

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

**Present:** Mrs Nichola Stokoe (in the chair)  
Mr Mike Sarll Mrs Althea Davies Mrs Helena Garcia-MacLeod  
Mrs Kim Jennings

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

And 7 parishioners.

The meeting commenced at 8.03pm

**1. APOLOGIES**

1539/0418 Mr Ian Mitchell and Mr Niall Kells had sent their apologies. These were received and accepted by members.

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

1540/0418 Mrs Kim Jennings declared an interest in item 10b – footpath. She did not take part in the discussion or agreement on that item.

**3. Approve and sign the MINUTES of the previous meeting held on 26<sup>th</sup> March 2018**

1541/0418 It was resolved that the minutes reflected a true and accurate record of the meeting held on 26th March 2018. They were duly signed by the Chair.

**4. Public Participation**

None.

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

- i) The Clerk had received the rates notices from TDC for the Ground Floor AMB – two parts. One was for zero pounds owing to the Small Business Relief and Transitional Relief elements, the second was for £624, due over 10 monthly instalments.
- ii) Grit bins – the Clerk and Cllr Allen have completed a recce of the grit bins around the parish (Surrey and Parish Council owned). It was noted that several of the bins are damaged which may explain why the contents are waterlogged. The Clerk has asked TDC for details of how these could be replaced and will update members in due course.
- iii) The brown signage for Beaver Water World has now been removed.
- iv) The Clerk has arranged for the window cleaner to also clear the guttering around the Village Hall and the AMB. Both sets will be cleared twice yearly – VH cost = £90 each time, AMB cost = £60 each time. It has also been arranged that the gutters at the front of the Village Hall may need to be cleared once or twice more a year.
- v) Village Hall floor – the Clerk emailed the photos provided by the VHMC to the flooring company. Renovate Flooring confirmed that the gaps were normal for this time of year in conjunction with the central heating being on. The company director agreed to visit site to inspect. His comments were much as his emailed response but overall, he felt the floor was in very good condition and recommended that a scrub and clean take place in approximately 12 months' time. The Clerk confirmed that she had forwarded a copy of his comments to the VHMC.
- vi) LA play area – the Clerk had met with Derek Rose and it was agreed that he would clean and tidy the play area and the area down the side of the Village Hall. It was further agreed that this would be done on a regular basis (at the end of every Christmas, Easter and Summer holiday) and the hours would be added to Derek's usual timesheets.
- vii) Neighbourhood Watch Funding Grant – following approval of the £100 grant to Tandridge's Neighbourhood Watch group, the Clerk was asked to raise the question of whether these services would be offered directly in Tatsfield.  
The response was: 1) free cycle security marking sessions are often arranged at cycle stores and other events such as village fetes. This service is dependent on at least one of the 12 Steering Group members being available and being supported by watch coordinators from that area. 2) a minimum of two yellow plastic street signs which are permitted to be fixed to lampposts to mark out the extent of a Neighbourhood

Watch. It was confirmed that Tatsfield has Neighbourhood Watch coordinators active in the following roads: Barnfield Road, Crossways, Lusted Hall Lane, Maesmaur Road (part), Manor Road, Old Lane, Ricketts Hill Road – 2 Coordinators listed, Shipfield Close, Westmore Green.

Item 8h was moved to this part of the meeting.

#### **Notified Items 8h – Tatsfield Neighbourhood Plan – decision to proceed with plan**

Cllr Martin Allen, Chairman – Neighbourhood Plan had sent forward an update regarding the progress made to the members for consideration. It was apparent that a considerable amount of work had been done and additional people had joined the Steering Group and the topic groups.

The question of rotating the Parish Councillors at NP meetings to ease the strain on their time was raised.

Cllr Allen also highlighted that if the Np was successful, CIL monies would increase to 25% share.

Mike Sarll questioned if there was enough interest from parishioners. This would only become apparent following the public meetings due to be held later in April.

1542/0418 It was resolved to continue with the Neighbourhood Plan with full support from the Parish Council.

### **6. PLANNING:**

#### **(a) Planning Team for March: Mike Sarll and Althea Davies**

1543/0418 It was resolved that the planning team for April would be Mike Sarll and Althea Davies.

#### **(b) To determine the Parish Council's position on Appendix A:**

##### **TA/2018/456 Green Gables, Ricketts Hill Road, Tatsfield TN16 2NB**

Use of ground floor annex to bed and breakfast accommodation. (Certificate of Lawfulness for an Existing Use)

Green Gables is a big house with 7 bedrooms, two of which are used for the B&B. Concerns were voiced regarding the possible division of 'the Lodge' from Green Gables at a later date and the fact that planning criteria had not been met.

1544/0418 Comment: The part of the dwelling being used as a B&B is a separate building to the main house. The use of the annex, which is being rented out, as far as we are aware, only has use as a garage/storage and not residential. The Parish Council, therefore, feels that, in the first instance, a change of use would be required to convert this building into residential use. Further, the request is for a Certificate of Lawfulness for an Existing Use. In the paperwork provided it is stated that the detached separate dwelling has only been used as a B&B since August 2016 and as such the necessary time scales for a breach of planning have not been met.

##### **TA/2018/ 545 The Beeches, Old Lane, Tatsfield TN16 2LH**

Erection of detached outbuilding.

There was a discussion about the fence that was built over a year ago and how this outbuilding would complement that.

1545/0418 Comment: No objection.

1546/0418 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

### **7. Finance:**

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

1547/0418 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for April.

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

- Remove block work and investigate potential blockage of drain at base of downpipe outside entrance to AMB - £90.00
- Concreting between kerb and kick boards at base of new fence outside VH - £535.00
- SLCC Membership renewal - £147.00
- ALCC Membership renewal - £30.00
- 

1548/0418 It was resolved to approve all items requiring expenditure except for the concreting between the kerb and kick board as it was felt that this was a very expensive option. It was suggested that the PC approach Lloyd Gulley to ask him to carry out weedkilling when he cuts the hedges. If he did not offer this service, then the Clerk was requested to ask James Longley.

#### **(c) Finance Team for April: Mike Sarll and Althea Davies**

1549/0418 It was resolved that the Finance Team for April would be Mike Sarll and Althea Davies.

**8. Notified Items****(a) Tree Survey - update**

The Clerk had circulated the tree survey to the members prior to the meeting. Althea Davies suggested that the 6-month and 1-year works be carried out at the same time.

1550/0418 The Clerk was requested to go back to the surveyor and ask for the survey to be amended to exclude the land 'Maesmaur/ George's Road woodland'. The Clerk was also requested to ask if there would be a discount for having both the 6-month and 1-year works were carried out at the same time.

**(b) CCTV**

The Chairman and the Clerk have met with local business owners to gain their consent to hosting cameras and radio links from their buildings. Everyone was very positive about the plans for CCTV in the village centre. The clerk is chasing further details about how the cameras would be installed and how much the running costs would be.

**(c) Lusted Hall Lane – request to improve road surface**

An email had been received in March from a resident requesting permission to improve the road surface on Lusted Hall Lane track. The Clerk had contacted the residents to try to arrange a meeting with some of the Parish Councillors one Saturday. However, several of the residents are not available on Saturdays. The Clerk has asked for alternative dates / times and was waiting to hear back.

**(d) Japanese Knotweed**

Some Japanese Knotweed was spotted by the tree surveyor on his walk round the parish. Jon Allbutt and Althea Davies had subsequently noted patches of Japanese Knotweed in other areas of the parish.

1551/0418 Mike Sarll and Althea Davies agreed to walk the parish and make a note of all Japanese Knotweed on Parish Council owned land.

**(e) Benches - cleaning**

The volunteers have cleaned all five benches. It was hard work as the benches were very mucky. The Parish Council offered formal thanks to the volunteers for their hard work.

**(f) Update on when rubbish at the bottom of Lusted Hall Lane will be cleared**

This is the fly tipped rubbish which has been left half way down Lusted Hall lane, at the bottom edge of the Tatsfield border. It was confirmed that this was land belonging to Mr Whelan. It was suggested that Mr Whelan should be contacted and asked to clear the fly tipping.

1552/0418 The Clerk was requested to write to Mr Whelan.

**(g) GDPR**

Althea Davies suggested establishing a working group to identify the types of personal data the Parish Council holds. Althea Davies and Kim Jennings agreed to head the working group. Althea Davies would be meeting with Jill Hancock (NP) on Tuesday 10<sup>th</sup> April to discuss GDPR.

**(h) Tatsfield Neighbourhood Plan – decision to proceed with plan**

This item was dealt with before item 6.

**(i) NALC Ethical Standards Survey**

The Clerk circulated the survey to members. Althea Davies had reviewed the questions and located the Code of Conduct in Dropbox. There had been no breaches of the code.

1553/0418 It was agreed that Althea Davies would submit responses on behalf of members.

**(j) The Bakery – patio proposal**

Andrew Bond had contacted the Parish Council to request approval/permission for the patio plans which he had presented last year. He is currently making the final decision about proceeding but would like Parish Council permission before seeking formal quotes for the works.

1554/0418 The Parish Council approved the plans. The Clerk was requested to inform Andrew Bond of their decision.

**(k) Furze Corner lease**

The new lease had been signed by both trustees and delivered to TDC (9<sup>th</sup> April).

However, complaints still continue to be lodged regarding the licencing issues. Cllr Allen continues to follow this up.

**(l) Parish Assembly meeting - report**

The Clerk attended the meeting and circulated to members. The meeting centred around Grounds Maintenance and the TDC proposals to ask parish councils to contribute to verge cuts in the district from 2019/20 onwards due to budget cuts at SCC. TDC would be contacting parish councils via the clerks with a formal request in due course.

**(m) Tatsfield Beer Festival – Parish Council permission for the event**

The committee had been on contact to request permission to hold the event on Saturday 15<sup>th</sup> September from midday to 21.00. They would like to have use of the green from Friday 14<sup>th</sup> September until Monday 17<sup>th</sup> September. As in previous years, the committee would like permission to display banners to advertise the event a couple of weeks beforehand.

1555/0418 The Parish Council agree to the request in line with the conditions from previous years.

**(n) Unmade Roads**

Ian Mitchell had spotted a post on Tatsfield Talk and thought that as SCC needed to give permission for significant works to be carried out, the Parish Council needed to be aware of this issue. It was noted that it was a possible discussion point for the Neighbourhood Plan Steering Group.

**(o) Police and Crime Commissioner visit to Tatsfield – 18<sup>th</sup> April am**

David Munro would be visiting the village on 18<sup>th</sup> April and would be available to answer questions at 11am in the AMB.

**(p) Sam Gyimah MP visit to Tatsfield 11<sup>th</sup> May 11am**

It was noted that Sam Gyimah MP would be visiting Tatsfield and the Chairman asked for representatives from the Parish Council to attend.

**(q) APM**

This was scheduled for Tuesday 1<sup>st</sup> May. The posters would be on display later in the week. The speakers had been invited.

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

**a) County Councillor**

Cllr. David Hodge gave the following report:

- Pot holes are a major issue. There is a £5m fund for highways works. SCC would be submitting a list on Thursday 12<sup>th</sup> April requesting roads that need pot holes filled/ patching works and surface dressing carried out.
- Ricketts Hill Road and Approach Road had a special surface dressing applied and this carries a ten-year guarantee of no pot holes.
- Cllr Hodge had stopped White Lane being redressed (at a cost of £6k).
- Cllr Hodge had introduced an individual CC member allowance for highways - £7.5k. Cllr Hodge has allocated £1,750 to Tatsfield and would like the Parish Council to also contribute to some works.
- Cllr Hodge has also allocated £1,500 of £5,000 – this would be for the Parish Council to decide how it is spent.
- Cllr Hodge warned of Government consultation on Blue Badges. There are currently 46,000 holders in Surrey. Following the proposed changes, this would likely rise to 104,000 which would mean an extra 9,500 holders in Tandridge.
- The Government had recently lost a case regarding community drivers in the European courts. This is set to have a major impact on community transport.

**b) District Councillor**

Cllr. Allen provided the following updates:

- Confirmed the Community Transport talk at the APM. The TDC Officer had already visited several village groups to explain the changes to the scheme.
- CIL – Cllr Allen has an update which he will forward.
- Furze Corner – there has been a further complaint and this has been escalated to the police. The PFA are not keeping control of the events held there.
- Crossways – parking – the work will mean that the car park will be closed for 5 days. This will impact on parking in the vicinity.
- 13 Lusted Hall Lane – there is a possible resolution pending. TDC officers were due to hand deliver letters to both parties shortly.
- Cllr Allen would be attending a civic reception at TDC.
- Cllr Allen would be attending planning and licencing meetings during the week.
- Empty oil drums are still being left outside The Ship, as well as in The Bakery car park. Cllr Allen has arranged for them to be removed.

**c) Tatsfield in Bloom**

TiB is now entering its busy period. The plants have been removed from the Tatol bed and this will be replanted with meadow grass and wild flowers. The plants removed have been replanted in the Bakery bed. It was noted that the daffodils were in full bloom and provided a stunning display.

**d) Tatsfield Fairtrade Group**

The wine tasting event was held on Saturday 7<sup>th</sup> April and it was a great success. 80 people attended and there were 6 wines available for tasting. Over £400 of Fairtrade products were sold during the course of the evening.

**e) Horticultural Society**

The following report was received from Martin Allen:

- The Spring Show would be held on Saturday 14<sup>th</sup> April. Doors open at 3pm.
- Year books have now been delivered.
- Reminder of the visit to Wisley at the end of the month.

**f) Village Hall Management Committee**

At the recent VHMC meeting, the committee agreed that CCTV cameras could be hosted on the front of the VH. Possible refurbishment of the kitchen was proposed but this was postponed. VH hire rates would remain static for the third year in a row.

**g) Airport**

No report.

**h) Speedwatch**

No report.

**i) Vern D'Anjou**

The members of Tatsfield had visited Vern D'Anjou recently (over the Easter weekend) but there was no report.

**10. Parish Council Land/Property**

**a) Village Hall**

- Porches/ doors

No further quotes had been received. Althea Davies agreed to meet with another firm on Thursday 12<sup>th</sup> April.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

The Clerk had sourced three quotes and these were discussed by the members.

1556/0418 It was resolved to accept the quote from Nick Knox Plant Hire, however, the Clerk was requested to clarify if the timber edging would be replaced.

**11. Meetings to attend/ correspondence**

- An email had been received from the Keep Westerham Green action group outlining their concerns regarding the potential stabilisation of the Covers Farm Quarry. The Chairman asked whether the PC wished to meet the action group to discuss further.

Nichola Stokoe would contact the Chair of the action group and ask to see the flyer. Cllrs Allen and Hodge also expressed an interest and requested some information be forwarded to them.

- Local Ctte meeting 20<sup>th</sup> April at TDC offices – Mike Sarll and the Clerk to attend.
- Niall Kells has sadly resigned from the Parish Council, creating a vacancy. The Clerk was requested to start the formal notification process. The Chairman formally thanked Niall Kells for all his hard work.

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

- Helena Garcia-MacLeod had received an email from the landlord of The Ship requesting permission to place some tables and chairs outside the pub. It was suggested that the request was sent to the Clerk.

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

None

Final public participation:

None

The meeting closed at 10.10pm