

**MINUTES of a Meeting of Tatsfield Parish Council held on the 12<sup>th</sup> November 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair) (arrived at 20.55pm) Mrs Althea Davies (in the chair until 20.55) Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings  
Mr Mike Sarll

**In Attendance:** Samantha Head (Clerk)  
Cllr Martin Allen

And 5 parishioners.

The meeting commenced at 8.06 pm

### **1. APOLOGIES**

1768/1118 Cllr David Hodge had sent his apologies. These were received and accepted by members.

### **2. DECLARATIONS OF INTEREST (relating to items on the agenda)**

None

### **3. Approve and sign the MINUTES of the previous meeting held on 22<sup>nd</sup> October 2018**

1769/1118 It was resolved that the minutes reflected a true and accurate record of the meeting held on 22nd October 2018. They were duly signed by the Chair.

### **4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 11th September 2018**

Mike Sarll queried a reference to the call for sites but it was established that this related to the minutes from the meeting held on 17<sup>th</sup> October.

1770/1118 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 11<sup>th</sup> September 2018.

### **5. Public Participation**

- Tatsfield Lodge mobile home installation – query about planning consent and whether it constituted a mobile home.
- It was noted that Cllr David Hodge was due to resign the next day. Comment made that he had been a very good servant to Tatsfield.
- A query raised against the article in the Parish Magazine regarding the gritting of the Paynesfield Road / Crossways / Westmore Road route. This was a necessity given how difficult the conditions became in snowy weather.
- A query raised regarding parking on pavements – would fines be regularly issued to anyone parking on pavements?

### **6. Officer's report on actions outstanding since the previous meeting**

- Scanning of school files – this has been completed. The invoice is scheduled for payment tonight. The Clerk will then be able to arrange delivery of the files.
- The Clerk confirmed that she is continuing to chase TDC regarding the Asset of Community Value application – a case worker was due to be in touch w/c 15<sup>th</sup> October.
- The Clerk confirmed that the VAT refund for 01/04 – 30/09 has been paid out by HMRC (itemised in Appendix B).
- CIL stage 2 and 3 payments have been received in respect of Shelleys developments.
- The full Members' Community Allowance has been used - less £24 for 3x plaques. It was not clear that these would be deducted from the allocated amount.
- Members' Highways Fund has lapsed.
- The Clerk has emailed TDC re bus companies' issues on Remembrance Saturday. This is being followed up with SCC who are responsible for informing the bus companies about road closures.
- Parking issue – the VH has highlighted continuing issues with overnight parking. It has suggested two reserved spaces adjacent to the LA play area and contact with Bassetts' residents with a gentle reminder that no overnight

parking is allowed? The Clerk has chased sign company. The Clerk also to write a letter to the Bassetts and Vern place residents to remind them that there is no overnight parking allowed.

## 8. PLANNING:

### (a) Planning Team for November: Ian Mitchell and Althea Davies

1771/1118 It was resolved that the planning team for November would be Ian Mitchell and Althea Davies

### (b) To determine the Parish Council's position on Appendix A: TA/2018/2124 Cedar Cottage, Ninehams Road, Tatsfield TN16 2AN

Single storey rear extension and rear dormer to side.  
(Certificate of Lawfulness for Proposed Development)

1772/1118 Comment: No comment

1773/1118 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## 9. Finance:

### (a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B

1774/1118 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for November.

It was noted that the invoice for M & M Architects exceeded £500 due to unforeseen work which incurred additional expenditure.

### (b) Authorise payments for Neighbourhood Plan detailed in Appendix B.1

1775/1118 Items on Appendix B.1 were duly approved. Cheques and supporting invoices were checked and signed by Mike Sarll and Althea Davies.

### (c) Discuss and agree items requiring expenditure:

- Wickham Security – New Lock for AMB: Supply and fit Satin chrome oval cylinder lock with thumb turn with 30 keys: £230.00 + Vat
- Pearl Scan – estimated scanning costs for 'school files' - £228.10 + Vat and £20.00 carriage
- Avast / AVG antivirus renewal - £30.00 + Vat (2x)

1776/1118 All items listed for expenditure were approved.

### (d) Finance Team for November: Ian Mitchell and Althea Davies

1777/1118 It was resolved that the Finance Team for November would be Ian Mitchell and Althea Davies.

## 10. Notified Items

### (a) Emergency Plan

Althea Davies noted that details still needed to be added to the document. If it did snow, she felt it was still unclear as to what would happen. There needed to be an element of common sense as it would be necessary to adapt to each new situation. Missing from the document was a list of those parishioners with 4WD vehicles and other useful kit and a list of vulnerable persons.

1778/1118 It was resolved to adopt the document in its current form and look to add the missing information. It was further proposed that a meeting should be held to decide on the 'leads' in the event of an emergency and arrange for a 'dummy run'.

### (b) Risk Assessments – review and adoption

Althea Davies had placed an updated risk register in Dropbox. The following additional points were noted:

- obstructions in Kemsley Wood (2x fallen trees) – no further action needed.
- 2 large trees that need keeping an eye on in Ashen Shaw – Mike Sarll to check against the tree survey carried out earlier in 2018. If not noted in the tree survey, further action would need to be taken.
- tree on Maesmaur Corner leaning into road - ivy cut at waist level – Mike Sarll to check against the tree survey carried out earlier in the year.
- remove TPC markers at each end of land we once claimed on Kemsley Road – Clerk to ask Dave Mitchell to remove, plus the markers on Georges Road.
- mole hills on Westmore green – noted as a potential trip hazard. No further action.
- no latch on stile at entrance to Kemsley Wood = no further action required.

Additional item: Tree on Westmore Green between the front of the houses and the play area (opposite

number 8 Wedgewoods). Lower branches need lifting and tree needs thinning as lower branches are a hazard and the tree is blocking light.

1779/1118 The Clerk to report to TDC.

**(c) Emergency kit – update**

Ian Mitchell had provided the following update:

We have six licence-free two-way radios – more powerful ones need a licence.

The two 'Telcom' black devices use normal alkaline batteries and were tested as ok on October 19<sup>th</sup>.

The two red-fronted 'Silver Crest' devices use re-chargeable batteries and are sitting in their cradle and were tested as ok on October 19<sup>th</sup>.

The two grey 'Oregon Scientific' devices also use re-chargeable batteries and are sitting in their cradle and one was tested as ok on October 19<sup>th</sup>. The faulty one receives but does not transmit and has been marked (RXonly).

All of them are tuned to channel 6. All that needs to be done is to switch them on – no adjustments are needed. Speak only when the channel is clear and keep transmissions short. Make sure you are pressing the 'PTT' button firmly while you speak and hold the device in front of your mouth. When finished, release the button and people will know they can speak. You can also adopt the more formal 'over' procedure as an indication that you've stopped rambling on.

The PC's loud hailer is also powered up, was tested as ok on October 22<sup>nd</sup>.

All devices have batteries installed. Please remove them after use, put them in the Ferrero Rocher box and return everything to the 'Emergency' filing cabinet drawer.

**(d) TDC Parking Review 2018/19**

The proposals had been circulated to members. It was agreed that the plan matched the agreements made with David Curl from SCC on 12<sup>th</sup> October.

**(e) PFA – proposal requesting PC support (retrospective ratification)**

1780/1118 At the meeting held on 22<sup>nd</sup> October, the Parish Council was asked to support in principle the future growth of the Furze Corner site. This was agreed.

**(f) TDC grounds maintenance – update**

Jon Allbutt and Cllr Martin Allen had met with Emanuel Flecken from TDC. Several points were discussed:

- Ownership of the grass strip just outside Shipfield Close.
- The Square: proposal for TDC to clear the vegetation away from the two areas left and right of the Square. If this happened, the PC would consider funding some plants (roses). The volunteers would then plant and maintain this area. Agreement from TDC was due by the time of the PC meeting on 12<sup>th</sup> November.
- Verge on corner of Westmore Road and Crossways – Pc is investigating this with an external contractor but it continues to be a problem.
- Crossways Court hedge: Nick Dance was due to cut the hedge.
- Shrub Border on Westmore Road: Nick Dance due to weeded and tidied up by Nick Dance.
- Westmore Green, south side of Approach Road – it was suggested that TDC discuss with the PC a proposal to make this area a meadow with a 2m grass walk through it to link up with the new path in the verge. It would require two cuts a year when the rest of the Green is cut. The volunteers could plant and sow wild flowers.

**(g) Change of roles and responsibilities for Parish Councillors: Kim Jennings to TiB and Althea Davies to Fairtrade**

1781/1118 It was resolved that Kim Jennings would replace Mike Sarll as the TiB representative and Althea Davies would replace Kim Jennings as the Fairtrade representative. The Chairman thanked Mike Sarll for all his hard work to date.

**(h) Grit bins – update**

This item was deferred due to the item being on the agenda for the Consultative Committee meeting due to be held on Friday 16<sup>th</sup> November.

**(i) Remembrance Service**

It was widely acknowledged that the Remembrance Service had been an excellent and very moving commemoration. Members officially thanked Dave Bishop, the volunteers and the Clerk for their hard work.

It was agreed to leave the plaques, wreaths and flag in place for the two weeks following the service, subject to favourable weather conditions. Should the weather become worse, they would be removed sooner.

**(j) Housing meeting with TDC – report**

Althea Davies had attended a meeting with Cllr Martin Allen and Peter Trowbridge from TDC on 6<sup>th</sup> November and gave the following report:

The focus of the discussion was Tatsfield's housing need and potential sites, even though there were some generalities mentioned about Tandridge and what was happening there.

We talked about "need" and touched on the surveys that have been done, and commented on how planning decisions were reducing the availability of smaller dwellings, as people were extending rather than moving.

We walked and drove around the village and showed Peter examples of where one house has been knocked

down to create three, the impact on parking in the village and several examples of areas of land which were options for development if the criteria were acceptable.

## 11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations

### a) County Councillor

No report

### b) District Councillor

Cllr Allen gave the following report:

- The disagreement between the Village Club and the new owners of the shop has resulted in the Village Club Management sending a letter of complaint to TDC.
- There are still 14,000 (38%) electoral role update forms outstanding and the next stage will be for TDC officers to visit in person to chase up.
- Has reported to SCC that the grassed area at the junction of LHL / RHR needs to be cut.
- The slurry work outside 32 and 34 Westmore Road is now being looked at by the contractor despite SCC saying it has met the required standards.
- The intended meeting regarding Furze Corner on 12<sup>th</sup> November had to be cancelled and is now rearranged for 10<sup>th</sup> December. Cllr Allen invited a Pcllr.
- 3 further overflying offences have been reported in the past month to the BHA Noise and Safety control committee in advance of the BHACC meeting on 18<sup>th</sup> November. The MD has been emailed to request overflying infringement numbers for Tatsfield and results of action taken against proven overflying offences.
- KJ Rhee has been told the unfortunate news regarding the TDC position on his hotel application. He decided on 5<sup>th</sup> November to withdraw the application.
- Cllr Allen has attended the following meetings at TDC: Community Services, Community Infrastructure Levy, Strategy Resources Committee. Also, a Finance workshop meeting, a briefing on the Caterham Masterplan and a meeting to discuss the Community Waste Contract for 2019.
- Had invited Peter Trowbridge to visit Tatsfield to meet with Althea Davies to discuss possible housing areas.
- The winter issue of the Tandridge magazine is due to be received on 12<sup>th</sup> November. Cllr Allen will be monitoring deliveries to Tatsfield households.
- TDC update on staffing changes: Kathy O'Leary leaves on 23<sup>rd</sup> November and will be replaced by Elaine Jackson (interim), Piers Mason has been relieved of the Planning Policy responsibility which will now be overseen by Louise Round and Elaine Jackson and supported by Rob Large.
- Fly tipping of cement on RHR could not be prosecuted due to issues with witness.
- Moorhouse – TDC officers, the applicant and County highways met last week. Still awaiting the outcome of this meeting.
- Cllr Allen is going to County Hall on 13<sup>th</sup> November.
- Mike Sarll and Cllr Allen are meeting Dan Gutierrez on 14<sup>th</sup> November.
- Cllr Allen is meeting 2 Independent Biggin Hill Councillors on 20<sup>th</sup> November.

### c) Tatsfield in Bloom

At a meeting held on 31<sup>st</sup> October, the committee began planning for 2019 and decided on a twin theme of Fairtrade and the Forestry Commission (to celebrate Tatsfield's 10 years as a Fairtrade village and 100 years of the FC).

### d) Tatsfield Fairtrade Group

The Fairtrade Group is planning its 10<sup>th</sup> anniversary celebrations. The AGM is due to be held on Tuesday 8<sup>th</sup> January at 7.30pm in the AMB.

### e) Horticultural Society

The Composting site is now closed. Timber has been purchased and prepared in readiness for building the new bins.

The THS AGM on 6<sup>th</sup> November was very well attended and 70 people listened to the Lavender talk which was very interesting.

### f) Village Hall Management Committee

The following points were raised:

- The black paint splashes on the brickwork to the left-hand side of the door will be removed in the coming days.
- The VHMC has requested that the side porch is also repainted.
- Mushrooms are growing in the thin bare strip between the new kerb and fence. The Clerk to ask George Greenslade to provide a quote to cement / tarmac this when carrying out the pond work.
- Overnight parking in the AMB / School car park – details in Officer's report.
- 2x members of VHMC to investigate protective oil for new oak porch. Will discuss with the PC before any application of treatment.

### g) Airport

Traffic down 14% on last year. This can be accounted for in the drop in circuit flying which has been discouraged. Martin Allen has picked up the baton regarding reporting overflying offences.

**h) Speedwatch**

No report

**i) Neighbourhood Plan**

The Steering Group met on 17<sup>th</sup> October and an informal meeting was held on 8<sup>th</sup> November where James Garside showed an example topic paper on Community Facilities.

The Housing Survey has now closed. 251 postal returns were received and 92 surveys were completed on Survey Monkey.

The next Steering Group meeting is scheduled for 13<sup>th</sup> November. James Garside will give a workshop to prepare for the next set of work due to commence in the new year. The Business Survey and Call for Sites will be finalised.

**j) Tatsfield Responders**

No report

**12. Parish Council Land/Property**

**a) Village Hall**

- Main porch at front of VH – The Clerk has two quotes in hand and is seeking a third. All to include the side porch.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

**c) Westmore Green**

- Pond – The Clerk had circulated proposals for two sumps, one to accommodate the runoff rainwater from the Village Club roof and the pond overflow. George Greenslade had provided a quote for this additional work of £1450.

1782/1118 It was resolved to accept this quote for additional work.

It was proposed that the work would commence on 26<sup>th</sup> November.

**d) AMB**

- Building Works quotes – members had seen the architect's drawings and were happy with the proposals. It was agreed that builders should be approached for quotes. Mike Sarll to approach Peter Ling and Eddie Taylor and the Clerk to approach Barry Rowing (Sparrow Decor) and Nicholls.

**13. Meetings to attend/ correspondence**

- VHMC – thanks for grant for new door
- Surrey Community Action – Community Led Housing Workshop – two dates: 28<sup>th</sup> November 19.30 - 21.30 or 29<sup>th</sup> November 10.30 – 12.30 – Ian Mitchell and Mike Sarll to attend on 29<sup>th</sup> November.

**14. Any other Business which the Chairman is of the opinion should be considered as a matter of urgency**

- Police meeting – 14<sup>th</sup> November – any items members would like raised. None.
- 2018/2181/TPO Saddlers, 54 Paynesfield Road, Tatsfield TN16 2BG. T1 – Silver Birch – Fell  
Comment: no objection
- BT – the Clerk had negotiated a contract renewal price of £39.90 a month. She had also sought a quote for a parish mobile phone of £18 a month for unlimited calls, unlimited texts and 2GB of data (plus handset) or £23 a month for unlimited calls, unlimited texts and 4GB of data (plus handset). Members agreed to the £18 a month option.

**15. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

None

The meeting closed at 9.59 pm