

**MINUTES of a Meeting of Tatsfield Parish Council held on the 9<sup>th</sup> July 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Ian Mitchell (in the chair)  
Mr Mike Sarll Mrs Helena Garcia-MacLeod Mrs Kim Jennings  
Mrs Althea Davies (in the chair from 9.02pm)

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

And 5 parishioners.

The meeting commenced at 8.02pm

The Clerk announced that the Chairman and Vice- Chairman were not present. Mike Sarll proposed that Ian Mitchell chair the meeting. This was seconded by Kim Jennings. Members unanimously agreed this.  
1644/0718 It was resolved that Ian Mitchell would chair the meeting

### **1. APOLOGIES**

1645/0718 Mrs Nichola Stokoe had sent her apologies. Althea Davies had sent her apologies and said she would be late as she was attending the Oxted and District CAB AGM. 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 a previous meeting held on 11<sup>th</sup> June 2018**

Amendments were requested and the following were all approved by members:

1646/0718 Members resolved to insert quotations marks around the word “deliberate” in the second paragraph of draft minute 3.

1647/0718 Members resolved to correct draft minute 10g to “overflying offences were still being committed but at least two recent incidents were not connected to Biggin hill flights”.

1648/0718 Members resolved to add to draft minute 11a, third paragraph “being sought by the VHMC”.

Members requested the following amendments to the Part 2 minutes:

1649/0718 Members resolved to amend draft minute 7c paragraph 2 – to remove Kim Jennings and amend to ‘all present’.

1650/0718 Members resolved to remove the words ‘suggested that’ and amend to ‘it was asked whether’.

1651/0718 Members resolved to amend draft minute 9k paragraph 7 to Kim Jennings noted that LA provided an alternative childcare option and then remove ‘for less well-off families’.

1652/0718 Members resolved to remove paragraph 8 from draft minutes 9k.

1653/0718 Further to the agreed amendments, it was resolved that the minutes reflected a true and accurate record of the meeting held on 11th June 2018. They were duly signed by the Chair.

### **4. Approve and sign the MINUTES of the previous meeting held on 25<sup>th</sup> June 2018**

1654/0718 It was resolved that the minutes reflected a true and accurate record of the meeting held on 25<sup>th</sup> June 2018.

### **5. Receive and Accept the Minutes of the Finance Committee meeting held on 18<sup>th</sup> June 2018**

1655/0718 It was resolved to receive and accept the minutes of the Finance Committee meeting held on 18<sup>th</sup> June 2018.

### **6. Public Participation**

- Appendix B query – what is the Roseheath Foundation donation? – It was the donation for the redressing of the footpath across Tatsfield Green.
- Pond – behaviour following the football match on Wednesday evening. Lots of vegetation trampled and wicker insects damaged / broken.
- Fly tipping on RHR.
- Sunnydene – building works – no permission or request for permission?
- Why is Little Acorns currently being dealt with under Part 2?

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

- i) The Clerk confirmed that the gateways on Approach Road were installed on Wednesday 4<sup>th</sup> July. The Clerk said that thanks so go to Nick Knox and his team for getting this done before SSEIB judging day.
- ii) Scout Hut path – the Clerk noted that the TM licence had eventually been approved and work had started on 9<sup>th</sup> July. It was anticipated that this would be finished by the end of the week, provided that the weather holds.
- iii) The Clerk had arranged for the War Memorial and Silent Soldier would be cleaned once a month by Derek Rose.
- iv) The Clerk thanked James Longley and Max for fitting in the last-minute weed spraying and weeding of the flower bed at the side of the AMB before SSEIB judging day.

**8. PLANNING:****(a) Planning Team for July and August: Nichola Stokoe and Mike Sarll**

1656/0718 It was resolved that the planning team for July and August would be Nichola Stokoe and Mike Sarll

**(b) To determine the Parish Council's position on Appendix A:****TA/2018/985 10 Shipfield Close, Tatsfield TN16 2AU**

Demolition of existing front porch. Erection of front porch. (Amended Plans).  
Retrospective ratification.

It was agreed that there was no material change to the original plans.

1657/0718 Comment: No objection

**(c) TDC Draft Local Plan**

Ian Mitchell summarised that, having read the draft plan, there were two policies which directly affected Tatsfield: rural settlement and RES (Rural Exception Sites). It was suggested that this item be deferred until the supplementary meeting to give members time to read the plan in full.

Cllr Martin Allen noted that there was a meeting on 17<sup>th</sup> July at which he would be able to make representations on behalf of Tatsfield. He proposed the following:

- a. I would like mention made of the Tatsfield Neighbourhood Plan in that it has repeatedly asked of the Officers to allow for the possibility that the green Belt / Defined Village Boundary be moved to allow for a commensurate number of houses, and not specifically, affordable houses as allowed by the Very Special Circumstances and exceptional circumstances clauses.
- b. There is no doubt a need for these types of houses but some members of the Neighbourhood Plan Steering Group believe, as do Surrey Community Action and AECOM, that there is also a need for a wider range of houses for the village to keep it vibrant, thriving and economically successful and a Parish where the future generations can remain rather than having to move out. The initial views of the public at the NP public presentation favour the building of houses, obviously with certain restrictions.

The survey will have been sent to Cllrs Jecks and Duck of the Planning Policy Committee. Sarah Thompson, Emma Saines and Nicola Walters (relevant to the Tatsfield NP process), the Local Plan manager and the Strategic Director of Place.

The numbers and types of housing are yet to be determined through the NP.

Cllr Allen noted that he had been unable to locate The Redland Tile site on Westerham Road in Moorhouse in the parish of Tatsfield.

Cllr Allen was questioned on what grounds he was making the above representations. Ian Mitchell clarified that AECOM had calculated a figure of 167 through looking at available data, but not by asking the residents of Tatsfield what their needs were. Was it not premature to quote any figures as these cannot be quantified until the survey is sent out to all parishioners. There is an identified need for maybe a dozen or so affordable homes, in a similar vein to the previous developments but there is no concrete evidence aside from this affordable housing need. The very point of the NP is to consult with parishioners.

Cllr Allen countered that the evidence was in the AECOM survey, the NP Steering Group minutes, and comments from the public (both verbal and written) who attended the parish consultations. The deadline for his comments was 5pm on Tuesday 17<sup>th</sup> July.

1658/0718 It was resolved to call an extraordinary meeting to be held on Monday 16<sup>th</sup> July at 8pm.

**(d) London Borough of Bromley – Draft Local plan Main Modifications Consultation**

It was agreed by members to defer this item until the July supplementary meeting as the closing date for comment was not until 10<sup>th</sup> August 2018.

**9. Finance:****(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1659/0718 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for July.

**(b) Discuss and agree items requiring expenditure:**

- Salt spreader - £99.99 (ex VAT)
- Block paving cleaning – powered weeds sweeper hire - tbc
- James Longley – Weed spraying of areas around VH, AMB and car park - tbc
- James Longley – AMB flower bed - £80.00
- Deposit for VH porch – James Blunt- tbc
- Tree survey required works (6-month and 1-year works) – tbc
- New Councillor training – Kim Jennings – Councillor Briefing and Awareness Update 4<sup>th</sup> September 2018 - £60.00 (ex VAT)
- Calibration for Legionella Monitoring equipment - £105 + estimated return of carriage - £6.85

1660/0718 It was resolved to approve expenditure for the salt spreader and new councillor training.

The Clerk confirmed that the weed spraying work had cost £200.00 but the AMB flowerbed weeding had come in slightly more expensive, as it was more work than originally thought, at £170.00.

1661/0718 It was resolved to approve both of the above.

1662/0718 It was resolved to approve the deposit for the porch up to £1500.00.

1663/0718 The Clerk had negotiated a 5% discount and confirmed the cost for the tree works at £2861.40 + VAT £572.28. It was resolved to accept this quote.

The return carriage for the calibration of the Legionella Monitoring equipment was £10.40 not the estimated £6.85.

1664/0718 It was resolved to accept the cost of the calibration of the equipment.

The Clerk noted that she had so far been unable to locate suitable venues to hire the powered weed sweeper from and this item was deferred.

**(c) Finance Team for July and August: Nichola Stokoe and Mike Sarll**

1665/0718 It was resolved that the Finance Team for July and August would be Nichola Stokoe and Mike Sarll.

**(d) Little Acorns – Grant request**

This item will be discussed under Part 2.

**(e) Tatsfield new Explorers Unit – grant request - £200.00**

A new Explorers Unit would be starting in September. A request had been made for a grant of £200.00 to purchase uniform scarves.

1666/0718 It was resolved to award the new Explorers Unit a grant of £200.00 for the purchase of uniform scarves.

**(f) Financial Risk Management review**

1667/0718 The Parish Council carried out an annual review of its financial risk management policies and processes.

Althea Davies arrived at 9.02pm. Ian Mitchell stepped down from chairing the meeting and Althea Davies continued the meeting in the chair.

**(g) Savings Account Review**

Following the resolution at the Finance Committee meeting held on 18<sup>th</sup> June 2018 to open a savings account with Nationwide BS with an interest rate of 0.9% (now revised down to 0.75%), it appears that after further investigation into the T&Cs, this account would not suit the Parish Council's needs. Once funds have been deposited, no further deposits or withdrawals can be made during the first year of the account being open without forfeiting any interest accrued. When setting this year's budget, the Parish Council agreed to spend a substantial amount of reserves this year and would, therefore, need access throughout the year to these funds.

In light of the above, the RFO recommended the following:

- To overturn the resolution 032F/0618 to use the HSBC Deposit account to hold the car park monies given by SCC.
- To open the Nationwide Business Saver account (0.75%) and deposit the car park monies from SCC.
- To overturn the resolution 033F/0618 to deposit the remaining savings monies into a new savings account to be opened with Nationwide BS.
- To open an easy access savings account with Unity Trust Bank for the remaining savings monies.

1668/0718 It was resolved to accept the RFO's recommendations. The Clerk was requested to make the above arrangements.

**(h) Appoint new Internal Auditor for 2018-19**

This item was deferred until the next meeting.

**(i) Agree process of payments for August**

There are several regular monthly payments which will need to be paid in August. The Clerk proposed setting up an Appendix B of these regular payments and circulating to members before the finance team for August authorised the payments. These payments would be ratified in September.

1669/0718 Members resolved to accept the proposal.

**(j) Clerk working at home allowance**

The Clerk had calculated a figure of £41.38 a month following the guidelines laid out by SSALC and HMRC.

1670/0718 It was resolved to accept this figure subject to review when the new 'office' had been built.

**(k) Clerk pension scheme**

The Clerk was still waiting to hear back regarding one scheme for the shortlist of three. This item was deferred until the next meeting.

**10. Notified Items****(a) CCTV – update**

Mark Howells – Crime Prevention advisor for Tandridge police had indicated he would not be able to attend an evening meeting but would still be happy to discuss the installation of CCTV.

1671/0718 The Clerk was requested to follow up with some dates.

**(b) Dog fouling - update**

The Clerk had forwarded evidence regarding the second offender to TDC Environmental Health. The second offender had now been sent a letter.

**(c) Parish Assembly - 27<sup>th</sup> June – report**

The Clerk had circulated her report of this meeting. The Clerk noted that subsequent to the Parish Council's decision not to contribute to the verge cutting, new options were being considered by TDC and the CEO would be writing to Parish Council clerks with further proposals/ requests.

**(d) Tandridge Neighbourhood Watch Coordinators' Event - update**

Althea Davies had circulated by email an update received following her attendance at this event.

The three main objectives of the Tandridge NW were to: increase membership of the Tandridge NW, work with Surrey Police to help reduce crime, raise awareness of NW.

**(e) Old Lane: ditch clearance****: meeting with Old Lane Residents' Committee**

Mike Sarll confirmed that Phil Friend and Ruth Yeeles (OLRC) had been arranging a date for the ditch clearance. This would probably happen in 2/3 weeks' time.

Althea Davies confirmed that no meeting had taken place as not all parties had been available.

1672/0718 Althea Davies to revisit arrangements for the meeting between the PC and OLRC.

**(f) Emergency Plan**

The Clerk noted that Jon Allbutt had kindly offered to prepare a draft of the Emergency Plan for consideration at the September meeting.

**(g) Japanese Knotweed**

Jon Allbutt has agreed to treat the two patches in Millennium Wood. He would charge for the herbicide but would administer the treatment free of charge. He would also produce an article and homeowners' advice notice for the Parish Magazine.

**(h) Parish Council CIL survey**

This had been completed by Nichola Stokoe on behalf of the Parish Council.

**(i) Proposed Parking Restrictions**

David Curl – SCC – had visited the village centre and proposed the following:

- Double Yellow Lines (DYL) – no waiting at any time – at the junction of Crossways / Westmore and Paynesfield/ Johns Road/ Crossways.
- DYL in Paynesfield Road around the Shipfoeld Close junction.
- DYL around the old bus stop to improve visibility and in front of two pedestrian crossing points near the shop and school.
- DYL around the Bakery (Westmore / Paynesfield)

The following concerns were raised:

- would they speed up traffic as sight lines would be improved?
- concerns were raised over loss of parking which may affect the shop and other businesses
- who would police this?

It was agreed that the priority was road safety. Parking in the areas outlined in David Curl's report and on his map did reduce visibility and there was an issue with construction vehicles not being able to turn out

of Crossways onto Westmore without mounting the kerb due to parked cars. It was suggested that perhaps the yellow lines did not need to extend as far back as per the proposal.

1673/0718 It was resolved to arrange a meeting with David Curl from SCC.

Cllr Allen said he had responded positively to all the proposals.

**(j) CAB Oxted and District – PC representative appointment**

1674/0718 It was resolved that Althea Davies would be the PC representative.

**(k) Barnfield Road – abandoned cars and fly tipping**

TDC had had a change of personnel since this was raised last year. However, it appeared that due to the status of the road, very little could be done.

1675/0718 It was resolved that a response to the query raised would be to provide a summary of the steps already taken and conclude that unfortunately due to the road status, there was not a mechanism to remove the cars.

**(l) The Parade – update on meeting with new owners**

Kim Jennings, Helena Garcia-McLeod, Althea Davies and Nichola Stokoe met recently with the new owners. They were given a tour of the works in progress in the shop and new flats. It was agreed that the flats were beautiful. The main wall between the two shops was ready to be knocked down. There had been several enquiries regarding parties interested in running the shop and a meeting was imminent. It was confirmed that the new owners did wish to keep the village shop and they would keep everyone updated on this.

A question was raised about the Post Office. It was confirmed that there was space in the new shop for a post office but it would be up to whoever takes on the lease to apply for the correct licences / permissions to run it.

**(m) Affordable Housing – update (Under Part 2)**

This item would be discussed under Part 2.

**(n) Parishioner request for net for tennis court at the MUGA**

A parishioner had made a request to put a tennis net on the tennis court at the MUGA. Members discussed how there was a net in storage but it was uncertain about the state of the net and where the key to the storage box was. It was also noted that the net would need to be taken down after each use. Members agreed to look into the location and state of the net.

1676/0718 The Clerk was requested to respond to the parishioner to say members were making further enquiries and would update further in due course.

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

**a) County Councillor**

No report

**b) District Councillor**

- The yellow line proposal from SCC had already been discussed at the Consultative Committee Meeting with DH.
- Following Sam Gyimah's visit in June, there had been some nice photographs in the TN16 magazine.
- Cllr Allen had attended a recent Biggin Hill Councillors' meeting and subsequently invited the councillors to Tatsfield in September.
- Crossways Court – a good job had been done with the new parking although it was puzzling why cars were still parking on the road when spaces in the car park were available.
- The first TDC meeting to be televised last week.
- Furze Corner update – this appears to be resolved. The bar manager has been given notice and Cllr Allen believes that the licence will be surrendered. At the moment the FCPFA is looking to buy Furze Corner. The value needs to be assessed first and TDC needs to confirm a willingness to sell.

- Due to being on holiday, Cllr Allen missed the pre-application meeting for Moorhouse Tileworks. However, TDC Local Plan will accept the site for development.
- c) **Tatsfield in Bloom**  
SSEIB judging day – 5<sup>th</sup> July. The village looked immaculate for judging day which appeared to go very well. Results were due mid-September. Cllr Allen had sent his thanks to TDC for all the extra services performed.
- d) **Tatsfield Fairtrade Group**  
The Fairtrade group would be providing teas at the church on Sunday 22<sup>nd</sup> July. The group made lots of sales at the recent Scout fete.
- e) **Horticultural Society**  
The garden visits were very successful thanks to Bob David. One garden was visited by 150+ people. Lots of charitable donations were made.  
THS was planning a visit to Tilgate on Wednesday 11<sup>th</sup> July but this had been cancelled due to the football. The Autumn Show would be held on 8<sup>th</sup> September.
- f) **Village Hall Management Committee**  
The porch work had been booked in. Jonnie Panther was arranging for the door installation.
- g) **Airport**  
A meeting was scheduled for two weeks' time.
- h) **Speedwatch**  
No report.
- i) **Neighbourhood Plan**  
The findings of the AECOM survey were due to be discussed on 12<sup>th</sup> July at a Housing Group meeting as a response was needed by 19<sup>th</sup> July. Martin Allen would ask Nichola Stokoe to advertise this on Tatsfield Talk. The next full NP Steering Group meeting will be held on 25<sup>th</sup> July. The Clerk would be attending to take minutes and update finance and accounting now that the grant has been received. At the meeting on 25<sup>th</sup> July, the survey and Survey Monkey would be finalised. Martin Allen was trying to arrange the next meeting with TDC. Martin Allen had also arranged the Community Facilities meetings in the absence of a group leader. Lastly, Martin Allen thanked Ian Mitchell and the Clerk for dealing with aspects of the NP during his absence.
- j) **GDPR**  
- report from GDPR meetings.  
No report from meetings between Althea Davies, Kim Jennings and Jill Hancock.  
Althea Davies reported that she attended a training day in London. She has circulated a report. There are actions she has taken from that meeting which she will deal with over the summer.  
- email footer wording approval  
The Clerk had suggested the following to be shown at the foot of PC emails:  
*Protecting your data*  
*We know how important keeping your personal data secure and safe is. It is very important to us too. We only collect and keep personal information about you so that we can provide the services you need, to help us keep details about those services and our contact with you. We will only share your personal data to help us provide services.*

1677/0718 It was resolved to add this message to the foot of all PC emails.

- update on elector email opt-in

The Clerk noted that approximately 30% of those emailed had responded. She suggested reissuing the email to non-respondents with a request to reply confirming opt-in within 2 weeks otherwise their email would be removed from the contact list.

1678/0718 It was agreed that the Clerk should action the above.

## 12. Parish Council Land/Property

### a) Village Hall

- Porches/ doors

There had been some miscommunication regarding James Blunt's proposed start date for the porch works. The date offered of w/c 6<sup>th</sup> August was subject the manufacturer being able to supply the porch in that timeframe. The original manufacturer was unable to meet this deadline and in fact would not be able to deliver the porch until September. An alternative manufacturer has been found and can deliver the porch on 8<sup>th</sup> August. The product would be exactly the same as the original spec. Unfortunately, it would cost £500 more (ex VAT).

1679/0718 It was agreed to accept the revised cost from the replacement manufacturer. The Clerk was requested to book this.

- Parking

A letter had been received from the Chairman of the VHMC stating that cars owned by Bassetts residents appeared to be parked regularly (and particularly) overnight in the VH / AMB car park.

It was agreed that the car park was only for use by those visiting / using the AMB / VH and the school. It was suggested signs should be erected x2. X1 to state the car park was for users of VH, AMB and the School only and x1 to say 'No overnight parking'. Permission may need to be sought from SCC before placing signs in the school section of the car park

1680/0718 The Clerk was requested to arrange mock up of signs for approval.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

**c) Westmore Green**

- Pond

- Runoff water from the Village Club – this item was deferred until the next meeting.

- Pond Survey Report summary

The Clerk had circulated the report summary from the expert. It was agreed that this was a good summary of the report. A copy had been forwarded to the Parish Magazine editors for inclusion in the July / August edition.

1681/0718 It was agreed to put a copy on the PC and Village websites to coincide with the publication of the Parish Magazine.

Nicholas Stokoe would be asked to put a link on Tatsfield Talk.

**d) AMB**

- Building Works quotes

Mike Sarll provided the following update:

Mike Sarll had met with Lee McDermott who is happy to prepare a plan of how the interior is currently laid out. The new layout can then be overlaid. The drawing will show the location of all electrical outlets, lighting, CCTV wiring and alarm system. He is sure TDC will have a copy in their archives. Matt Ling asked if we would need the ceiling skimming to match throughout. They both agreed that a proper plan with detailed specifications would

be required to obtain three competitive quotations. He prefers to manage the whole project using his preferred electricians, kitchen fitters etc. He works with Howdens in Biggin Hill who have a wide range of kitchens. He asked if there would be any issues with access during the school day; he will need to place a skip and asked if access could be had using the Village hall entrance (bollards to be dropped). There will be disruption to the tenants. Lee will charge £500.00 subject to us obtaining copies of the original building plans.

The Clerk confirmed that she had requested a copy of the plans from TDC.

1682/0718 It was agreed to proceed with the drawing up of the plan at a cost of £500.

**13. Meetings to attend/ correspondence**

-Affordable Housing Correspondence – An email had been received from Mike Pendleton in response to previous enquiries regarding the Parish Council's plans for affordable housing.

*Given the increasing amounts of anti social behaviour we are seeing - especially around Crossways flats - from the social housing group - this is something I will follow with interest to see how the Parish Council decide to tackle things.*

*People along Crossways and adjoining roads are already looking to sell up and move away because of the social challenges that have been introduced to the village and the problems around parking - which the councils means of tackling (an extra space!) have been somewhat underwhelming. The regular police presence in the flats and noise from domestic disputes is also causing considerable concerns. If the parish council determine they are going to progress with the social housing I would be grateful if you could let me know.*

It was agreed that the Clerk would send the following response: Thank you for your email. I can confirm that I have forwarded your comments to the Parish Council.

- Concerns regarding Ash Tree (Hayes Pasture), opposite Kingswood

Ian Mitchell suggested having another survey carried out on this tree. The other members, however, agreed that a tree survey had been carried out earlier in the year and this was sufficient.

- VHMC – thanks

Carol Jordan had asked that Jonnie Panther and the Clerk be thanked for their hard work in getting the VH porch installation arranged.

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

None

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

None

Final public participation:  
None

The meeting closed at 10.42pm