c) Rights of Way Matters: None.

#### 111 Notified Matters

(a) Annual Parish Meeting: The Clerk reported that arrangements had been made to hold this meeting on Tuesday 22nd May 2007 at 7.30 for 8.00 p.m. The main speaker would be Julie Stockdale, Capital Strategy Manager for Surrey County Council's Children & Young People Department who would speak about the new School development. He outlined the other arrangements that had been made:

(1) Wine & Soft drinks to be served prior to start of meeting;

(2) Police report from Neighbourhood Inspector Elaine Burtenshaw;

(3) Community Responders Report from Phil Clarke

(4) Report on behalf of the Parish Council by the Chairman

(5) Copies of Financial Summary to be available on seats

(6) Barry Compton, Chair of Tandridge DC (to speak at end of meeting).

(b) Code of Practice: The Clerk reported that a new Code came into force on 3 May 2007 and the Parish Council had to adopt it by 1 October 2007. A copy of the new Code had been circulated to all members. The Standards Board had recommended that, although it was possible to make local additions to the Code, the Code should be adopted unamended with one possible exception, namely paragraph 12(2) that gave members with a prejudicial interest the same rights as members of the public to speak to a meeting on the issue and then leave before the main discussion and vote. If it was desired to adopt paragraph 12(2), the resolution must say "adopt Model Code of Conduct including paragraph 12(2)". If adopted, the Board recommended that the Council's Standing orders should set out clearly the circumstances whereby members of the public can attend meetings for the purpose of making representations, giving evidence or answering questions. At present, the matter was governed by Standing Order 65 that provided that the Chairman had discretion at a convenient time in the transaction of business to adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. The Clerk also reported that the Monitoring Officer of Tandridge DC had written indicating that he would be distributing a model Code for Parishes and he would also be arranging training sessions for all Parish Councillors to be run in conjunction with SCAPTC.

It was agreed to defer the matter for consideration at a later date.

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#### 212. Reports

(a) County Councillor: In the absence of David Hodge, there was no report.

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

(1) SatNav Traffic Signs: He felt that it was very important that the wording of the signs should be agreed with residents of the roads concerned to avoid legitimate deliveries being made to residents

(2) Parking Restrictions: He had noted the Council's view that no additional parking restrictions were required apart from a double yellow line restriction in the area of the present bus stop after the proposed improvements were completed..

(3) Lusted Hall Lane Development: He understood that, due to a higher priority rating, non-residents were

likely to be in the majority when the rented accommodation was allocated.

(4) MSA Clacket Lane: He drew attention to the fact that Tandridge DC had referred the planning application for additional hotel accommodation back for evidence of need to be supplied. The Chairman indicated that it was the Parish Council that had brought this aspect of the matter to the attention of the District Council.

(5) Green Cones: He also drew attention to the fact these composting aids were being made available at the subsidised price of £5.

(a) Police Matters: Ian Mitchell indicated that he had nothing to add to the matters discussed at the Police Community Meeting that preceded the meeting. He was pleased to report that Phil Clark would soon be back in harness after his recent back problems.

(a) Biggin Hill Airport: Ian Mitchell reported that there been no complaints at all in respect of aircraft noise in the last quarter. Executive jet use continued to rise and there had been a slight recovery in private flying but it was still well below the permitted maximum annual movements.

(a) Transport Matters: The Chairman drew attention to the provision of a dedicated local bus service to Upper Warlingham Station involving Chelsham & Farleigh Parish Council and East Surrey Rural Transport Partnership and he felt that this should be investigated to see whether there was a possibility of a similar service for Tatsfield. After discussion, it was agreed that it was necessary initially to establish what sort of service was required and the likely take-up. Giles Hawkes and Greg Watkins agreed to look into the matter.

(a) Youth Activities: Jon Allbutt indicated the Youth Forum was very active and would be represented at the forthcoming Scout Fete. The Forum was due to meet next on 6 June. It was agreed that the Chairman would contact Alan Fry with a view to securing the release of monies held for youth purposes.

(g) Risk Assessment: The Clerk explained that the necessity for Council property to be examined on a regular basis to ensure that any risks to persons or property could be addressed. It was agreed that the Clerk should prepare for approval a rota of the duties.

### 113. Village Hall

1(a) Management Committee Report: There was no report available.

1(b) Village Hall Constitution: The Clerk indicated that the Village Hall had been revising and updating its constitution and the Parish Council had been asked for its comments by the Charity Commission.. The only comment that the PC had made concerned the number of co-opted members allowed by the Scheme. A response had been now been received indicating that it was entirely within the discretion of the Trustees whether or not to proceed with the approval of the Scheme and the trustees had decided to keep the option of having not more than 4 co-opted trustees.

1(c) Maintenance: Nothing to report.

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### 214. Property & Land Maintenance

(a) General:

(1) Westmore Green

(A) Playground: Jon Allbutt reported that, although some work had been carried out, he did not consider that the surface was up to the required standard and he would try to arrange a site meeting to ensure that action was taken.

(B) Parking: Jon Allbutt indicated that he proposed calling a second meeting of residents to discuss how to take the matter forward. No information about boundaries had been forthcoming from those residents who had queried the position at the first meeting and it seemed therefore that the boundaries of the Green as indicated by the Council's deeds were correct..

(C) Use of Green: The Clerk indicated that the following requests had been received:

(i) a request for permission to erect a board (same board as Hort Soc Plant Sale) advertising "South East Open Studios" from 28 May to 24 June in which five local artists were taking part.

(ii) a request from Little Acorns Pre-School to use the Green on Friday 18 May for an event for their children that would include erecting a bouncy castle near Redhouse Rd adjacent to a helpers' house. The Clerk had indicated that the question of safety was a concern and that public liability rested with Little Acorns. This had been accepted and assurances given that any electric cable used would be covered so that members of the public and/or children could not touch or trip over it.

(iii) a request from Tatsfield WI to have a Cake Stall on the Green monthly on a Saturday

All three requests were agreed.

(2) Parish Room: The clerk reported that the Bridge Club had decided to discontinue meeting in the Parish Room with immediate effect due to the difficulty of access.

(3) Surgery & Parish Room: The clerk indicated that the Insurers required an inspection of the fixed electrical installation to be carried out within 90 days (by 31 July 2007) It was agreed that the Clerk should arrange the matter.

(b) Millenium Wood, Ricketts Hill Road: Jon Allbutt indicated that this was a long outstanding matter for which he apologised. The first step was to have a survey carried out to establish whether or not this was ancient woodland because this determined the amount of funding available to assist with improvement work. It would then be necessary to draw up a Management Plan. He would be dealing with these matters as quickly as possible.

(c) Tatsfield in Bloom: Jon Allbutt reported that planting of the mangers and baskets would be completed shortly in readiness for the judging on 13 July.

(d) Pond: Jon Allbutt indicated that he felt that an ecological survey was necessary in order to create a management plan for the Pond. SCC Countryside would do this and he would contact the contractor to discuss matters.

#### 115. Meetings to Attend

(a) Woldingham APM: Thursday 24 May at Woldingham Village Hall at 7.00 for 7.30 p.m – Chairman to attend.

(b) Tandridge Access Group AGM: 5 June 2007 at 2.00 p.m. at Council Offices, Oxted. – No one able to attend.

(c) Tatsfield Concert on the Green: 29th July – Jon Allbutt volunteered to supervise arrangements, including advertising the event, but would ask Tony Erbes if he wished to be involved.

(d) SCAPTC AGM: 14 July at East Horsley Village Hall at 2.00 p.m. – Eileen Pearce to attend.

#### 16. Correspondence

(1) SCAPTC Constitution: The Clerk indicated that SCAPTC wished to bring its constitution into line with other Associations and NALC to which SCAPTC was affiliated. A first draft of the new constitution had therefore been circulated and the Parish Council was invited to comment and approve the draft with a view to the new constitution being approved at the SCAPTC AGM on 14 July. The papers had been passed to Eileen Pearce for attention.

(2) Old Lane Residents Petition: The Clerk indicated that he had received a petition from some residents of Old Lane & Barnfield Road and he had supplied members with a copy of the petition itself. The petition had been received too late to place the matter on the agenda. It was agreed that the matter would be placed on the agenda for the next meeting and that in the meantime

#### 17. Any Other Business

(a) Effluent Discharge: It was noted that effluent was being discharged into the gutter in Paynesfield Road Road. Giles Hawkes agreed to investigate.

(b) Rubbish Dumping: It was noted that rubbish dumping, particularly of garden waste, was occurring around the village and it was agreed that the matter should be placed on the agenda for the next meeting.

(c) Village E-mail Database: Carol Jordan felt that consideration should be given to setting up a database so that information relating to village matters could be transmitted quickly.

The Meeting closed at 11.02 p.m.

The following matters were raised during adjournments of the meeting for public discussion:-

1. Hedge cutting by Highway Authority out of permitted time.
2. Youth Club funds
3. Record to be kept of subjects raised during adjournments.

APPENDIX A - PLANNING  
RESULTS:-

Approved

07/0063 Holt Cottage, Kemsley Road No objection  
07/0451 St Mary's Church, Church Hill No objection  
07/0340 Esher Cottage, Ricketts Hill Road Objection  
07/0273 Church Farm, Church Hill Objection  
07/0164 The Paddocks, Lusted Hall Lane Objection  
07/0303 Woodcote, Johns Road No objection

Refused/withdrawn

07/0355 Land south of The Old Ship, Westmore Green Objection  
07/0269 Westwood Farm Barn, Clacket Lane No objection  
07/0230 48 Paynesfield Road Objection

Appeals Pending

06/0818 The Manor House, Ricketts Hill Road  
06/0887 Church Farm, Church Hill (Granny Annexe)  
06/1026 Halston, Clarks Lane  
06/1556 Fernlea, Old Lane  
07/0018 Land NW of Viewfield, Greenway

CURRENT APPLICATIONS:-

07/0560

Top of the Down, Ricketts Hill Road - Demolition of conservatory; erection of single storey side extension  
Recommendation: Objection to be lodged if development exceeded 25%

07/0542

Church Farm, Church Hill - Change of use of land from agricultural to residential curtilage and installation of underground 6000 litre water storage tank and bio/effluent tank.  
Recommendation: No objection

**MINUTES of a Meeting of Tatsfield Parish Council held on the 11th June 2007 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Ian Mitchell (in the chair) Mrs Carol Jordan Mrs S Philibert Mr Greg Watkins  
In Attendance: Mr John Sandiford (Clerk),  
Mr Bob David (Tandridge DC Councillor)  
Mr David Hodge (Surrey CC Councillor)

And 6 parishioners.

1. Apologies Jon Allbutt, Giles Hawkes and Eileen Pearce
2. Declarations of Interest: The Clerk drew attention to new guidance issued by the Standards Board for England, a copy of which had been handed to every member. The Clerk particularly drew the attention of members to Chapter 3 dealing with personal and prejudicial interests and he emphasised that the onus was on individual members to declare these interests at the appropriate time. Failure to do so if it came to the attention of the Board could involve the individual member in penalties and, at worst, disqualification from office.
3. Minutes

The Minutes of the meeting held on the 14th May 2007 were approved and signed as a correct record.

#### 4. Matters Arising:

(a) South East Coast Responders: The Chairman indicated that the communication problem, mentioned at the recent Annual Parish Meeting, that had existed with Responders' equipment had been solved but it seemed likely that new equipment would now be required and that the Parish Council could well be asked to help.

#### 5 Tatsfield School

The Chairman reported that he, Greg Watkins and the Clerk had that morning met Roger Taylor, the Council's Solicitor and Tony Dawkins, the Council's Surveyor & Valuer, to discuss the way forward. He indicated that there were no legal obstacles that would prevent the Parish Council from reaching agreement with the County Council for the transfer of the L-shaped Field in exchange for improvements to the access to the Hall and Surgery and other community benefits. In the course of the discussions, it had been agreed that certain wording in the Heads of Agreement needed to be strengthened and clarification obtained as to which plan was to be annexed to the Heads of Agreement. It was unanimously agreed that the Council's professional advisers should be instructed accordingly.

The Chairman also indicated that Surrey CC had indicated that it intended to instruct outside solicitors to deal with the wording of the final agreement and their details would be made available shortly. The Chairman and the Clerk would be attending a meeting at the School on the 26th July to receive a report on the latest position in relation to the School plans and amenities were concerned.

David Hodge indicated that Surrey CC had drawn up the following timetable: -

26 June Meeting at Tatsfield School of the Governors and Headteacher to receive a complete update of the position and iron out any outstanding details to do with the School and the facilities to be provided. The Chairman and Clerk of the Parish Council had been invited to attend.

5 July All papers to be ready for submission to the Executive.

17 July Meeting of Surrey CC Executive to approve project finally.

In answer to a number of questions, David Hodge indicated that the Building Contractors were undertaking a re-evaluation of everything to ensure that best value was obtained. The green roof for the School had been re-instated and there was a possibility of allotments being provided on the land outside the School campus. He confirmed that the budget of £5.5m included the cost of acquisition of the land. He was unable, at this stage, to give very much detailed information about specific provisions within the specification.

#### 6. Planning Matters

(a) Current Applications: In the absence of both Jon Allbutt and Giles Hawkes, the Chairman indicated that the current applications had not been investigated fully but as the time limit for lodging any response to all but the latest applications had passed, there was no action to be taken.

##### 1(b) Sundry Planning Matters:

(1) 1 The Parade: The Chairman indicated that he had received an enquiry concerning the lighting of this shop. He had taken up the matter with Tandridge DC and he understood that an application for permission in relation to the external lighting had been lodged. The internal lighting was not a matter that came within the control of the Planning Authority.

(2) Moorhouse Tile Works 07/0226: The Chairman commented that he felt the objection submitted by the Parish Council in respect of this application appeared not to be wholly appropriate. TDC had approved the application. Although, as quoted in the Sevenoaks Chronicle, he considered it to be disappointing when a TDC decision was at variance with the PC's expressed view, he felt that, in this case, the PC had not researched the matter thoroughly enough and had not taken into account a previous consent.

(3) TDC Planning Control Committee Agenda: The Chairman drew attention to various matters up for discussion at the forthcoming meeting of the Committee and indicated that a copy of the agenda would be placed in circulation.

(c) Planning Councillor: Carol Jordan assisted by the Chairman.

#### 17. Finance

- (a) Bank Mandate: the Chairman urged those members who had not so far produced appropriate identification to HSBC Bank to do so as quickly as possible.
- (b) Insurance: The Clerk reported that he had received a refund of premium of £66.97 from Cornhill following the removal of the oak bench from the policy.
- (c) Audit: The Clerk reported that the internal audit had been completed on 5 June. The report from the Internal Auditor had been passed to the Chairman and this would receive attention in time for the next meeting. In the meantime, copies of the Annual Accounts were given to all members so that they could consider them before the next meeting when they would be asked to approve them.
- (d) Payments: The payments listed in Appendix B were approved.

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## 18. Highways & Rights of Way

### 1(a) Highway Matters:

1(1) Traffic Survey: In the absence of Jon Allbutt, the Chairman summarised the preliminary results of the Survey which showed traffic flow increases since 1997 of 7% at School Corner and 15% at Lusted Hall Lane/Approach Road. He indicated that there was still further work to be done before the detailed results could be published.

1(2) Highway Repair: Sandy Philibert indicated that she had carried out a detailed inspection of local roads, signs and hedges and had sent copies to Steve Cunnah of Surrey Highways.

(3) Village Centre: It was noted that the proposals would come before the SCC Tandridge Local Committee for approval on 22 June.

(4) Highway verges: The Clerk reported that he had had no response to his letters. Sandy Philibert indicated that this was a matter that would receive her attention. David Hodge indicated that he hoped attention to the highway matters would improve with the appointment of local Highway Stewards. They were at present undergoing training and he did not expect to see any real improvement for several months.

(5) Hedge cutting: The Clerk reported that Surrey Highways did not accept responsibility for the hedge cutting to the present School boundary hedges and it was noted that hedge cutting was carried out on behalf of the Education Department.

(5) Speedwatch: The Chairman reported that 2 villagers were undergoing training as a result of having made direct contact with the Local Neighbourhood Inspector.

(6) Lusted Hall Lane Development: The Clerk reported that he had been sent a copy of a letter from Warwick Reynolds of the East Surrey Badger Society indicating that the position at present was satisfactory and requesting that the Society should be contacted before any maintenance work was carried out.

(7) Paynesfield Road: David Hodge indicated that he believed that the signs indicating "No Through Road to the Village Centre or to the School" would be installed shortly.

### (c) Rights of Way Matters:

(1) Rights of Way Improvement Plan: The Clerk reported that Surrey CC had produced a draft Rights of Way Improvement Plan and would like to receive comments on it by 3 August 2007 at the latest.

The document can be viewed at [www.surreycc.gov.uk/countryside](http://www.surreycc.gov.uk/countryside) or a hard copy can be obtained by telephoning 08456 009 009. .

(2) DEFRA Consultation on Extinction & Diversion of Public Footpaths: The Chairman drew attention to this consultation and indicated that it might have considerable relevance to FP21 from the village centre to the Church. Responses were required by 31st August.

## 9. Notified Matters

(a) Annual Parish Meeting – 22nd May 2007: The minutes of this meeting had been circulated and were approved as a true record. The Chairman indicated that the only comment made to him had been that too much time had been devoted to the new school development and not enough to the affairs of local organisations.

(b) Old Lane Residents Petition: After allowing discussion from residents who had signed the petition, the matter was discussed at some length. It was accepted by all concerned that there were various aspects that were the cause of concern to the residents who had signed the petition. These included unsightly litter, the dumping of car wheels and tyres and the abandoning of untaxed vehicles in different locations. It was agreed that the Parish Council would seek a meeting with officers from Tandridge District Council to highlight the problems and seek solutions.

## 10. Reports



- (a) County Councillor: David Hodge had nothing further to report.
- (b) District Councillor: Bob David reported on the following matters:-
  - (1) Parking Restrictions: He had recently attended a divisional meeting and had indicated that no further parking restrictions were required in Tatsfield other than for double yellow lines at the site of the present bus stop. Parking restrictions on Ship Hill in the area of the new school entrance did not come within the scope of the discussions and would be dealt with at a later date.
  - (2) Lusted Hall Lane Affordable Housing Development: He reported that the hand-over of the tenanted properties was scheduled for mid-July. The co-ownership properties would be handed over somewhat later when the legal formalities were complete.
  - (3) Affordable Housing Exception Site: He requested the Parish Council to investigate the possibility of finding an "exception" site within the Parish. He suggested that Andrew Smith of the English Rural Housing Association would be willing to speak to the Council on the procedure to be adopted, The Chairman indicated that he felt that this was a matter to be taken further and would be considered at a later meeting.
- (c) Police: Ian Mitchell indicated that the e-mail system organised by PCSO Tom Griffin seemed to be very successful and he urged residents to join the circulation list because the regular output of information was very good.
- 1(d) Biggin Hill Airport: Ian Mitchell reported that the recent Air Show had been very successful. He had recently reported an incident of overflying by an executive jet.
- 1(e) Transport Matters: Greg Watkins indicated that he intended to carry out a public consultation later in the year to establish what public transport facilities were required by Tatsfield residents.
- 1(f) Tatsfield Youth Forum: In the absence of Jon Allbutt, the Chairman reported that there had been a recent meeting of the Youth Forum but this had been badly attended. This highlighted the general lack of support despite the obvious need.
- (g) Parish Emergency Plan: In the absence of Jon Allbutt, nothing to report.
- (h) ESPLG Meeting: The report of the meeting on 30 May 2007 attended by the Chairman and Eileen Pearce was noted.
- (h) Risk Assessment: Nothing to report.

#### 111. Village Hall

- 1(a) Management Committee Report: Sandy Philibert reported that consideration was being given to the possibility of using the upstairs rooms for meetings. Mid-week bookings for the Hall were good but weekend bookings were down. It was necessary for a Health & Safety Risk Assessment to be carried out and she would be raising with the Committee the question as who should carry this out because she had concerns that the Committee did not have sufficient expertise in this area.
- 1(b) Maintenance: Nothing to report.

#### 112. Property & Land Maintenance

##### (a) General:

- 1(1) Parish Room: The Clerk indicated that he had received a request from Margaret Parsons to be allowed to have a key so that any organisations using the room could obtain access easily. After discussion, it was agreed that members would make themselves available to provide access.
- (3) Westmore Green: The Clerk reported that Jon Allbutt had called a second meeting of residents on Sat 23 June to discuss further action to prevent parking and consequent erosion of the Green. His action was agreed. The Clerk had also received a letter from a resident of Grove Road drawing attention to alleged root erosion by a hazelnut tree. This matter had been passed to Jon Allbutt who had agreed to investigate.
- (b) Millennium Wood: In the absence of Jon Allbutt, there was no report.
- 1(c) Tatsfield in Bloom: In the absence of Jon Allbutt, there was no report.
- (d) Pond: In the absence of Jon Allbutt, the Clerk indicated that Jon Allbutt was in discussion with Aquajoy regarding future maintenance.
- (e) Westmore Green Playground: The Clerk reported that Jon Allbutt had been in touch with Tandridge DC about the lack of repair and maintenance and as a result a repair team had been dispatched immediately.

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#### 113. Meetings to Attend -

- (a) North Tandridge Local History Centre AGM: Wed 20 June 2007 at Caterham Valley Library 7.00 for 7.30m.

- (b) Oxted CAB AGM: 18 June 2007 at Red Cross Centre, Oxted at 8.00
- (c) Meeting with Tatsfield School Governors: 26 June

#### 14. Correspondence

(a) Biggin Hill Pool: The Chairman reported that he had circulated members that LB Bromley was carrying out a consultation about the possibility of providing a Pool at Biggin Hill. He had suggested that members respond individually.

#### 15. Any Other Business

(a) Parish Directory & Website: Carol Jordan agreed to liaise with the Chairman with a view to updating the Directory.

The Meeting closed at 10.29 p.m.

The following matters were raised during adjournments of the meeting for public discussion:-

1. Planning Application relating to formation of agricultural track at Church Farm.
2. The whereabouts of Youth Club funds
3. Exterior & interior lighting of 1 The Parade.

#### Appendix A - Planning

#### RESULTS:-

Approved

07/0560 Top of the Down, Ricketts Hill Road  
07/0226 Moorhouse Tile Works, Westerham Road

#### Appeals pending

06/0818 The Manor House, Ricketts Hill Road  
06/0887 Church Farm, Church Hill (Granny Annexe)  
06/1026 Halston, Clarks Lane  
06/1556 Fernlea, Old Lane  
07/0018 Land NW of Viewfield, Greenway

#### CURRENT APPLICATIONS:-

07/0692 M25 Motor Service Area (South), Clacket Lane - Stationing of a Storage Container serving HGV Wash Enclosure

Recommendation: No Objection lodged.

07/0718 Rosemary Cottage, 37 Paynesfield Road - Erection of single storey side and rear extensions and pitched roof to side addition.

Recommendation: No Objection lodged

07/0724 Woodside, Parkwood Road - Retention of carport Recommendation: No Objection lodged

07/0810 Land at Church Farm, Church Hill - Construction of 140m x 3.5m track to be used in conjunction with Agricultural Building approved under No.2007/0273 (Notification of agricultural permitted development). Recommendation: No Objection lodged

07/0827 Grenaun, Parkwood Road - Erection of gates and brick piers (max height 1.8m) Recommendation: No Objection lodged

07/0675 Joyfields, Chestnut Avenue - Erection of 3 detached dwellings (outline) Recommendation: To be dealt with by the next Planning Councillor

07/0864 Vine Cottage, Westmore Road - Demolition of side/rear extensions & outbuildings; erection of 2 storey side extension and single storey rear extension. Recommendation: To be dealt with by the next Planning Councillor

07/0870 Moorhouse Sandpit, Westerham Road - Importation of washed sugar beet soil and blending thereof with indigenous sand with storage and export of the finished product (County Determination) Recommendation: To be dealt with by the next Planning Councillor.

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 9<sup>th</sup> July 2007 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Ian Mitchell (in the chair)

Mr Jon Allbutt Mr Giles Hawkes

Mrs Carol Jordan Eileen Pearce

Mrs Sandy Philibert Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),

Mr Bob David (Tandridge DC Councillor)

And 9 parishioners.

1. Apologies Mr David Hodge (Surrey CC Councillor)

2. Declarations of Interest:

(a) Tandridge DC Seminar on New Code: The Chairman noted that six councillors had attended the seminar held on 2 July and had found it very informative.

(b) Code of Conduct Adoption: The Chairman drew attention of members to consider the new Code as it would be on the agenda for adoption at the next meeting. The Clerk had already circulated members with a copy of the new Code and it was a matter of deciding whether or not to include the provisions under Para 7 – officer advice and Para 12 – right of public address.

(c) Personal Interest: Sandy Philibert and Giles Hawkes both declared a personal interest in relation to the matter of the Planning Application for 48 Paynesfield Road as they both lived nearby.

3. Minutes

The Minutes of the meeting held on the 11<sup>th</sup> June 2007 were approved and signed as a correct record.

4. Matters Arising: None

(a) Affordable Housing: The Chairman indicated that he would be arranging a meeting with Andrew Smith of the English Rural Housing Association to discuss the identification of possible sites within the Parish for affordable housing.

#### 5 Tatsfield School

The Chairman reported that the School project had passed the next stage and he believed that it would come up for final approval by Surrey CC on 17 July. However, he regretted that he had to report that no progress had been made since the last meeting in finalising the agreement for the acquisition by Surrey CC of the L-shaped Field. Despite considerable pressure, the Parish Council was still waiting for details of the County's legal representative so that the Parish Council's lawyer could enter into negotiations to finalise this agreement.

In the meantime and in an endeavour to eliminate possible delays for the future, representatives of the Parish Council had recently met representatives of the School Governors to discuss the terms of the agreement that the Parish Council was hoping to enter into with Surrey CC. It appeared that the School had never been consulted with regard to terms of that agreement and the School had serious concerns over some of those matters. Possible modification of the terms would be discussed by the Parish Council but as they involved the terms of a legal contract, it was unanimously agreed that this discussion would take place in the absence of the Press and the public (see Part II of these Minutes).

#### 6. Planning Matters

(a) Current Applications: Carol Jordan reported on the current applications and the action agreed is as listed in Appendix A. In accordance with Paragraph 2(c) above neither Sandy Philibert or Giles Hawkes took any part in the discussion of the recommendation to be made in respect of 48 Paynesfield Road.

#### **(b) Sundry Planning Matters:**

(1) Revised Planning Form: The Chairman complimented Carol Jordan on the information she had presented in relation to the planning applications considered under sub-paragraph (a). The view was expressed that some members would not be able to produce such detailed information.

(c) Planning Councillor: Giles Hawkes assisted by Jon Allbutt and Ian Mitchell.

#### 7. Finance

(a) Grants: The Clerk reported that he had received requests for donations from Surrey Crimestoppers and Tandridge VSC. Both of these organisations were included in the budget provision and he had therefore included them in Appendix B.

(b) Review of Internal Auditor Duties: The Clerk reported that the Finance Committee had considered this matter and had reviewed the scope of the present internal audit in the light of advice produced by the Audit Commission. The Committee's recommendation was that the scope of the internal audit was satisfactory and no additional requirements were needed. It was unanimously agreed that this recommendation should be accepted.

(c) Approval of Accounts and Annual Return: The Clerk reported that the Finance Committee had considered and recommended approval of the Annual Accounts for the year ending 31 March 2007 and the Annual Report, copies of which had been circulated to all members. It was unanimously agreed that the Annual Accounts and the Annual Return be approved and signed by the Chairman.

(d) Payments: The payments listed in Appendix B were approved.

(e) Neighbourhood Watch Yellow Watch: The Clerk indicated that he had been asked to enquire whether the Parish Council would be willing to accept the sum of approx £1,000 that had been raised by Yellow Watch residents (Ricketts Hill Rd) with the intention of funding anti-crime equipment. Yellow Watch had ceased to exist and it was felt that the Parish was the best body to take over the money and administer it. It was agreed that, if the money was offered to the Parish Council, the Parish Council would be prepared to accept the money and utilise it for crime prevention activities and/or equipment.

## **8. Highways & Rights of Way**

(a) Highway Matters:

(1) Traffic Survey: Jon Allbutt indicated that a summary of the information obtained from the Survey had been published in the Parish Magazine. He did not consider that any further analysis was required. The value of the survey would come in the future when it would be useful in establishing traffic trends.

(2) Highways: Sandy Philibert reported on the following:-

(1) Church Lane: This was due to be resurfaced in the coming week.

(2) Road Drainage: She was in the process of producing detailed records of the gully and drain cleaning carried out by the Local Authority and would report further in due course.

(3) Highway repairs: She had produced a detailed log of wants of highway repair and was hoping that these would be dealt with in the very near future. The repair gang had been due to deal with these matters previously but had been called away to carry out emergency repairs elsewhere.

(4) Lorries Off Rural Roads: An approach had been made to the Parish Council by this Pressure Group and she had endeavoured to obtain more details but had been unable to do so. She would report back at the next meeting.

(3) Village Centre: The Chairman indicated that he had brought certain matters concerning the re-alignment of roads in the village centre to the attention of the Tandridge Local Committee and he had circulated copies of these comments to members. The scheme had been agreed but there was no definite information as a start date.

(4) Speedwatch: The Chairman drew attention to the need for more volunteers.

(c) Rights of Way Matters:

(1) Signs It was noted that the sign in Kemsley Road required attention.. It was also agreed that Giles Hawkes would produce a design for a sign to be placed on the Paynesfield Road/Ricketts Hill Road junction indicating that it was unsuitable for HGVs and did not provide access to the Village Centre. He would also obtain an estimate of the cost of production and erection of the sign for consideration at the next meeting. Once approved, the matter be submitted to Surrey Highways for approval.

(2) Rights of Way Improvement Plan: The Clerk reported that Surrey CC had produced a draft Rights of Way Improvement Plan and would like to receive comments on it by 3 August 2007 at the latest.

(3) Rights of Way & Countryside Access Annual Report 2006-07: The Clerk reported that this Report had been received.

(4) Rag Hill Road: It was agreed that the question of speeding traffic in this road would be drawn to the attention of PCSO Tom Griffin.

## **9. Notified Matters**

(a) Westmore Green Playground: The Chairman indicated that a local resident had approached the Parish Council about the need for improvements in the Play Area. It was noted that Tandridge DC maintained the Playground and Jon Allbutt volunteered to investigate the matter and contact the resident concerned to discuss the matter further. His offer was accepted and it was agreed that the matter would be considered further when more information was available.

## 10. Reports

(a) County Councillor: There was no report in the absence of David Hodge

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

(1) Old Lane Postbox: He was continuing his efforts to have the postbox reinstated and hoped that the Parish Council would support him.

(2) Tatsfield Post Office: He was pressing the Post Office to ascertain whether the Tatsfield post office might be affected by the current review of local post offices that was being undertaken.

(3) Tandridge News: He commended this publication to members and local residents as a very worthwhile and informative publication.

(4) Recycling of Plastics: Trials were being undertaken in some parts of Tandridge district of plastic collections and he was hopeful that this would be extended to Tatsfield.

(5) Bus Travel: He drew attention to the fact that elderly persons' free bus passes would be valid for use outside the area of the issuing authority from 1 April 2008.

(c) Police: Ian Mitchell indicated that he had nothing further report other than had been mentioned at the Police Liaison Meeting that had preceded the Council meeting.

**(d) Biggin Hill Airport:** Nothing to report.

**(e) Transport Matters:** Greg Watkins indicated that as yet he had nothing to report.

**(f) Tatsfield Youth Project:** Jon Allbutt reported that it seemed almost certain that the Project would qualify for a grant of £50,000 from the Lottery Fund (via Tandridge DC) in connection with the sports area at the new School. Blue Watch members had also promised a donation.. It was possible that four new members had been recruited as a result of the Project's stand at the recent Scout Fete. He confirmed that under the constitution, young people were to be included in the Management Committee.

(g) Parish Emergency Plan: Jon Allbutt indicated that Tandridge DC had produced a new document that he would be considering.

(h) Risk Assessment: It was agreed that the necessary inspections would be undertaken by members in accordance with the attached details.

(i) Tatsfield Responders: The Chairman indicated that he would arrange for this matter to be included on future agendas.

## 11. Village Hall

(a) Management Committee Report: Sandy Philibert reported that the new Governing Document had been sealed and the first Annual General Meeting would be held on 3 October. She had been asked to investigate the possibility of obtaining approval from Tandridge DC to change the use of the first floor rooms from storage to meeting rooms. The Committee was also investigating the possibility of employing professional Risk Assessors.

(b) Maintenance: Nothing to report

## **12. Property**

(a) General:

(1) Parish Room: The Clerk indicated that he had asked Niall Kells of MK Illuminate Ltd to carry out the electrical inspection required by Allianz Cornhill. He understood that this inspection would be carried out in the next week. Giles Hawkes promised to look into the difficulties being experienced with the inner door lock.

(2) Surgery: The broken surgery window had been repaired but the account was not yet to hand.

## **13. Land**

(a) Old Lane/Barnfield Rd: The Chairman reported that, following a meeting with Tandridge DC, arrangements had been made for tyres and some of the rubbish to be removed as well as 2 “off road” vehicles. The possibility of removing other vehicles was under consideration.

(b) Westmore Green:

(i) Green Erosion & Parking: Jon Allbutt reported that he had had a further meeting on Sat 23 June to discuss further action to prevent parking and consequent erosion of the Green. He reported that he was investigating some further matters and would report at the next meeting.

(ii) Fun Day – 27 August: Concern was expressed at the use of quad bikes on the Green at the forthcoming Fun Day and the condition in which the Green would be left. The Clerk was asked to write and clarify the position.

(iii) Concert on the Green – 29 July: Jon Allbutt confirmed that all arrangements were in hand.

(iv) Christmas Tree and Carol Singing: It was agreed that David Bishop should be permitted to organise his Carol Singing. The question of the Christmas Tree would be placed on the agenda for the September meeting.

(c) Tatsfield Green Wayleave Agreement – Old Lane: Jon Allbut reported that he had spoken to the Contractors and was pursuing the matter as he was not satisfied with the way the work had been left.

(d) Millennium Wood: Jon Allbutt had nothing to report.

(e) Tatsfield in Bloom: Jon Allbutt reported that judging would take place on Friday 13 July. Everything was in place and was sure that there would be a good result.

(f) Pond: Jon Allbutt reported that he was hoping that he could arrange for an ecological survey to be carried out by Surrey CC.

## **14. Meetings to Attend -**

(a) Lusted Hall Lane Affordable Housing: Open day on 23 August

(b) SCAPTC AGM: Saturday 14 July 2007 – Eileen Pearce to attend.

#### 15. Correspondence

(a) SE Care Association: The Association was anxious to appoint a Tatsfield representative and had approached Bob David to see if anyone from the Parish Council would be willing to do so. No volunteer was forthcoming.

(b) Provisional of Additional Pitches for Gypsies in East Surrey: The Clerk drew attention to a letter from Tandridge DC indicating that a report sponsored by Tandridge, Epsom & Ewell, Mole Valley and Reigate & Banstead indicated that an additional 57 pitches would be required for gypsies and 9 for travelling showmen in the next ten years. The Council was asked to consider the information provided by this report and to answer a questionnaire. Sandy Philibert, Carol Jordan and Eileen Pearce agreed to deal with the matter.

#### 16. Any Other Business

(a) Village Directory: Nothing to report

(b) Parish Council Coffee Mornings: It was agreed these would continue.

(c) Youth Club Funds: These were still outstanding.

The meeting closed at 10.47 p.m.

The following matters were raised during adjournments of the meeting for public discussion:-

1. Rubbish and abandoned cars in the Old Lane area
2. Public footpaths and the proximity of horses.
3. White Lane potholes.

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 16<sup>th</sup> August 2007 in the Women's Institute Hall, Paynesfield Road, Tatsfield commencing at 7.30 p.m.**

Present: Mr Ian Mitchell (in the chair)

Mr Jon Allbutt Mr Giles Hawkes

Mrs Carol Jordan Eileen Pearce

Mrs Sandy Philibert Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),



Mr Bob David (Tandridge DC Councillor)

And 35 parishioners.

1. Apologies Mr David Hodge (Surrey CC Councillor)

2. Declarations of Interest:

(a) Personal Interest: Sandy Philibert declared a personal prejudicial interest in relation to the matter of the Planning Applications relating to both Woody End, Johns Road and Bassetts, Westmore Green as she was a consultant to the applicants in both matters. She therefore left the Hall during the entire discussion of these matters.

3. Planning Matters

Prior to the discussion of these matters, the Chairman indicated that, although the Parish Council did not normally meet in August, he had called the meeting because he appreciated that the two planning applications to be discussed were of considerable concern to residents. He then adjourned the meeting temporarily to allow residents to voice their views before the Parish Council considered what action it wished to take.

(a) Application No.2007/1077 – Bassetts and land rear of The Orchards, Westmore Green

Erection of 7 dwellings with vehicular access and parking.

The Chairman outlined the planning background relating to the property, indicating that the site was within the village settlement and had at one time been used for light industrial purposes. After considerable discussion and, after consideration of the concerns raised by members of the public, it was unanimously agreed that an objection should be lodged in the following terms:

(1) that the site was on the sensitive edge of the settlement area and, as such, there should be a more gradual transition to the open countryside than was provided by the proposed development;

(2) that the proposed development should be compared to the sympathetic treatment provided by the plans approved for the new school;

(3) that the development was intrusive by virtue of its height;

(4) that there were concerns at the increase in traffic at a hazardous junction and at the ability of public utilities to cope.

(b) Application No.2007/1253 – Woody End, Johns Road.

Erection of a terrace of 5 x 3 bed houses with [bargaining](#) and parking.

The Chairman outlined the planning background relating to the site and indicated that this site also was within the village settlement. After considerable discussion and after consideration of the concerns raised by members of the public, it was unanimously [agreed](#) that an objection be lodged in the following terms:-

(1) that the proposed development was out of keeping with existing properties by reason of height and bulk;

(2) that there was concern at the increase in traffic that would be generated along this bridleway;

(3) that the development would be pivotal in changing the nature of the character of the neighbourhood and encourage similar applications;

(4) that there was concern at the ability of the public utilities to cope and concern at the possible loss of trees.

#### 4. Tatsfield School

The Chairman indicated that, as had already been reported to members, he and the Vice-Chairman had [met](#) Steve, the Valuations Manager of Surrey CC Estates & Planning Department, on the 8<sup>th</sup> August to discuss matters in general terms in order to pave the way for a meeting to finalise the Heads of Agreement. A number of matters had been clarified at this meeting and he had endeavoured to [set them out](#) by producing a comparison between the Heads of Agreement (as amended) previously agreed by the Parish Council and the new version of the Heads of Agreement that had been produced by Steve Evans at the meeting. He went through the comparison in detail and, after agreeing one or two minor amendments, it was unanimously agreed that the document represented the present negotiating position of the Parish Council and that the Parish Council's professional advisers should be instructed accordingly.

The Chairman indicated that he would endeavour to ensure that the meeting to agree the Heads Of Agreement took place as a matter of urgency and indicated that he would keep members fully informed of developments as they occurred.

The meeting closed at 10.30 p.m.

## MINUTES of a Meeting of Tatsfield Parish Council held on the 10<sup>th</sup> September 2007 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)

Mr Jon Allbutt Mr Giles Hawkes

Mrs Carol Jordan Eileen Pearce

Mrs S Philibert Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),

Mr Bob David (Tandridge DC Councillor)

And 5 parishioners.

1. Apologies Mr David Hodge (Surrey CC Councillor)

2. Declarations of Interest:

((a) Adoption of Code of Conduct: The Clerk indicated that the Parish Council was required to adopt a new Code of Conduct under the Local Authorities (Model Code of Conduct) Order 2007 and copies of the new Code had been circulated to all members. It was unanimously agreed that the model Code of Conduct prescribed under the Regulations, a copy of which is attached to these Minutes, be adopted.

(b) Disclosure of Interests: Sandy Philibert disclosed a prejudicial interest in respect of Planning Applications No.05/1891 And 06/1405 relating to Barns 1, 2 & 3 Church Hill by reason of being employed as a consultant by the applicant.

### 3. Minutes

The Minutes of the meeting held on the 9<sup>th</sup> July and 16<sup>th</sup> August 2007 were approved and signed as a correct record

### 4. Matters Arising:

(a) Affordable Housing: The Chairman reported that all members had present at an informal meeting on 3<sup>rd</sup> September with Andrew Smith of English Rural Housing Association to discuss the procedure involved to establish the need for any future affordable housing for Tatsfield residents exclusively. It had been agreed that he would arrange for Mona Johanssen, the Rural Housing Enabler from Surrey Community Action to advise the Council as to the procedure involved in carrying out a Housing Needs Survey.

The Clerk indicated that he had already heard from Mona Johansson and she had indicated that she was happy to attend a meeting to discuss arranging an updated survey. It was agreed that the Clerk would arrange a meeting as soon as possible.

(b) Affordable Housing – The Copse: It was noted that the details of the landscape management had now been agreed. The Clerk was asked to obtain a key to the gate being fitted in the boundary fence.

(c) Provisional of Additional Pitches for Gypsies in East Surrey: It was noted that the questionnaire had been completed by Eileen Pearce, Jon Allbutt, Sandy Philbert and Carol Jordan and this action was agreed.

(d) Village Directory: Carol Jordan indicated that she had revised the Directory and urged members to check the draft that she had circulated to ensure that all necessary corrections were made before publication. She would investigate the best way of producing the necessary number of copies.

(e) Youth Club Funds: It was noted that these had now been handed over to the Tatsfield Youth Project,

### 5 Tatsfield School

The Chairman reported that on the 21<sup>st</sup> August, he, along with the Vice Chairman and the Clerk, had had a preliminary meeting with Roger Taylor, the Council's Solicitor, and Tony Dawkins, the Council's Surveyor, to brief them on the Council's position in accordance with the position agreed at the Council meeting on 16<sup>th</sup> August. This meeting had been followed immediately by a further meeting at which Steve Evans (SCC Estates & Planning Management) and Paul Leach (SSC Legal Dept) were present. He had circulated notes of this meeting to all members and he had also briefed the School and the Village Hall on those matters that were of direct concern to them. A further meeting was scheduled for Friday 21<sup>st</sup> September.

It had been clear at the meeting with SCC representatives that up-to-date plans must be made available quickly along with a current specification. Some of this information had now been supplied but up-to-date plans were still awaited but it had now been suggested that final amendments would not be made to the plans until after a meeting had taken place between the Parish Council and the Project Manager. This meeting would deal with (a) the location of fences and gates to the tennis courts and playing fields (b) the requirements for the tennis court/MUGA and (c) the commuted sum for maintenance work on the retained land. This meeting had yet to be arranged but would not take place until after the 24<sup>th</sup> September.

The Chairman also reported that a revised planning application had been lodged to approve amendments had been made to the building specification. These included the omission of timber wall cladding and solar heating roof panels. It was agreed that whilst these changes were to be regretted, no objection would be lodged.

Jon Allbutt reported briefly on the position with regard to the MUGA (Multi-Use Games Area) grant. Final confirmation of the grant was not likely to be received until later in the year.

## 6. Planning Matters

(a) Current Applications: Giles Hawkes reported on the one current application relating to Woodcote, Johns Road to which there was no objection. This application, together with all other applications received since the July meeting that had previously been dealt with, are listed in Appendix A and the action taken in respect of those applications was agreed.

### *(b) Sundry Planning Matters:*

(1) TDC Planning Seminar: The Chairman reported that he had attended this seminar on the 3<sup>rd</sup> September and briefly indicated the new procedures that would be adopted by Tandridge DC with effect from 1<sup>st</sup> October.

(2) District Planning Procedure: It was noted that there would be a meeting on Tuesday 18<sup>th</sup> September with Bob Evans, the Director of Development at TDC to discuss the new procedure and other matters of concern.

(3) Parish Planning Statement: Eileen Pearce circulated a draft statement to all members for consideration. Suggestions were made as to the way in which the Statement could be improved and Eileen Pearce undertook to amend the document in the light of these comments. Greg Watkins agreed to assist with the matter. It was agreed that the matter would be discussed at the forthcoming meeting with Bob Evans. It was also agreed that, if possible, the Statement would be circulated in the October edition of the Parish Magazine to be followed by a public meeting to sample public opinion.

(c) Planning Councillor: Sandy Philibert

## 7. Finance

(a) Grants: The Clerk reported that he had received one application for the year 2008/9.

(b) Audit: The Clerk reported that the Audit had officially taken place on the 31<sup>st</sup> August but he had not as yet received formal confirmation.

(c) Budget 2008/07: The Clerk reported that the Finance Committee would meet on the 24<sup>th</sup> Sept to consider the draft Budget.

(d) Payments: The payments listed in Appendix B were approved.

(e) Neighbourhood Watch Yellow Watch: The Clerk indicated that he had written to indicate that the Parish Council would be willing to accept the sum of approx £1,000 that had been raised by Yellow Watch residents (Ricketts Hill Rd) with the intention of funding anti-crime equipment etc. The money had not as yet been paid over.

## 8. Highways & Rights of Way

### (a) Highway Matters:

(1) General: Sandy Philibert reported on the various discussions she had with Surrey Highways relating to the sight lines at the Titsey Hill roundabout, repair of potholes, gully cleaning, roadside hedge cutting and weed spraying..

(2) Lorries Off Rural Roads (LORD): Carol Jordan reported that she had attended a recent meeting of this informal Group that had originated in West Surrey where the problem was the size of lorries using the roads. The Group wished to be more representative of the whole County and was seeking members for the Steering Committee from East Surrey. After discussion, Carol Jordan agreed to put her name forward for the Committee.

(b) Highway Signs: Giles Hawkes indicated that he had been waiting to obtain approval for the wording of this sign. It was agreed that the sign should read “No vehicular access to Tatsfield Village Centre”. It was also agreed that the details of the wording and dimensions of the sign must be approved by Surrey CC before it was ordered.

(c) Paynesfield Road Pollution: It was agreed that the Clerk should write to the proprietor of Tatsfield Garage with regard to the continuing escape of effluent from the premises into the road and drainage system. Making clear that if action was not taken promptly to stop the escape, the matter would be reported to the Environment Agency.

(3) Village Centre: Sandy Philibert reported that she had had a meeting with David (SCC Engineer in charge of the project) and it had been agreed that (a) the grass area outside the Bakery, the unofficial parking opportunities and the double yellow lines from Approach Road to the bus stop would be retained.

(4) Speedwatch: It was noted that there were some volunteers undergoing training.

### (b) Rights of Way Matters:

(1) Rights of Way Improvement Plan: The response prepared and submitted by Eileen Pearce was noted and agreed.

## 9. Notified Matters

(a) Westmore Green Playground: The Chairman indicated that there was a desire to improve the playground facilities and it appeared best if this was organised by a Community Group on which the Parish Council was represented. This was agreed and Jon Allbutt and Giles Hawkes agreed to be the Parish Council representatives. Jon Allbutt agreed to contact Ann Chapman with a view to organising a Group.

## 10. Reports

(a) County Councillor: There was no report in the absence of David Hodge. The Chairman indicated that David Hodge had undergone hospital treatment from which he was now recovering and he expressed the best wishes of the Parish Council for his speedy recovery.

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

(1) Parish Planning Statement: He welcomed this initiative but warned that its effectiveness was entirely dependent upon the District Planning Policy.

(2) Recycling: Tatsfield was not included in the areas to be trialled for both weekly collections and plastic recycling.

(3) Local Bus Travel: He drew attention to that the fact that those entitled to free bus travel within the District would soon be able to obtain free travel on all local bus services anywhere in the country.

(c) Police: Ian Mitchell indicated that he had nothing to report beyond the matters dealt with at the preceding Police Liaison Meeting but he was disappointed that there appeared to be no continuing action being taken in relation to disturbances in the Village Centre.

(d) Biggin Hill Airport: Ian Mitchell reported that Ken Harwood (Felbridge Councillor) had been appointed as the Tandridge DC representative on the Committee. Light aircraft traffic remained static but commercial traffic continued to rise. He promised to take up with the Airport Operator the noise being created by jet aircraft.

(e) Transport Matters: Greg Watkins had nothing to report. The Chairman indicated that he would attend the Transport Assembly on .....

(f) Tatsfield Youth Project: Jon Allbutt reported that the Project had recently held a Website Day and he was very pleased to say that some new Volunteer Helpers had been enlisted.

(g) Tatsfield Community Responders: Jon Allbutt indicated that the Responders were experiencing difficulties arising from the recent merger of Surrey and Sussex Ambulances Services to form the new South Coast Ambulance Service. The levels of expertise expected from Responders was less in Sussex and there were also equipment problems. He hoped these would be resolved shortly and, in the meantime Tatsfield were continuing to operate as previously. The Responders were as busy as last year.

(g) Parish Emergency Plan:: Jon Allbutt indicated that he would be circulating a final draft shortly.

## 11. Village Hall

(a) Management Committee Report: Carol Jordan reported that the first AGM under the new Scheme would be held on 3 October 2007. The Clerk reported that he had been asked to nominate the Parish Councillor who would represent the Parish Council on the Management Committee. It was agreed that Sandy Philibert would be nominated.

## 12. Property & Land Maintenance

(a) General:

(1) Parish Room: The Clerk indicated that Niall Kells of MK Illuminate Ltd had provided a quotation of £720 + VAT. In view of the amount, a second quotation was being obtained. Giles Hawkes reported that, whilst the existing keys had been checked to ensure that they were working, he considered that an additional number of keys should be cut to ensure that there were always keys available for use.

(2) Old Lane/Barnfield Rd: The Chairman reported that he had received a report from Richard Coles, TDC Waste Enforcement Officer, asking for information as to the extent of the Council's ownership of Old Lane. He was in the process of dealing with this. He had that day inspected Old Lane and taken photographs that were being passed to Tandridge DC. It was agreed that efforts should be made to ensure that the unsocial behaviour that was re-occurring was brought to the attention of the Joint Group (Police and Tandridge DC) at its next meeting.

(3) Westmore Green: Jon Allbutt reported that He had still not received any information from owners of properties fronting the Green. He indicated that he had arranged for tree on the footpath leading to the Green to be reduced. The Clerk was asked to ascertain the result of the fund-raising event that had taken place on the Green on Bank Holiday Monday. Discussion took place as to release of gas filled balloons at such events

and it was agreed that in future this would not be allowed. It was also agreed that the terms of use of the Green would be reviewed at the next meeting.

(4) Tatsfield Green Wayleave Agreement – Old Lane: Jon Allbut reported that he was concerned that a blockage would be caused by the BT Cable crossing the ditch. He was also dissatisfied with the way the ground had been reinstated. He would look into the matter and asked for the details of the person to contact.

(b) Millennium Wood: Jon Allbutt reported that he was consulting the Downlands Project on this matter.

(c) Tatsfield in Bloom: The Chairman reported that Tatsfield had been awarded a gold medal in the Champion of Champions category and he congratulated all those involved

(d) Pond: Jon Allbutt reported that he was consulting the Downlands Project with a view to having a biological survey carried out. This would enable a decision to be made as to what action was required. Sandy Philibert agreed to provide a drawing of a revised sign for the Pond that could be submitted to the Insurance Company for approval.

13. Meetings to Attend - None

14. Correspondence

(a) SE Care Association: I appeared that there was no volunteer to act to serve on committee and Bob David agreed to see if he could find a volunteer through the Church.

(b) White Lane Temporary Closure: The Clerk reported that Tandridge DC had indicated that White Lane would be closed between 10 a.m. and 5,00 p.m. on 21<sup>st</sup> October 2007 for BEC Cycling Club Time Trial

15. Any Other Business

(a) Doug Marner; The sad loss of Doug Marner was noted and sympathies extended to his family.

The Meeting closed at 11.07 p.m.

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 8th October 2007 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Ian Mitchell (in the chair) Mr Jon Allbutt Mr Giles Hawkes Mrs Carol Jordan Eileen Pearce Mrs S Philibert Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),  
Mr Bob David (Tandridge DC Councillor)  
Mr David Hodge (Surrey CC Councillor)

And 1 parishioner.

1. Apologies - None

2. Declarations of Interest:

(a) Planning: Sandy Philibert disclosed a personal prejudicial interest (1) in the matter of the application No.07/1559 relating to 39 Paynesfield Road by virtue of her ownership of neighbouring premises, and (2) in the matter of Church Farm Barns by virtue of being employed as a consultant by the developers. Greg Watkins disclosed a personal interest in the matter of Application No.07/1568 relating to the Beeches, Old

Lane by virtue of a friendship with the applicant.

### 3. Minutes

The Minutes of the meeting held on the 10th September 2007 were approved and signed as a correct record.

### 4. Matters Arising:

- (a) Affordable Housing: It was agreed that the meeting with Mona Johanssen, the Rural Housing Enabler, would take place on Monday, 22nd October at 7.30 p.m. in the Parish Room.
- (b) Affordable Housing – The Copse: It was noted that a key had now been sent to the Parish Council and Giles Hawkes agreed to arrange for a Key Box to be installed to keep this and other keys.
- (c) Village Directory: Carol Jordan reported that she had obtained 2 quotations from Express Printers and Silver Pine Printers for the printing of 740 copies at a cost of £238 and £225 respectively. She indicated that Express Printers would print the Directory in 3-fold form as at present whereas Silver Pine had suggested an 8-page format. Discussion took place and it was agreed to accept the quotation of Silver Pine. It was further agreed that the number of copies should be increased to 800 and it should be printed on coloured paper. Both matters were to be left to the discretion of Carol Jordan.

### 5 Tatsfield School

The Chairman reported that there had been a further meeting on the 2nd October with Steve Evans and Kathryn Tyas representing Surrey, CC Hilary Harber, Carol Gibbard and Jill Hancock representing the School and Jon Allbutt, Greg Watkins and himself representing the Parish Council along with the Clerk and Tony Dawkins (Parish Council's Surveyor). He regretted that very little progress had been made as hardly any of the Action points agreed at the meeting on 21st September had been dealt with.

One matter of significance to the Parish Council had been established. The County had made it clear that it accepted that this cost of electricity for the external lighting was to be borne entirely by the County. Issues of public liability had been raised about use of the lighting for events at the Parish Room, Surgery and Village Hall and the Clerk had asked Roger Taylor for an opinion on this aspect.

Surrey was still of the view that building could commence in early November but this seemed doubtful as there were still a number of matters to be resolved. A further meeting had been arranged for the 17th October at 8.30 a.m.

### 6. Planning Matters

(a) Current Applications: Eileen Pearce reported on the current applications and the action agreed is as listed in Appendix A

#### 1(b) Sundry Planning Matters:

- (1) Parish Planning Policy: It was noted that this was to be the subject of a Public Meeting on the 10th October 2007. Eileen Pearce outlined the arrangements for the meeting and it was agreed that the Chairman would outline the limitations that existed on the responses that the Parish Council could make to relation to planning applications, as there appeared to be considerable misunderstanding of the position.
- (2) District Planning Procedure: The Chairman reported on the meeting on Tuesday 18th September with Bob Evans, the Director of Development at TDC to discuss the new procedure and other matters of concern. He indicated that he was of the opinion that the meeting had been very useful.
- (3) Sundry Matters:
  - (i) Public Footpaths & Bridleways: The Chairman drew attention to a statement made by Surrey Highways that motor vehicles must give way to pedestrians on public footpaths and bridleways.
  - (ii) Green Belt Policy: He also drew attention to the refusal of a second appeal relating to land adjoining Viewfield, Greenway (07/0018) where the Inspector had made it clear that there was no automatic right to replace any structure in the Green Belt and that land separated from a house by a road was not part of the same curtilage as the house.
  - (iii) Church Farm Barns: The Chairman indicated that he had been consulted by the developer about the hedging to be planted along the front boundary of this development. He had expressed the view that there should be mixed hedging typical of the surrounding area and that young plants should be used rather than more mature plants. His action was agreed but he was asked to suggest that suitable protection should be



afforded to the plants whilst they were maturing. It was noted that the development was to be named Gwynedd Close.

(c) Planning Councillor: Sandy Philibert

#### 17. Finance

(a) Grants: Applications for grants had been received from Tatsfield in Bloom, Oxted CAB, Tatsfield WI and Tatsfield Art Group. The Finance Committee would consider these when drawing up the Budget for submission at the next meeting.

(b) Budget 2008/07: The Clerk reported that the Finance Committee would meet on the 16 October to consider the draft Budget further.

(c) Audit: The Clerk reported that he had still not received official notification of the conclusion of the Audit.

(d) Payments: The payments listed in Appendix B were approved.

(e) Neighbourhood Watch Yellow Watch: The Clerk indicated that he had heard nothing further in this matter.

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#### 18. Highways & Rights of Way

1(a) Highway Pollution – Paynesfield Road: The Clerk confirmed that he had written to the business responsible for the escape of effluent on 17 September requesting that action was taken to prevent any further escape within 28 days. No reply had been received but it was believed that some action had been taken following the letter. It was agreed that members would monitor the situation and report any recurrence to the Clerk so that the matter could be reported to the Environment Agency.

(b) General Highway Matters:

(1) Drainage Gullies: Sandy Philibert reported that Surrey Highways had carried out some gully cleaning but there were still gullies that were blocked. These would require individual attention and she had the matter in hand.

(2) Highway Repairs: She was aware of some potholes that required attention and she would be pressing for them to be dealt with.

(3) Titsey Hill Roundabout: The lighting needed attention and she was pressing EDF Energy to deal with the matter. She was also pressing for the hedge to be cut back and for one section of fencing to be removed to improve sight lines.

(4) Lorries Off Rural Roads (LORD): Carol Jordan reported that she was now a committee member representing East Surrey. There would be a meeting in the near future when she hoped to become better acquainted with matters generally.

(5) Highway Signs: Giles Hawkes reported that he had obtained confirmation from Surrey CC that a sign could be erected adjacent to but separately from the existing road sign. He had obtained a quotation of £553 (inclusive of VAT) for 2 signs with metal posts. He was authorised to proceed and to arrange for the signs to be installed immediately behind and just above the existing road sign.

(b) Rights of Way Matters:

(1) FP25 – Clarks Lane to the Avenue: The Clerk reported that he had received notification of an application to modify the Definitive Map by upgrading FP25 to a bridleway. Mrs Ann Hayes who had lodged the application had supported with 15 user evidence forms covering a period from 1950 to the present day. The Parish Council was being given an opportunity to submit comments on the question of the public status of the route and on the application. The Chairman agreed to look back in the Council minutes because it was believed that, at one time, there had been a footpath alongside a bridle path.

#### 9. Notified Matters

(a) Westmore Green:

(1) Playground: Jon Allbutt indicated that he was in touch with Ann Chapman and would be arranging a meeting in the near future to discuss the refurbishment of the Playground. The provision of any new equipment would be the subject of careful consideration.

(2) Conditions of Use: It was agreed that the terms under which local organisations were allowed to use both Tatsfield and Westmore Greens should be reviewed and the matter would be considered by the Chairman,

Jon Allbutt and Carol Jordan. The Clerk was asked to approach SCAPTC for any advice and/or guidance it might have.

## 10. Reports

(a) County Councillor: David Hodge reported on the following matters: -

(1) Bridleway Obstruction: He understood that this matter had now been resolved.

(2) Highway Repair: He believed that the Contact Centre was working well and he had been able to telephone the Centre without difficulty contrary to reports that it was difficult to do so. He also believed that there would be a considerable improvement in the way highway repairs were dealt once the newly appointed Community Highway Officer had completed training and was on duty covering the Oxted/Warlingham/Tatsfield area. This would not be until January but he would personally arrange for the officer to meet Sandy Philibert as soon as possible. He also noted that the upper part of Paynesfield Road was in need of re-surfacing and he would endeavour to have this placed on the waiting list.

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

(1) Oyster Cards: He was endeavouring to clarify with Transport for London the eligibility of 16-18 year olds for free or half price Oyster cards.

(2) Johns Road: He understood that the Parish Council might be approached by Johns Road residents for financial assistance with the repair of the road.

(3) Paynesfield Road: He was hopeful that the damage caused to the bridleway would be repaired in the near future.

(4) Biggin Hill Airport: He had received a number of complaints of over-flying by small aircraft.

(5) Car Disposal: He drew attention to the fact that Tandridge had extended the free scheme for the removal of unwanted cars until December.

(c) Police: Ian Mitchell indicated that the matters affecting Old Lane had been discussed at a recent meeting of the Police and the Local Authority. No action would be taken in relation to the damage caused in Paynesfield because of lack of evidence. Locally there had been some thefts of power tools and builders equipment. It was agreed that members would respond individually to the Policing Plan Survey.

1(d) Biggin Hill Airport: Ian Mitchell reported that he had checked that the complaints line was working as difficulties had been reported. He would be attending the next Joint Consultative Meeting on 18 October. There appeared to be an increased amount of overflying of Tatsfield by small private aircraft and he would raise this at the meeting. He would also raise the question of jet aircraft noise and whether any measures had been implemented to reduce it.

1(e) Transport Matters: The Chairman indicated that he had attended the recent Surrey Passenger Transport Assembly and he understood that the 464 bus service continued to serve Tatsfield only because there were no facilities in Biggin Hill for it to park. He considered that the Parish Council should investigate the possibility of financing a service to Oxted. This would need a survey to establish local needs and he suggested that this was a matter that should be covered in the forthcoming Budget.

1(f) Tatsfield Youth Project: Jon Allbutt reported that the Project had organised a very successful "Build Your Own Website" event over the last weekend.

(g) Tatsfield Responders: Jon Allbutt indicated that the Responders continued to operate despite the fact that there were still organisational problems with SE Coast Ambulance Service.

(h) Parish Emergency Plan: Nothing to report.

(i) Risk Assessment: The Clerk was asked to re-circulate the details to all members.

## 111. Village Hall

1(a) Management Committee Report: Sandy Philibert reported that the AGM had been held satisfactorily and all the existing officers had been re-appointed. There had been no co-opted members appointed.

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## 212. Property

(a) Surgery & Parish Room;

1(1) Parish Room: Giles Hawkes reported that a second quotation was in hand for an electrical safety survey. The Parish Room lock had been replaced and keys issued to all members.

(b) Greens & Other Land

(1) Old Lane/Barnfield Rd: The Chairman reported that the Clerk had investigated the title deeds relating to

Tatsfield Green and whether or not the Parish Council owned the soil of Old Lane. His investigations had revealed that there was some room for doubt and full details had therefore been submitted to the Parish Council's Solicitor, Roger Taylor, for an opinion. When this was available, details would be circulated to all members. In the meantime Richard Coles, TDC Waste Enforcement Officer, had been informed of the position.

(2) Westmore Green Encroachment: Jon Allbutt indicated that no information had been forthcoming from owners of properties bordering the Green and he would produce a suggested plan of action for consideration.

(3) Westmore Green: The Chairman indicated that he had given permission for St Mary's Church to place a B2C advertising board on the island in the village centre.

(4) Tatsfield Green BT Wayleave Agreement – Old Lane: Jon Allbut reported that he had been furnished with the necessary information in order to chase this matter up.

### 13. Land

(a) Millennium Wood: Jon Allbutt reported that a request had been received to cut back some branches bordering Old Lane. He had obtained a quotation in the region of £1500 and would be obtaining a further quote.

(b) Tatsfield in Bloom: Nothing to report.

(c) Pond: Jon Allbutt indicated that he was still awaiting a survey by the Downlands Project before instituting any work to the Pond. The previous contractors had not been re-employed as he considered that they were not maintaining the pond correctly. Sandy Philibert indicated that she was pursuing matters with Cornhill Allianz as to the size and wording of the signs and would report back.

113. Meetings to Attend – Greg Watkins was attending a meeting of Tatsfield School governors as the PC's representative on 9 October and further meetings on the appointment of a new head beginning on 18 October.

### 14. Correspondence

(a) LA21: It appeared that consideration was being to the disbanding of this Committee. After discussion, it was agreed that Carol Jordan would draft a response indicating that it was considered that the Committee should continue because there were still areas where the Committee could influence policy. This letter would be circulated for approval.

### 15. Any Other Business

(a) Council Meetings: Greg Watkins asked if consideration could be given to commencing meetings at 7.30 p.m. It was agreed that this would be considered at the next meeting.

(b) Christmas Meeting: It was agreed that a special effort would be made to attract a greater public attendance.

The Meeting closed at 11.00 p.m.

## APPENDIX A - PLANNING

### RESULTS:-

Withdrawn 07/1091 7 Crossways

### Appeals

06/1026 Halston, Clarks Lane ALLOWED

06/1556 Fernlea, Old Lane ALLOWED

07/0018 Land NW of Viewfield, Greenway DISMISSED

### CURRENT APPLICATIONS:-

06/0740

Land at and adjoining Tatsfield Village Hall, Ship Hill

1. Revised details of finished site levels, boundary fences, external finishes and fenestration of buildings and on-site renewable energy generation
  2. Details of external materials, measures to protect trees during construction, surface water drainage and kissing gate on public footpath
- submitted pursuant to Conditions 2, 3, 7, 9 and 20 of Planning Permission 06/0740 dated 10 November 2006 for new primary school (County Determination).

Recommendation: No objection but comment to be made on certain materials.

07/1438

Land at Vern Place

Erection of gate

Recommendation: No objection.

07/1474

The Spinney (formerly Trug), Maesmaur Road

Change of use of garage to habitable room (Certificate of Lawfulness for a Propose Use).

Recommendation: No objection.

07/1568

The Beeches, Old Lane

Erection of replacement roof

Recommendation: No objection

07/1559

Land adjoining 39 Paynesfield Road

Erection of 3 bedroomed detached house with 2 parking spaces

Recommendation: Objection based on unneighbourliness and exacerbation of parking/visibility at junction.

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### **MINUTES of a Meeting of Tatsfield Parish Council held on the 12th November 2007 in the Parish Room, Westmore Green, Tatsfield commencing at 8.00 p.m.**

Present: Mr Ian Mitchell (in the chair) Mr Jon Allbutt Mr Giles Hawkes Mrs Carol Jordan Eileen Pearce Mrs S Philibert Mr Greg Watkins

In Attendance: Mr John Sandiford (Clerk),

Mr Bob David (Tandridge DC Councillor)

Mr David Hodge (Surrey CC Councillor)

And 4 parishioners.

1. Apologies - None

2. Declarations of Interest:

(a) Carol Jordan declared a personal interest in relation to Planning Application No.07/1632 relating to 98 Paynesfield Road by virtue of the fact that she lived near to the property. She left the meeting during the discussion of that matter.

3. Minutes

The Minutes of the meeting held on the 8th October 2007 were approved and signed as a correct record

4. Matters Arising:

(a) Minutes: The Chairman requested the Clerk to annotate future minutes to highlight Action points and the member responsible for dealing with the matter.

(b) Old Lane BT Wayleave: Jon Allbutt indicated he was still chasing the matter up. A/P JA

- (c) Tatsfield Green: Jon Allbutt indicated that he was still awaiting a quotation for the cost of cutting overhanging branches adjacent to Old Lane. A/P JA
- (d) Pond: Jon Allbutt indicated that an agreed programme of restoration work for the Pond was in hand. Sandy Philibert reported that she was making progress with design and wording of the required signs and would report back in due course. A/P SP
- (e) Parish Room: Giles Hawkes reported that he anticipated that the electrical safety inspection would be carried out in the next 2 weeks. A/P GH
- (f) Westmore Green: Jon Allbutt indicated that he was obtaining a quotation for the cost of clearing up parts of the Green. A/P JA
- (g) Village Directory: Carol Jordan reported that this had now been printed and had been distributed with the November Parish Magazine. The Chairman congratulated her on the production of an excellent directory.
- (h) Neighbourhood Watch: The Chairman indicated that he understood that Blue Watch as well as Yellow Watch had accumulated funds that were no longer required. He would approach both Watches to see how to resolve the matter. A/P IM
- (I) Highway Signs: Giles Hawkes reported that the signs had been delivered and were awaiting installation. He hoped this would be completed in the next week. A/P GH
- (j) LA21: Carol Jordan indicated the future of LA21 would be debated by Tandridge DC on 12 December after which it would be possible to decide whether any further representations were necessary.
- (k) Council Meetings: It was agreed that the next meeting would commence and thereafter every alternate meeting would commence at 7.30 p.m.

## 5 Tatsfield School

The Chairman indicated that there were three main issues outstanding. These related to (1) the type and extent of the lighting of the vehicular and pedestrian access to the School (2) the future maintenance of the Hall/ Surgery car park area and (3) the details of the land transfer. Other issues had already been resolved without too much difficulty.

He explained that originally Surrey had proposed bollard lighting for the whole area but had decided to change to column lighting without any consultation. The Parish Council had made strong representations both to Surrey and to Tandridge DC and, as a consequence, Surrey was now proposing that there should only be column lighting where children would be crossing the vehicular access and bollard lighting elsewhere. Precise details had not yet been provided and the Parish Council had been informed that this information would not be available for 2/3 weeks.

On the second issue, there was a choice between making Surrey totally responsible or continuing to be responsible for maintenance, as at present and accepting a commuted sum to compensate for the increased usage brought by the School. At present, Surrey had offered a sum of £30,000. Professional advice to the Parish Council indicated that this was an insufficient figure but it seemed that Surrey was at present unwilling to increase that amount and consequently the matter required very careful consideration. As far as the land transfer was concerned, the Chairman reported that, whilst some documents had now been submitted to the Parish Council Solicitor for approval, it had not been possible to make very much progress because an updated plan and other information was required in order to deal with them. Some of the information was obviously dependent upon the first two matters already referred to.

Jon Allbutt indicated that he considered that the Parish Council had endeavoured to propose improvements to the specification that were cost effective. He also drew attention to the proposed MUGA on which a decision would not be finally made until 10 December 2007. This would be on School property and was unique.

The Chairman pointed out that the Parish Council had previously resolved that it was in principle unanimously in favour of the matter proceeding. He therefore proposed that he, as Chairman, Jon Allbutt, the Vice Chairman and Greg Watkins, the Council's representative on the School Governors be delegated with full power to resolve the outstanding issues as quickly as possible with the object of reaching final agreement in the matter. This was agreed unanimously and the Chairman indicated that the committee, along with the Clerk, would meet on 14 November for this purpose. He undertook to keep all members fully informed of all developments. A/P IM

## 6. Planning Matters

- (a) Current Applications: Sandy Philibert reported on the current applications and the action agreed is as

listed in Appendix A

1(b) Sundry Planning Matters:

(1) Parish Planning Policy: Eileen Pearce reported that, following the Public Meeting held on 10th October when some 40 members of the public had attended, she had circulated the final draft of the Policy to members for comment. After discussion, it was agreed unanimously that this Policy (a copy of which is attached to these Minutes) be adopted. It was also agreed that copies should be distributed to members of the Development Control Committee of Tandridge DC.

(2) Proposed Development at land adj. The Ship: the Clerk reported that he had been approached with regard to a proposed development on land adjoining The Ship and he had circulated details to members. After discussion, it was agreed that it would not be appropriate for the Parish Council to comment on the proposals in advance of a formal application for planning permission being submitted. It was however open to the Developers to hold a public meeting in the village to canvas opinions on their proposals.

(3) Parish Council planning protocol: Eileen Pearce expressed her concern at the 'bureaucratic nature' of the Council's adopted planning protocol, that it limited scope for consultation with residents. It was agreed that this would be discussed at the next meeting.

(c) Planning Councillor: Greg Watkins A/P GW

## 17. Finance

(a) Grants: The Clerk reported that he had received an application for grants from Tatsfield Art Group of £170 for its Easter 2008 Workshop of £170. This was agreed and would be paid in March 2008. An application had also been received from Tatsfield Bloom for 2008/9. A grant of £900 was agreed.

(b) Budget 2008/09: The Clerk reported that the Finance Committee had met and copies of the Minutes of the meeting had been distributed to all members. The Finance Committee recommended approval of the Budget (a copy of which is attached to these Minutes) and that the precept for 2008/9 should be £10,000. This was agreed unanimously. It was expected to result in an annual Parish Council Tax bill for the average (Band D) property of a little under £12.

(c) Audit: The Clerk reported that he had now received official notification of the conclusion of the Audit subject to certain issues being brought to the attention of the Parish Council. It was agreed that (1) The Annual Report be approved and accepted, and (2) the issues raised by the Auditor be referred to the Finance Committee for the appropriate action.

(d) Payments: The payments listed in Appendix B were approved.

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## 18. Highways & Rights of Way

1(a) Highway Pollution: As it appeared that there had no further escape of effluent, it was agreed that no further was required.

1(b) General Highway Matters: Sandy Philibert indicated that she had a meeting with Angelo Lamprou, the new Highway Steward, and David Hodge to discuss matters affecting the village. She had circulated members with details and indicated that she would continue regular checks to ensure that matters were dealt with. A/P SP

(c) Lorries Off Rural Roads (LORD): Carol Jordan indicated that, while she considered that it would be beneficial for the Parish Council to be represented at general meetings of this Group, she was not certain that there was any benefit to be gained from her being a member of the Committee. She would be attending a Committee meeting on 16 November but would be unable to attend the next General Meeting on 29 November. A/P CJ

(d) Rights of Way Matters:

(1) FP25 – Clarks Lane to The Avenue: It was agreed that Surrey CC should be asked that if the application to create a bridleway was granted, the existing public footpath should be separated from and parallel with the bridleway because if this was not the case, the surface would be cut by horse traffic and made impossible for pedestrians.

(2) Kemsley Road: It was noted that a resident had recently erected a fence fronting their property that might be encroaching upon the bridleway. Surrey Rights Of Way had been asked to investigate. A/P SP

## 9. Notified Matters

(a) Westmore Green

(i) Playground: Giles Hawkes indicated that he was arranging a meeting of interested parties to discuss what

improvements could be made to the Playground. A/P GH

(ii) Westmore Green Encroachment: Jon Allbutt indicated that he was producing a scheme to deal with this problem and would submit his proposals as soon as possible. A/P JA

(b) Affordable Housing Needs Survey: The Chairman reported that there had been a meeting with Mona Johansson, the Rural Housing Enabler, on Monday, 22nd October and she had subsequently submitted a specimen questionnaire and accompanying letter for consideration. The Clerk had circulated this and he asked members to submit their comments as soon as possible. A/P ALL

(c) SCAPTC: Eileen indicated that she would be attending a meeting on Saturday 17 November. A/P EP

(d) Surrey Hills Society: Eileen Pearce indicated that there was a movement to form a Society to promote the Surrey Hills Country Park. As part of the Parish came within the Park, she considered that the Parish Council should support the proposal. It was agreed that she would prepare and circulate a case that could be considered at the next meeting.

## 10. Reports

(a) County Councillor: David Hodge reported on the efforts being made by Surrey Highways to deal with highway maintenance problems.

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

(1) Oyster Cards: He had now established that only persons living with the Greater London Authority area were eligible and consequently residents of Tatsfield were not eligible for these cards

(2) Biggin Hill Airport: He was in discussions with the Airport Operator about overflying of Tatsfield by private aircraft.

(3) Tandridge Planning: Due to the loss of two staff, the Department was under considerable pressure. He also drew attention to the fact that a large number of planning refusals were over-turned on appeal and this was attributed to increasing Government pressure on planning matters.

(4) Tandridge Key Objectives: He had tried to get the Council to include Environmental matters as one of its key objectives but his efforts had failed.

(c) Police: Ian Mitchell indicated that he felt that it would be right to write to the Chief Constable expressing regret that PCSO Tom Griffin was leaving the district to qualify as a Police Officer and drawing attention to the splendid service he had given the Village. A/P IM

(d) Biggin Hill Airport: Ian Mitchell reported that he had raised the question of a blast screen to deflect jet engine noise and he had been given to understand that there was insufficient room to install such a shield. The airport director was re-issuing advice to pilots to avoid flying over Tatsfield and was considering modifying the advisory routing for take-offs. The airport had received 18 complaints about aircraft noise in the third quarter of the year compared with 82 in the third quarter of 2006.

1(e) Transport Matters: Greg Watkins had nothing to report.

1(f) Tatsfield Youth Project: Jon Allbutt that a meeting was planned and that everything was going smoothly.

(g) Tatsfield Community Responders: Jon Allbutt said he was pleased to report some new equipment had at long last been received.

(h) Parish Emergency Plan: Nothing to report.

(i) Risk Assessment: The Clerk reported that he had received reports from Jon Allbutt for Westmore Green, Ashen Shaw, Kemsley Woods and King Edward VII Garden. These did not require any action.

## 111. Village Hall

1(a) Management Committee Report: Sandy Philibert had circulated a written report and this was noted.

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## 112. Property

(a) Surgery & Parish Room:

1(1) Parish Room: Giles Hawkes indicated that he had arranged for the internal door to be repaired where the new lock had been fitted. He had obtained also the Key Box. It was agreed that Margaret Parsons should be provided with a key to the Parish Room to simplify use by village organisations. He reported that he could arrange for a Broadband connection for £16 per calendar month to include rental and all calls and a router. He was authorised to arrange for this to be connected. A/P GH

1(2) Village Hall; It was noted that the defective slab on one of the Disabled Access ramps had been repaired.

(b) Greens & Other Land

(1) Old Lane/Barnfield Rd: The Chairman reported that the Parish Council's Solicitor, Roger Taylor, had now indicated that, in his opinion, it was unlikely that the Parish Council had acquired legal title to Old and he did not consider that the council was under any responsibility for the repair of the roadway.

(2) Tatsfield Green: It was noted that a litter bin had been vandalised. The Clerk would arrange for an insurance claim to be lodged.

(3) Bakery licence for tables: A renewed request to place tables on the 'Bakery triangle' had been received which would involve some minor landscaping. It was agreed that this request would be considered.

13. Land – nothing to report

114. Meetings to Attend -

(a) Tatsfield School Governors: 21 November – Greg Watkins. A new chairman of governors was due to be elected. A/P GW

15. Correspondence

(a) TVSC; The Clerk reported that TVSC had sent out two consultation documents relating to SCC's plan to increase charges for Home & Community Services and Surrey CC's Draft Strategy for Working with the Community and Voluntary Sector. He had handed the documents to Giles Hawkes for attention.

(b) SCC Learning Strategy: The Clerk reported that SCC was developing an inclusive Learning Strategy with the aim of helping all Surrey children aged 0-19 achieve more than they thought possible and fulfil their educational potential. There would be a Public Consultation beginning in January 2008 but, before that, SCC was offering all stakeholders the opportunity to get involved through a number of workshops.

16. Any Other Business

(a) Tree Warden Scheme: Eileen Pearce indicated she would arrange for details to be published in the Parish Magazine.

(b) Xmas Tree: Jon Allbutt indicated that he had received several offers of trees from residents. A/P JA

(c) Crossways Court: Jon Allbutt indicated Tandridge DC had approved the planting of a laurel hedge. Sponsorship was now being sought to cover the costs involved. A/P JA

The Meeting closed at 10.15 p.m.

The following matters were raised during adjournments for public discussion:

1. Tatsfield School

PLANNING`

RESULTS:-

Approved

07/1298 The Spinney, Maesmaur Road

07/1318 Woodcote, Johns Road

Refused/withdrawn

07/1077 Bassetts & Land r/o The Orchards

07/1195 6 Parkside Cottages, Rag Hill

Appeals Pending

06/0818 The Manor House, Ricketts Hill Road

07/1080 Vine Cottage, Westmore Road

07/1253 Woody End, Johns Road

07/1077 Bassetts, Westmore Green

CURRENT APPLICATIONS:-

07/1570 Pippins, Ricketts Hill Road

Demolition of carport; erection of first floor side extension

Recommendation: No objection.



07/1652 Westwood Farm Barn, Clacket Lane  
Change of use of barn to dwellinghouse (Class C3)  
Recommendation: No objection

07/1632 98 Paynesfield Road  
Erection of first floor extensions to north and south elevations and single storey/two storey rear extension with formation of new roof over incorporating 2 dormer windows to front roof slope.  
Recommendation: Objection if roof height exceeds existing roof height

07/1630 Dell Cottage, Goatsfield Road  
Erection of extension to roof through formation of gable ends and dormer windows to front and rear  
Recommendation: Objection to loss of small dwelling

07/1571 Parkwood Lodge, Rag Hill Road  
Formation of vehicular access on to Rag Hill Road incorporating 1.2m high 5-bar gates  
Recommendation: Objection based loss of hedgerow and development in MGB and possible breach of agricultural condition.

07/1748 Manor Livery, Manor Road  
Erection of first floor over whole building incorporating 1 front and 3 rear dormer windows

07/1752 2 Park Farm Cottages, Rag Hill Road  
Demolition of single storey extension and porch; erection of 2 storey side extension and porch

07/1758 7 Crossways  
Demolition of attached garage; erection of side extension to include dormer windows to front and rear

## **MINUTES of a Meeting of Tatsfield Parish Council held on the 10th December 2007 in the Parish Room, Westmore Green, Tatsfield commencing at 7.30 p.m.**

Present: Mr Ian Mitchell (in the chair)  
Mr Jon Allbutt Mr Giles Hawkes Mrs Carol Jordan Eileen Pearce Mrs Sandy Philibert Mr Greg Watkins  
In Attendance: Mr John Sandiford (Clerk),  
Mr Bob David (Tandridge DC Councillor)

And 3 parishioners.

1. (A) Apologies Mr David Hodge (Surrey CC Councillor)  
(b) Declarations of Interest: Sandy Philibert declared a personal interest in the Planning Application No.07/1954 by virtue of the fact that she lived nearby.

### 2. Minutes

The Minutes of the meeting held on the 12th November 2007 were approved and signed as a correct record

### 3. Matters Arising:

(a) Old Lane BT Wayleave (Para 4 – Matters arising): Jon Allbutt indicated he had contact with BT who were contacting the Contractor. He was awaiting a further response. A/P JA  
(b) Tatsfield Green (Para 4 Matters arising): Jon Allbutt indicated that he was awaiting a second quotation for the cost of cutting overhanging branches adjacent to Old Lane. A/P JA  
(c) Pond (Para 4 Matters arising): Sandy Philibert submitted a suggested design for a warning sign that was agreed subject to approval from the Insurers. Jon Allbutt that Alec Baxter Brown of the Surrey CC Downlands Project had surveyed the pond and would be submitting a report but he had indicated that no work could be carried until the pond had been treated to kill infestations by two poisonous weeds. Environment Agency authority had already been given to spray the weeds.

(d) Westmore Green (Para 4 Matters arising): Jon Allbutt indicated that he had obtained a quotation for £250 for the cost of clearing up parts of the Green. He wished to consult one resident before proceeding with the work. A/P JA

(e) Westmore Green Encroachment (Para 9(a)(ii)): Jon Allbutt indicated that he was still in the process of producing a scheme to deal with this problem. However he felt that consideration might have to be given to surfacing the informal access from Lusted Hall Lane. After discussion, it was agreed that he would produce a comprehensive scheme to deal with all the matters of concern. A/P JA

(f) General Highway Matters (Para 8 Highways & Rights of Way): Sandy Philibert indicated that she had been actively pursuing the matter of the repair of the pothole in Westmore Road but still did not know when this would be repaired. A/P SP

(g) Affordable Housing Needs Survey: The form and content of the draft questionnaire and accompanying letter were agreed. It was further agreed that, if possible, they would be circulated with the January edition of the Parish Magazine and that responses should be required by 31 January. A/P CJ

(h) Xmas Tree (Para 15 Any Other Business): Jon Allbutt indicated that a tree had been donated by a resident and he had arranged for this to be cut down and erected in the Village Centre, The tree would be dressed on the weekend of 16/17 December. A/P JA

(i) Crossways Court (Para 15 Any Other Business): Jon Allbutt indicated that some sponsorship had already been forthcoming and he was confident that the hedge could be planted in the near future. A/P JA

#### 4. Tatsfield School

The Chairman summarised the position and indicated that Jon Allbutt, Greg Watkins and himself had negotiated the best terms possible and it now only remained for the documents to be finalised. It had been hoped that this would have done in time for the meeting but this was not the case and it might therefore be necessary to call a special meeting to authorise signature of the documents in accordance with the terms that he had outlined.

He indicated that he had been informed indirectly that Surrey CC was hoping that building would commence on the 7th January. Until this was confirmed officially, there was no certainty and it was entirely dependent upon the documents being finalised to reflect the agreements reached. Surrey was holding a pre-start meeting on Thursday the 13th December and the Vice Chairman, Jon Allbutt and Greg Watkins would represent the Parish Council at that meeting, It was anticipated that the Parish Council might be asked to allow plant and materials to be stored on its land over the Christmas period prior to the finalisation of the documentation. After discussion, it was agreed that consent would be given provided that it was with the approval of the Council's legal advisor and provided that it was for a strictly limited period only.

#### 5. Planning Matters

(a) Parish Planning Policy: The Chairman drew attention to a letter from Bob Evans, the Tandridge DC Director of Planning, commenting on the Development Statement 2007, It was noted that he indicated that only "very limited weight" could be given to the views expressed in the Statement because it did not have any legal status within the planning system. He did, however, offer to discuss matters with the Parish Council and the Chairman indicated that he had indicated that the Council would like to accept the invitation in the New Year. This was agreed unanimously.

Eileen Pearce indicated that she considered that this meeting would also provide the opportunity to discuss the Council's Planning Protocol that had been drawn up in consultation with the Director of Planning but which she and other members felt was unduly restrictive on the ability of members to consult local residents as to their views on planning applications.

(b) Current Applications: Greg Watkins reported on the current applications and the action agreed is as listed in Appendix A.

(c) Planning Councillor: Jon Allbutt

#### 16. Finance

(a) Payments: The payments listed in Appendix B were approved.

(b) Grants: The Clerk reported that a request had been received from Tatsfield Responders for assistance with the purchase of equipment. The total cost of this equipment was £675.00 and the members of the Finance Committee recommended that a grant should be made of the full amount. This was unanimously agreed.

## 17. Highways & Rights of Way

- 1(a) Upgrading of FP25 (The Avenue to Clarks Lane) to Bridleway: Eileen Pearce indicated that she would check that she had submitted a suggestion for the bridleway to run parallel with and separate from the footpath so as to ensure that the surface of the footpath was not damaged by horse traffic in such a way as to make it impassable for pedestrians. A/P EP
- (b) General Highway Matters: Sandy Philibert summarised the written report she had circulated to members detailing matters that were receiving ongoing attention.
- (c) Lorries off Rural Roads (LORD): Carol Jordan reported that she had not so far received a copy of the minutes of the last meeting and consequently had nothing to report. A/P CJ
- (d) Kemsley Road: Eileen Pearce confirmed that she had asked Surrey Rights Of Way to investigate an alleged encroachment. A/P EP
- (e) FP23: The Clerk reported that he had received a letter from some residents of Old Lane asking about the possibility of establishing an off-road permissive right of way parallel to Church Hill from the School to the commencement of FP23 opposite the Church. It was agreed that Eileen Pearce would look into the possibilities. . A/P EP

## 8. Notified Matters

- (a) ESPLG Tandridge Group: Eileen Pearce indicated that the formation of this Group was being considered at a meeting taking place that evening and she would report back at the next Parish Council meeting. A/P EP

## 9. Reports from Members and Outside Organisations

- (a) County Councillor: There was no report in the absence of David Hodge. The Chairman drew attention to an e-mail received from the Chief Executive of Surrey CC indicating that, as one of the Council's key partners in delivering better outcomes for Surrey, the Audit Commission wished to include the Parish Council as a stakeholder to consult as part of the Commission's Corporate Assessment of the County Council.
- (b) District Councillor: Bob David reported on the following matters:-
- (1) Council Tax 2008/9: It seemed almost certain that the increase would be just under 5% to keep below the Government's cap of 5%.
- (2) Tandridge Planning: The Core Strategy was about to be revised substantially and would come before the Planning & Environment Committee on 12 December for approval.
- (3) Clacket Lane MSA: New gates had been installed that should prevent use by unauthorised vehicles and he hoped that Tandridge would now toughen up its enforcement of the regulations. He had arranged for local residents to keep an eye on the use of the gates in next few weeks.
- (c) Police: Ian Mitchell indicated that he had written expressing the Parish Council's appreciation of the services that PCSO Tom Griffin had provided during his time in the Parish. He also reported a litter bin fire on Tatsfield Green and the removal of a section of hedging in an apparent attempt to enter the car park opposite the church possibly as a prelude to fly-tipping.
- 1(d) Biggin Hill Airport: Nothing to report.
- 1(e) Transport Matters: Greg Watkins indicated that he hoped to be able bring forward proposals for local transport in the New Year.
- 1(f) Tatsfield Youth Project: Nothing to report.
- (g) Tatsfield Community Responders: Nothing to report.
- (h) Parish Emergency Plan: Nothing to report.
- (i) Risk Assessment: Nothing to report.
- (j) Village Hall Sandy Philibert had submitted a written report and drew particular attention to the question of the provision of a salt bin for the car park. It was agreed that the matter should be investigated and that the Clerk should ascertain both the legal and the insurance position relative to the provision of such a bin. It was also agreed that the Risk Assessment should be updated. She also expressed the Management Committee's appreciation of the prompt attention given by Giles Hawkes to minor matters of repair to the Hall.
- (h) Neighbourhood Watch: The Chairman indicated that the Watches had resolved the matter of the disposal of excess funds and the Parish Council would not be involved.

1(a) Surgery & Parish Room; Giles Hawkes reported that he had arranged for Keletrix to carry out a detailed examination of the electrical installation and this had revealed serious defects to the two wiring circuits requiring urgent attention. In addition, updated circuit breakers were required for the ring mains and the main trip board required replacing. The kettle also required replacing. All of this work had been done and a certificate issued at a cost of £980 + VAT. This compared very favourably with the previous estimate given for an inspection only.

1He also confirmed that the repair to the internal door would be dealt with in the New Year. He would arrange to circulate details of the proposed Broadband connection for consideration by members

1He had also discovered that there was a long-standing water leak in the Surgery and he would arrange for this to be investigated. . A/P GH

#### 11. Parish Owned Land

1(a) Westmore Green Playground: Giles Hawkes reported that a meeting would take place in the New Year. 1A/P GH

(b) Litter Bin Vandalism: The Clerk confirmed that he had lodged a claim and was awaiting confirmation that it had been agreed.

#### 12. Meetings to Attend/Correspondence-

(a) Tatsfield School: Greg Watkins reported that he was playing an active part in the appointment of a new head teacher. The post was being advertised and it was hoped that an appointment would be made in January.

#### 13. Any Other Business

(a) Parish Coffee Morning: Sandy Philibert agreed to draw a rota for the coming months.

(b) Westmore Road Pavement: Eileen Pearce asked if a handrail could be installed to assist pedestrians in icy conditions at the corner with the shops. It was pointed out that the consent of the property owner would be required and it was doubted whether this would be forthcoming.

(c) Christmas Carol Concert: It was agreed that consideration would be given at the next meeting to a grant being made towards the expenses of the Lewisham Concert Band.

The Meeting closed at 10.32 p.m.

## PLANNING APPENDIX A

### RESULTS:-

Refused/  
Withdrawn

07/1559 Land adjoining 39 Paynesfield Road  
07/1630 Dell Cottage, Goatsfield Rd

Appeals  
Pending

06/0818 The Manor House, Ricketts Hill Road  
07/1080 Vine Cottage, Westmore Road  
07/1253 Woody End, Johns Road  
07/1077 Bassetts, Westmore Green

### CURRENT APPLICATIONS:-

07/1954

07/1748 Manor Livery, Manor Road

Erection of first floor over whole building incorporating 1 front and 3 rear dormer windows

Recommendation: Provisional objection to be lodged on the basis that the proposal would increase the property by more than 25%.

07/1752 2 Park Farm Cottages, Rag Hill Road

Demolition of single storey extension and porch; erection of 2 storey side extension and porch

Recommendation: Objection to be lodged on the basis that the proposal would increase the property by more than 25%.

07/1758 7 Crossways

Demolition of attached garage; erection of side extension to include dormer windows to front and rear

Recommendation: No objection

07/1706 Chart House, Ship Hill

Conversion of existing garage to habitable room and erection of carport

Recommendation: Objection to be lodged on the basis that the proposed development conflicts with Policy RE10 – replacement of existing garage that has been converted to habitable use.

07/1840 The Spinney, Maesmaur Road

Erection of single storey rear extension

Recommendation: Objection to be lodged on grounds of the possible loss of a small dwelling.

07/1877 Aston Acres, Kemsley Road

Erection of 1.m high fencing and gates to front and side boundary

Recommendation: No objection

07/1911 Old Rectory Lodge, Rectory Lane

Erection of replacement roof to existing single storey extension on north elevation

Recommendation: No objection

07/1930 The Spinney, Maesmaur Road

Replacement of existing flat roof to garage to include increase in height and insertion of window to front elevation to facilitate use as a habitable room

Recommendation: Objection to be lodged on the grounds of the loss of a small dwelling.

07/1900 The Old Ship, Westmore Green

Erection of 2 x 3 bed detached houses with parking

Recommendation: To be considered by the next Planning Councillor

Land adjacent to 39 Paynesfield Road

Erection of attached 3 bedroomed house with 2 parking spaces

Recommendation: To be considered by the next Planning Councillor