

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th December 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Kim Jennings (in the chair)
Ms Alex Davies Mr Jason Syrett Mr Ashley Clifton Mr David Pinchin Mr Stephen Mittins Mr Ian Hayman

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

And 6 parishioners.

The meeting commenced at 8.04 pm

1. APOLOGIES

None

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

2082/1219 Jason Syrett declared an interest in item 12b – Tatsfield Green, Boundary Dispute. This item was discussed under Part 2 and Jason Syrett left the meeting room prior to this section of the Part 2 meeting commencing and did not therefore take part in the discussion or agreement for this item.

3. Approve and sign the MINUTES of the previous meeting held on 11th November 2019

2083/1219 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11th November 2019. They were duly signed by the Chair.

4. Receive and Accept the Minutes of the Finance Committee meeting held on 27th November 2019 and the Committee's recommendations / resolutions.

2084/1219 It was resolved to receive and accept the minutes of the Finance Committee meeting held on 27th November 2019 and the Committee's recommendations / resolutions.

5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 23rd October 2019

2085/1219 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 23rd October 2019.

6. Public Participation

- A request for the PC to consider running another defib training course, perhaps in the spring.

7. Officer's report on actions outstanding since the previous meeting

- i) The Clerk confirmed that she had requested a tonne bag of salt from TDC, as in previous years, and this had been delivered the previous week.
- ii) The Clerk had also ordered 2 tonnes of salt from the supplier to top up the tonne left over from last winter. This will be delivered directly to Church Farms and stored there at a cost of £1 per tonne.
- iii) The Clerk has also been in contact with the tree surgeons who carried out the tree survey last year to book in the 24 month works in February/ March 2020.
- iv) The bollard lighting in the car park was not working. This was due to a problem with the circuit breaker in the school. This has been resolved and the bollard lights outside the Village Hall are working but some outside the AMB are not. The new bulk head lights on the front of the AMB are throwing out sufficient light. This will be for discussion in the new year.
- v) The Clerk has updated TDC's Snow Angels Parish Councillors – Ashley Clifton and Ian Hayman.
- vi) The plaque for the Royal Oak has been ordered.

8. PLANNING:**(a) Planning Team for December: Stephen Mittins and Ashley Clifton**

2086/1219 It was resolved that the planning team for December would be Stephen Mittens and Ashley Clifton.

(b) To determine the Parish Council's position on Appendix A:**TA/2019/1767 1 Rag Hill Close, Tatsfield TN16 2LR**

Single storey side, two-storey rear extension, conversion of garage to habitable use and amendment to garage roof to incorporate a storm roof.

Location: The property is in the Green Belt - the first house on the left as you enter Rag Hill Close.

The planning history for this site is:**There have been five applications at this site:**

2019/1428 - Two storey rear extension, alterations to garage roof, conversion of garage to habitable use and porch to front (**Withdrawn Application for a Certificate of Lawful Development for a Proposed Development**)

2015/1099 - Erection of single storey extensions to north, east and west elevations, 2-storey extension to west elevation & dual pitched roof over existing built form to west elevation. **Valid (Certificate of Lawfulness for a Proposed Use or Development)**

2015/857 Erection of single storey extensions to north, east and west elevations and two storey extension to west elevation. (Certificate of Lawfulness for a Proposed Use or Development) **Withdrawn**

2015/441 - Erection of single storey extensions to north, east and west elevations. (Certificate of Lawfulness for a Proposed Use or Development) **Granted**

2014/1723 - Demolition of existing rear conservatory. Erection of two storey side extension and erection of 1.3m high entrance gates with 2x 1.31m high piers to the front of the property and formation of additional hardstanding to existing driveway. **Approved**

Assessment:

I have spoken to Paige Barlow TDC planning officer on Tuesday 3rd Dec 2019 who has visited the site. Paige informs me that to date all the applications have been withdrawn.

Paige will be making an assessment regarding the increase in the building area at the end of Dec 2019. We have no relevant information to offer. **It will be a matter of fact for the planning officer to establish whether the proposed dimensions of the extension can be considered 'permitted.'**

2087/1219 Comment: Tatsfield Parish Council has no comment.

TA/2019/2010 34 Westmore Road, Tatsfield TN16 2AX

Demolition of existing bungalow and buildings and erection of 2 3-bedroom semi-detached houses.

Summary: Demolition of an existing bungalow and redevelopment of the site with a proposal for a pair of 3-bedroom semidetached town houses spread over three levels comprising of a ground, first and second floor.

Location: The property is within the settlement area and is situated on the east side of Westmore Road approximately 25 metres north of the junction with Grove Road.

Proposed development:

The application proposes demolition of existing bungalow, erection of a pair of 3-bed semidetached houses with off street parking to the front similar to other developments in the same road. The proposed development will sit tight to both adjacent boundaries and approximately 7.5 metres back from the front boundary. Cottage style with hipped and pitched roofs.

Biodiversity:

The biodiversity report does not raise any issues of concern.

The planning history for this site:

There appears to have been no previous applications at this site.

Comments:

The proposal is likely to go ahead given a precedent has been set in this road with similar properties having been developed in the same way. However, there has been comments made a neighbouring resident who have expressed concerns regarding loss of light and the general overwhelming appearance of the proposed development when considering surrounding properties.

Additionally, the proposal demonstrates the loss of another small dwelling with the benefits of having one level accommodation, which in turn would present a more attractive opportunity to an elderly person/s.

The planning statement states the existing bungalow sits in a plot of approximately 0.5 hectares (5,000m²), this is incorrect as the site calculates as 384m².

Residents comments as shown in the planning comments submission:

"I feel the proposal to build 2 x 3 beds houses, is overpopulating our village, also I do not agree with three stories as this takes all of my daylight from my kitchen (which looks out onto the side of the house)

I notice there is also a window on the side, which means I will now be overlooked.

I think it's about time these building works had more consideration for the residents, and not the gain of the developer.

One house would suffice with two stories only, and no windows overlooking other properties".

Jason Syrett noted that the proposed development of 2x side by side houses, incorporated parking for 4 vehicles (cars) – as per the requirements of TDC's policy – and that this would completely alter the street scene. The number of parking spaces is already at the minimum necessary under the SPD. The proposed three-storey houses would be out of scale in replacing a single-storey bungalow and their massing and scale would have a negative impact on neighbouring properties in terms of losses of sunlight, daylight and overlooking.

A suggested compromise would be for the two houses to be reduced to two storeys and the second floor being into the roof with dormers. The Parish Council should object to this application in its current form.

8.15pm Meeting suspended for public participation.

The following comments were made in relation to agenda item 8b, ref: TA/2019/2010:

- Car parking spaces spear very tight.
- Sewers not adequate size for additional properties.
- From a neighbour in a property on the other side of the road: currently looks onto a bungalow with 2x windows at the front. The proposed houses would have a combined total of 12x windows at the front of the building.
- The view of the woods which can currently be seen behind the bungalow would be lost.
- A neighbouring property owner is most concerned about the height of the development. The plans also appear to be misleading e.g. the rear boundary is not where stated. The number of windows – on all sides – appear excessive. It would be impossible to park four cars at the front of the development. It was felt there is a lack of sensitivity for the feel of the village.
- Concerns over the density of the proposed properties. Currently there is 1x bathroom and 1x kitchen on the plot. The proposal would include 4x bathrooms and 1x kitchen per property. This would increase the water waste ten-fold into an already dated sewer system.
- The application contains inaccurate information.
- Loss of privacy and insufficient parking.

8.30pm Meeting resumed.

2088/1219 Comment: Tatsfield Parish Council wishes to object to this application. Should this development go ahead, it would completely alter the street scene due to the loss of hedging and gates to accommodate the dominant off-street parking arrangements (4x parking spaces). The proposed houses are out of scale and create an over-imposing presence on the neighbouring properties. They would further create a negative impact on sunlight and daylight to these neighbours.

It is therefore assessed that the proposals under this application are contrary to Tandridge District Council Local Plan Part 2: Detailed Policy DP7 in terms of Character and Layout, Built Form, Amenity and Privacy.

If the proposed houses were reduced to two-storeys, with the second storey dormered/ part in the roof, they would be more appropriate in scale to the house on the immediate left of the plot. It may then be appropriate in this instance to reduce the parking provision to two parking spaces.

Members also proposed that a condition be added to ensure that the first-floor bathroom windows are opaque to avoid overlooking to neighbours.

TA/2019/1724 Church of St. Mary, Church Hill, Tatsfield TN16 2JX

Change of use of land from agricultural to use as part of churchyard for future burials.

Location: Green Belt

These two applications relate to the change of use of land adjacent to St Mary's Church in Tatsfield for use of agricultural land as burial ground. The second is the required listed building consent application due to the listed status of the church.

Approximately ten years ago, a plot of land was gifted to the church by Church Farm for use as an extension to the existing graveyard. An application was made in 2009 for its change of use (ref. TZ/2009/301). The previous application was approved but has since lapsed.

The previous officer's report that supported the consented application concluded:

'The proposed cemetery extension is not inappropriate development within the Green Belt and will therefore retain its openness and character and also the special landscape qualities of the AONB/AGLV. No objections are raised by the Environment Agency and the proposal is also found to be acceptable in consideration of impact upon the setting of the Church as a Listed Building, the Area of High Archaeological Potential, protected species and neighbouring residential amenities.'

As an open and honest declaration, it is advised that Tatsfield Parish Council finance committee has recommended the inclusion of a grant to be made to St Mary's Church in their 2020/2021 budget to support the costs of this planning process.

2089/1219 Comment: St Mary's Church has been an integral part of the life of the parish of Tatsfield and its community for hundreds of years. The extension of the graveyard safeguards an extended future allowing for requests for burials within the village.

Tatsfield Parish Council supports this application.

TA/2019/2087 Church of St. Mary, Church Hill, Tatsfield TN16 2JX

Change of use of land from agricultural to use as part of churchyard for future burials. (Listed Buildings Consent).

Details as above.

2090/1219 Comment: St Mary's Church has been an integral part of the life of the parish of Tatsfield and its community for hundreds of years. The extension of the graveyard safeguards an extended future allowing for requests for burials within the village.

Tatsfield Parish Council supports this application.

Appeal:**TA/2019/918 Green Gables, Ricketts Hill Road, Tatsfield TN16 2NB****Appeal ref: APP/M3645/X/19/3235886**

Use of ground floor annex for a bed and breakfast accommodation. (Application for a Certificate of Lawful Development for a Proposed Development).

2091/1219 Members resolved that they had no further comment to add to the previous objection.

2092/1219 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

(c) Peer Review: to consider a planning application on behalf of Woldingham Parish Council

TA/2019/1932 Aboyne, Slines Oak Road, Woldingham CR3 7BH

Replacement two-storey dwelling with detached garage including demolition of existing dwelling.

This is a planning application for a replacement dwelling on Slines Oak Road in Woldingham. Tatsfield Parish Council have been asked for a peer review of this application by Woldingham Parish Council due to conflicts of interest on their committee. This report contains an independent view on the submitted application.

Planning Policies:

The house is located in the defined village of Woldingham in the 'wooded hillside' of the 'Built Up Area'. A 2018 application (TA/2018/724) was previously approved to extend the existing bungalow to become a two-storey dwelling. The applicant has now suggested they would prefer to build a replacement two-storey dwelling with smaller footprint and improved construction.

The proposed two storey house follows pre-application advice with Tandridge DC. The Design Statement submitted with the application and drawings are well prepared and seem to review and consider all the relevant policies and SPGs.

Though representing an increase in area and volume over the existing dwelling, it reflects the previous consented scale (GE Area) of the 2018 proposed extension to the existing dwelling.

Design:

The design re-orientates the geometry of the house to match the adjacent neighbours improving offset distances and reducing the footprint. It seems to have considered impacts on the neighbouring properties accordingly.

The proposed design is well considered but, we would suggest, would benefit from the following minor adjustments to improve detailing of this contemporary house:

- Concealed box gutters and rainwater pipes with no overhang along the side elevations
- Concealed verge detailing with minimum flashing to the gables
- Increased pitch of the roof to c.45 degrees, more consistent with the previous house.
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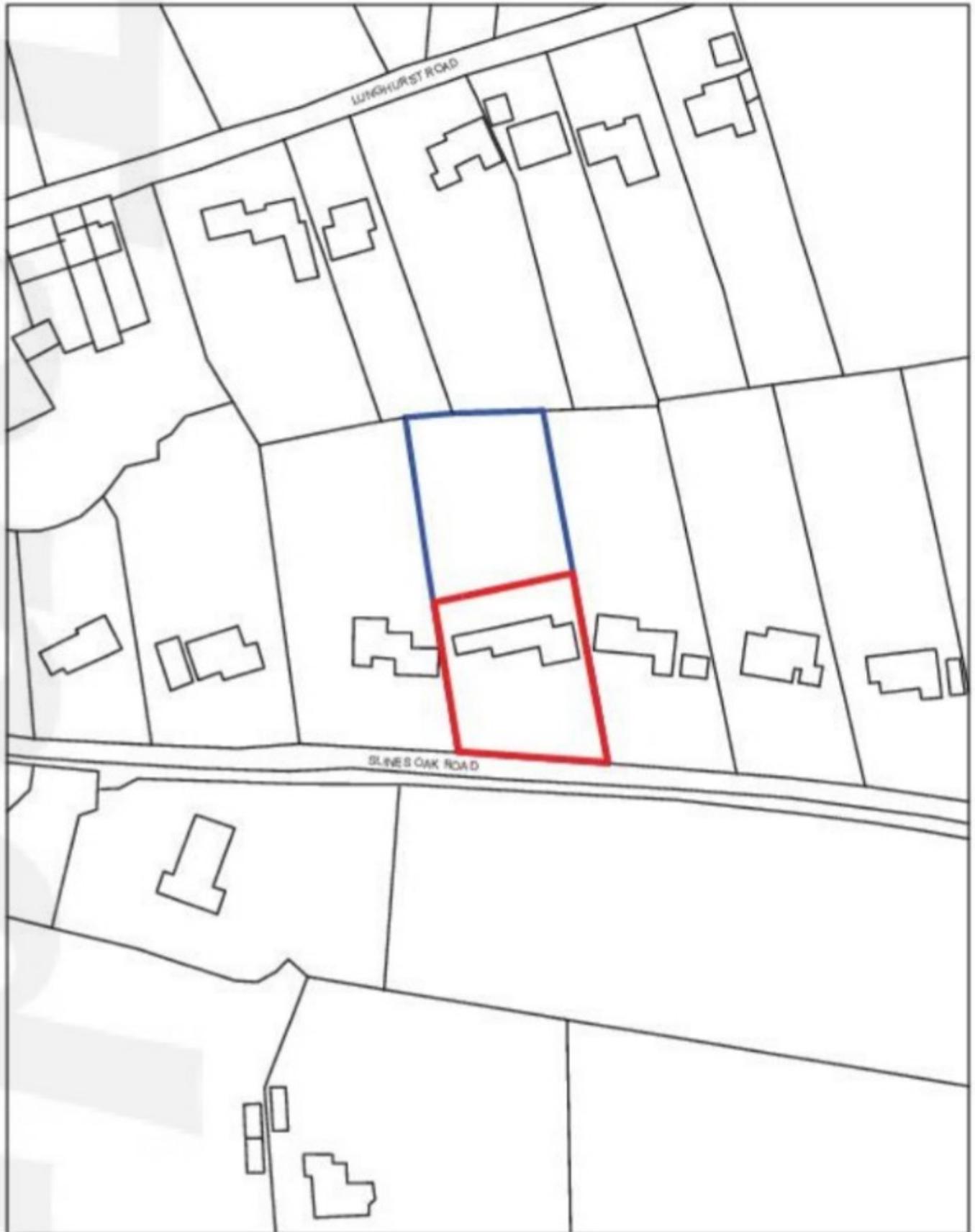
Details of the proposed brick, timber cladding modules/finish and windows should be requested via standard condition.

Renewable Energy:

The applicant has not demonstrated proposals to generate renewable energy on site in line with the aspirations of Tandridge DC Policy CSP14. This should be encouraged via solar panels integrated into the roof design.

Land to the rear of the house:

The applicant has shown land to the rear of the red line boundary under a blue line ownership, though from aerial mapping and Parish Online this seems to be a part of the same ownership. See extract of site location plan below and extract from Parish Online mapping below:



Location Plan - 1:2500

National Grid Reference TQ 37308 56151



TDC would be concerned that in undertaking and assessing this application with a reduced site red line, the applicant is setting up the opportunity for a potential back garden development through a further plot being created to the rear. Woldingham Parish Council should consider how they respond on this point in the context of the adopted Woldingham Neighbourhood Plan Policy L1.

Recommendation: The recommendation is to forward this report to Woldingham Parish Council (WPC) with comments for their consideration. Tatsfield Parish Council is not a statutory consultee on this application and it will be for WPC to submit their comments to Tandridge District Council accordingly.

2093/1219 Members requested the Clerk forward the above report and recommendation to Woldingham Parish Council.

9. Finance:

(a) Finance Team for December: Stephen Mittins and Ashley Clifton

2094/1219 It was resolved that the Finance Team for December would be Stephen Mittins and Ashley Clifton.

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

2095/1219 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for December.

(c) Discuss and agree items requiring expenditure:

- Grant for Christmas Carol Singalong - £320.00

2096/1219 members approved the grant request for the Christmas Carol Singalong.

(d) Mid-year audit

The mid-year audit had taken place on 14th November. The auditor had sent through the following report:
TATSFIELD PARISH COUNCIL

Internal Audit Interim Review – 14/11/2019

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2019 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

There are not any matters to raise – well done.

The Chairman thanked the Clerk for completing a successful mid-year audit.

(e) Approve Budget for 2020-21 as recommended by the Finance Committee (as per item 4)

2097/1219 It was resolved to accept the recommendations made by the Finance Committee and approved the Budget for 2020-21.

(f) Approve Precept amount for 2020-21 of £48,000

2098/1219 It was resolved to request a Precept amount of £48,000 for 2020-21.

(g) Chartwell Cancer Trust (Under Part 2)

This item was discussed under Part 2.

10. Notified Items**(a) Closure of the PC, Village, Neighbourhood Plan and History Group websites**

Alex Davies gave the following update:

Due to members of the working group being unavailable for a meeting, it has been rescheduled for 17th January.

This will be reported at the February main meeting.

(b) Emergency Plan

Ian Hayman noted that he had issued an appeal for volunteers. He had received several responses and was in the process of updating the list. Jon Allbutt would update the risk assessment.

(c) Minutes from Tatsfield Local Committee Meeting**Clarks Lane layby – fence**

This is in Titsey.

BR noted that she had seen a bund being constructed. BR confirmed that she would continue to follow up with SCC Highways.

MA commented that he would see about planting some 'thorny' bushes along the top of the bund.

White Lane – MA noted that this also now had a bund in place.

Barriers in Clacket Lane (MSA)

MA confirmed that barriers were now in place but not fully operational. When the barriers are down, there is a gate for pedestrian access.

BR agreed to ask SCC Highways to contact Highways England to find out when the barriers will be in use, how it will be enforced if they are not used.

Footpath on the corner of Crossways / Westmore Road

Following BR's confirmation to put £1,000 towards the project and the PC agreeing to fund 50% of the balance (circa. £1,500), the Clerk confirmed that she had emailed TDC to ask for a £1,500 pledge towards the work. She had not had a response. MA agreed to chase at TDC.

Meadow adjacent to Tatsfield Primary School – call for sites

MA and KJ confirmed that AECOM has confirmed this site as 'amber'. There would be conditions e.g. an 'open view' to the church to be considered, a footpath on the land, etc.

HGV signs for Church Lane

BR noted that the 'No HGVs' sign in Woldingham had worked well to deter HGVs from using certain roads, however, these are only temporary signs. BR indicated that she was pushing for a change of sign rule for Succombs Hill, which could, if achieved, possibly be rolled out to other roads in the future.

Clacket Lane Gully Wall repair

SCC has now confirmed that it does not own the gully. Ian Mitchell had found ownership details for Westwood Farm (located in Titsey) and MA had contacted Titsey Estate to advise. This item could now be removed from future agendas.

Clarks Lane, Tatsfield – Flooding Issue

SCC had said it was on the winter programme, however, this has not been done. BR noted several locations where drains were blocked: Clarks Lane (outside Halston), Westmore Road and the two drains outside Furze Corner.

BR confirmed that the jet washer is only in (Tandridge) every six weeks and there is not enough funding to increase the service.

MA agreed to follow up regarding the leaf clearing service from TDC.

Fallen Tree Lusted Hall Lane – road widening?

MA noted that SCC appeared to have taken action to clear the fallen tree on the Surrey side of the border. BR said that she had made enquiries and that she could not confirm. However, the debris had been removed. The remainder of the tree was still overhanging the road.

BR said that there would no possibility of the road being widened.

It was suggested that perhaps the PC could write to the landowner to ask if the tree could be cut back.

This item could now be removed from future agendas.

County Council news and updates

BR confirmed that it was good news for the area re the CRCs. BR hoped that more services would be reintroduced.

There was a county-wide library review. It was confirmed that everywhere which currently had a library would still have a 'library service' but this would not necessarily be in the same building. It may be that there will be some cross-border agreements, similar to the one between South Tandridge and East Grinstead).

The Greener Futures Taskforce was finalising papers.

BR was monitoring the Gatwick Airport expansion plans and the Biggin Hill/ Gatwick/ Heathrow airports' flight paths.

TDC Customer First Initiative

MA confirmed that there was now just 3 members of the management team at TDC. However, one was now on sick leave for the next 6 weeks and the finance Officer had just tendered his resignation.

There were 7 District Councillors helping to run TDC.

There has been a big budget overspend, partly due to the employment of 35 temporary staff.

Unnecessary spending had stopped immediately and an internal audit was currently underway.

TDC was two months away from setting the budget for next year.

The new rubbish bins were being delivered. In future, new rubbish bins would need to be paid for.

*MA confirmed that the enforcement action in Shaw Road had been followed up. MA committed to following up all outstanding enforcement actions.

(d) Wild Flower Meadow – Stephen Mittins to report

Kim Kennings and Stephen Mittins met Ian Hudson (TDC) on 31st October.

The area that was discussed was the right-hand side of the playground on Westmore Green.

It was agreed that this would be a trial area before planting more areas around the village.

Ian has informed us that the tractor mounted rotavator is 1.8m wide, so we will leave it wider than this when putting up the fence as the tractor wheels are wider than the rotavator.

Ian has agreed to prepare the land and the PC may erect a fence around it.

It was also discussed that the PC would supply some small round slabs so that the children could walk in the meadow.

These slabs could then be lifted when the meadow has to be mowed.

Ian Has offered us the two mixtures (below). I have spoken with Ian since the meeting and there is a suggestion that we have a mixture of both.

Honey Bee mixture information;

These are annuals sown from April to mid-June at 2g/m², flowering from mid-June to mid-October.

Honey Bee mix contains:

Borage – Borago Officinallis

Cornflower – Centaurea Cyanus

Godetia – Clarkia Elegans

Garden Cosmos – Cosmos Bipinnatus

Yellow Cosmos – Cosmos Sulphureus

Californian Poppy – Eschscholzia Californica

Sunflower – Helianthus Annuus

Indian Blanket – Gaillardia Pulchella
 Farewell to Spring – Godetia Grandiflora
 Black Eyed Susan – Rudbeckia Hirta
 Common Zinnia – Zinnia Elegans

Celebration mixture information:

These are annuals and perennials, seeds are sown from April to mid-June at 2g/m², flowering from late-June to late-Sept.

Celebration contains:

White Yarrow - Achillea Millefolium
 Net Borage - Borago Officinalis
 Cornflower - Centaurea Cyanus
 Single Red Poppy - Papaver Rhoeas
 Githago Milas - Agrostemma Githago Milas
 Queen of May Chrysanthemum - Chrysanthemum Leucanthemum
 Red Flax - Linum Annum
 Blue Perennial Flax - Linum Perenne
 Calendula Pacific Beauty - Calendula Officinalis
 Vipers Bugloss - Echium Vulgare

Further discussion is needed regarding fencing, stepping stones and signs.

(e) Confirm dates for PC meetings 2020 and APM date for 2020

The following dates were confirmed for the main meetings: 13th January, 10th February, 9th March, 6th April, 11th May, 8th June, 13th July, 14th September, 12th October, 9th November, 14th December.

The following dates would be used for supplementary meetings (if required): 27th January, 24th February, 23rd March, 20th April, 22nd June, 27th July, 28th September, 26th October, 23rd November.

17th March was agreed as the date for the APM. 7.30pm for 8pm. Speakers to be confirmed.

(f) Stained Glass Windows from The Institute – potential restoration

A quotation had been received for the restoration of the stained-glass windows. The History Project had offered a donation of £250 towards the restoration. Other fundraising would be undertaken.

2099/1219 The Clerk was requested to email Cllr Becky Rush to follow up on her informal offer for some funds towards this project.

3000/1219 Ashley Clifton agreed to write an article for the Parish Magazine to appeal for donations.

(g) Godstone Parish Council open letter to Leader of TDC – TPC to consider its own response

A copy of this letter was circulated to all members.

3001/1219 Cllr Allen was providing regular updates on the issues at TDC. Members therefore resolved not to draft their own letter.

(h) Hustings – 4th December

The Chairman noted that there was a very high turnout. All candidates were complimentary on how well organised the evening was and that each candidate had equal opportunity to speak. The Chairman thanked David Pinchin for chairing the hustings.

(i) Christmas Hamer Fundraiser – update

The Chairman reported that raffle tickets were selling well. The winning tickets would be drawn on 20th December.

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 New Bins Roll Out – 710 bins requested in Tatsfield of the following sizes:

46x 140L, 502x 180L, 99x 240L, 61x 360L, 2x sacks (either due to access problem or a disability).

There were 31x requests for old bins to be collected – 3x were not. This will be rectified in the next couple of weeks.

6x bin issues from Tatsfield, ranging from no bin delivered, wrong size delivered, bin damaged at time of delivery.

31x bins requested in Titsey – 1x 140L, 19x 180L, 7x 240L, 4x 360L.

During November, TDC received 2800 regarding waste and 2419 cases were resolved.

Election Service was also causing a problem regarding staffing and this was putting extra pressure on the customer Service team. The CFO has now left the council.

New staffing arrangements: effective today until March 2020, no planning queries will be dealt with over the phone. Staff will then be able to concentrate fully on clearing the backlog of applications.

Cllr Allen is hosting a fortnightly Councillor improvement programme.

A parishioner had reported a van, parked in a local road, which was not displaying the correct licence plates. The police response was not satisfactory. Cllr Allen contacted Insp Dan Gutierrez and the van has now been moved.

c) **Horticultural Society**

Stephen Mittens had provided a full written report for members prior to the meeting but gave the following abbreviated report at the meeting:

- There had been an election of new officers
- The Year Book would be an 18-month book instead of the usual 12-month one, to enable volunteers to deliver in more clement weather.
- In the Financial report, it was noted that 400+ books had been delivered.
- The talk on Monet's Garden was very interesting.

d) **Village Hall Management Committee**

David Pinchin had attended the recent meeting. He had confirmed that the Christmas Lights had been tested and that Ian Hayman has put the 'No overnight parking' signs up around the car park.

e) **Tatsfield In Bloom**

Stephen Mittins gave the following report:

- Bob David had drafted a grant request letter for the PC.
- Jon Allbutt was investigating an alternative watering method.
- A group constitution had been drafted.
- There had been a meeting on 9th December at which TIB had asked Biggin Hill airport to sponsor a display on the Tatol bed in 2020. A local artist had also been asked to prepare some art work. Jon Allbutt to send details of dimensions for the art work and an artist's impression to the PC.

f) **Citizens Advice**

Stephen Mittens gave the following report:

Manager's Report

There is still a vacancy for an assistant manager.

There are now 30 team members.

35.5% of activity on benefits problems with universal credits.

Advice on housing has gone up. Crisis in Tandridge. Private rents etc not as secure as council houses.

Increase in debt advice arising from council tax arrears.

Leader-ship self-assessment went well.

Below are the minutes from the meeting

Previously Circulated Reports (Chair, Office Manager, Treasurer, Sub Committee Chairs, and minutes of previous meeting): These reports were accepted in full. However, it was agreed that in future the Office Manager's report would specifically highlight Activity Levels, as it was deemed that they should be monitored closely. Also, the Office Manager would specifically report on Research and Campaign Issues, as they will not now be under a Sub Committee.

Revised Structure of Sub Committees: The revised structure has been approved, and the new format will be circulated by SG.

Succession Planning: JB will vacate the Chair on 1st. September 2020, being the expiry of a 6-year tenure. SG has provisionally agreed to take on this role, but before doing so wishes to be given 6 months to consider the ramifications of this appointment.

The appointment of a Deputy Manager is still to be resolved.

Building a Relationship between Oxted CA and Caterham CA: It was agreed that CW, PG, and KA would determine the precise Terms of Reference for this project. It will initially have a wide remit, and this will be referred back to the Trustees, either before, or in time for the next Trustee Meeting, where the issue can further be considered.

Lease Agreement: The document has been formally approved and minuted by the Trustees. A copy of the lease is now held on file by DAA.

AOB: The refurbishing of the entrance hall and the upgrading of the entry and security equipment were put on hold earlier this year pending the signing of our new lease agreement. The Trustees gave approval for these matters to be progressed, and fresh quotations will be obtained, if necessary, from Crozet Alarms. The costings etc. will be monitored by PG, CW, and DAA. Part of the cost will be met by TVA, and it is hoped that other organisations might be encouraged to contribute.

Suggested dates for meetings in 2020 will be circulated under separate cover order that each Trustee can register their availability.

g) **Neighbourhood Plan**

Martin Allen gave the following report:

He had received an apology from AECOM for the delay in returning the assessment. It is currently waiting to be reviewed by the work's team before being sent to Locality. A reviewed version will be sent to MA before it goes to Locality, at which point no further substantial changes would be expected.

As of 6th December, the grant would hopefully go to the weekly grant's panel the following week. The next Housing Group meeting would be held on 7th January and the Steering Group would meet mid to late January.

12. Parish Council Land/Property

a) **Village Hall** No matters to raise.

b) **Tatsfield Green**

- Boundary Dispute (Under Part 2)
This item would be discussed under Part 2.

c) **Westmore Green**

- Drains
Cllr Becky Rush confirmed at the Local Committee meeting that SCC had carried out some drain clearing as part of the winter programme. BR noted several locations where drains were blocked: Clarks Lane (outside Halston), Westmore Road and the two drains outside Furze Corner. She agreed to follow this up. The Clerk has since noted that at a Local Committee meeting at TDC, SCC has confirmed that it only schedules drain clearance in the area once every 11 weeks. There is no funding to increase the current schedule.
- Christmas Lights – update
Stuart Farmer and Ted Chaponiere spent the day testing the lights on 29th November. Three strings were faulty and these have been replaced. SF also checked all connectors and placed 'shrouds' where necessary. The electrician tested resistance through all strings and put some separate fuses in each tree junction box. The timer was set, as agreed, although it is coming on a little before 4pm.

13. Meetings to attend/ correspondence

- Furze Corner meeting 9th January 2020 7.30pm – Ian Hayman, Kim Jennings and Jason Syrett to represent the Parish Council.

13. Matters for reporting or Inclusion in a Future Agenda

- Hayes Pasture / James Longley

Final public participation:

- Westmore Green – hedge
- Westmore Green – muddy section
- Christmas Lights
- Westmore Road / Crossways pavement project – has a date been set?
- Yellow lines – Westmore Road
- PCSO – could Rupert Kelley monitor parking along Westmore Road and issue parking notices?

The meeting closed at 9.29pm