

**MINUTES of a Meeting of Tatsfield Parish Council held on the 22<sup>nd</sup> January 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 Ian Mitchell Mr Mike Sarll Mrs Helena Garcia-MacLeod (arrived at 8.10pm)  
Mrs Althea Davies (arrived at 9.08pm)

**In Attendance:** Samantha Head (Clerk)

And 3 parishioners.

The meeting commenced at 8.06pm

**1. Apologies**

1473/0118 Mr Niall Kells had sent his apologies. These were received and accepted by members.

1474/0118 Mrs Althea Davies had advised that she would be late arriving at the meeting as she was attending the CAB Oxted Management Meeting.

**2. Declarations of Interest\* (relating to items on the agenda)**

None

**3. Approve and sign the MINUTES of the previous meeting held on 8<sup>th</sup> January 2018**

1475/0118 It was resolved that the minutes of the meeting held on 8<sup>th</sup> January 2018 reflected a true and accurate record of that meeting and were signed by the Chair.

**4. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

- A parishioner asked when the slate on the top of the War Memorial was due to be sealed. The chair noted that Dave Bishop was in the process of completing a time capsule. Once that was ready, it would be placed in the pillar of the War Memorial and the top would be sealed.

**5. Planning**

- a) **To determine the Parish Council's position on Appendix A(2):  
TA/2017/2413 Park Wood Golf Club, Chestnut Avenue, Westerham TN16 2EG**  
Erection of hotel.

The following comments were made:

Mike Sarll: No comment on the hotel other than would like to see the finish in line with the existing building.

Ian Mitchell: If the Parish Council is not going to repeat their comment submitted for the previous application in 2016, would be no objection in principle so long as the hotel was used principally as a sport associated venue and not as a 'stand-alone' hotel. Would support additional facilities to generate business, employment and tourism-related activity. Still has reservations about the design, despite the changes introduced in this revised application. Note: it would be visible from public footpath 23.

Mike Sarll: Has KJ Rhee asked for extra facilities?

Nichola Stokoe: Yes, but he was advised to scale down the application. Given the comments made on Tatsfield Talk and at the informal drop-in session (held 8<sup>th</sup> January), people in the area do want additional facilities and it may be foolish to miss this opportunity, particularly, when the Parish Council may be able to have some input into what facilities they could be.

Nichola Stokoe: no objection to current application, in fact, would like additional facilities.

Helena Garcia-MacLeod: Felt it was still disjointed from the Clubhouse. Felt the hotel should be connected to the Clubhouse. Personal feeling that a Country Club would not happen due to the expense of such an undertaking. No major objection.

1476/0118 Comment: Tatsfield Parish Council has no objection to the principle of a hotel on this site, as long as the local planning authority is satisfied that it can impose a condition that it will be used principally in association with the sporting facilities and not as a destination in its own right.

Tatsfield Parish Council are on record as saying that if the golf club became a hotel/fitness centre, it would generate business, employment and tourism-related activity in Tatsfield. In the absence of such facilities in the area, the Parish Council would therefore support the establishment of a country club at this site as a potential generator of local employment opportunities.

Whilst the Parish Council welcomes the design changes introduced in this revised application, we still have significant reservations and would like to see the hotel attached to the Clubhouse, with the exterior blending with the existing building.

The Parish Council does not believe that the design is appropriate for the site which, although it has no neighbours, is visible from public footpath No 23.

#### **TA/2017/2496 Park Wood Golf Club, Chestnut Avenue, Westerham TN16 2EG**

Variation on condition 2 of planning application TA/2016/1758 dated 17 February 2017 to allow for the formation of a pitched roof over the golfers' lounge.

This was considered an improvement on the original flat roof design.

1477/0118 Comment: No objection.

#### **TA/2018/29 Woodlands, Maesmaur Road, Tatsfield TN16 2LD**

Erection of rear dormer in association with conversion of loft space to habitable accommodation. Installation of five roof lights to front roof slope. (Certificate of Lawfulness for a Proposed Use or Development)

It was noted that this property has not been adapted before and this was a Certificate of Lawfulness for a Proposed Use or Development, so there was very little scope for comment.

1478/0118 Comment: No comment.

1479/0118 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## **6. Notified Items**

### **a) Parish Councillor Vacancy**

The Chair noted that there were currently two interested applicants. She suggested that the Clerk could contact both applicants to ask them to submit their formal interest and schedule a vote for the February supplementary meeting.

1480/0118 It was resolved to schedule the vote to co-opt a new Councillor for the February supplementary meeting.

### **b) Request from Dave Bishop to fly a drone over Westmore Green**

Dave Bishop has requested the Parish Council's permission to have a drone up over Westmore Green near the play area on Saturday 10<sup>th</sup> February at midday for half an hour. He is hoping to invite all Tatsfield residents to come up so that a photograph can be taken. He would like to have one of his speak systems in place (2 speakers) to marshal people into position and he has asked Fairtrade to provide refreshments.

1481/0118 It was resolved to grant permission for Dave Bishop's request.

### **c) Legionella Risk Assessment**

The Clerk has three quotes for this. She indicated her preference for the one from Valens Water Limited (the mid-price quote) with the option for training for three people. This will enable the Parish Council and the Village Hall Management Committee to be responsible for monitoring throughout the year, thus making savings going forward.

1482/0118 It was resolved to accept the quote from Valens Water Limited. The Clerk and Niall Kells would undertake training, in addition to one volunteer from the VHMC. The Clerk was requested to ask Carol Jordan to ask for a volunteer at the forthcoming VHMC meeting.

### **d) Ricketts Hill Road hedges**

The Clerk had met with three contractors to obtain quotes for this. There were large variances in the quotes. The Clerk explained that the cheapest quote (for £490) was due to the fact that the contractor would use a flailing machine to do the cut. This would leave a very 'messy' cut edge and the cuttings would not be collected. The second quote (for £1125 + VAT) would be done with hand held machinery and the cuttings would be put

through a chipper. The third quote (£2,000) was more expensive as the contractor would be working alone and did not have access to a chipper so would have to remove and dispose of the cuttings by hand.

The Clerk had also enquired into having the ivy severed on 10/12 of the large tress within 10ft of the road. She had been advised to leave this task until late summer as the dying foliage would have an impact on nesting birds if it was carried out at this time of the year.

The Clerk had also had a quote of £250pa to clear a 2m strip yearly from January/ February 2019 onwards.

1483/0118 It was resolved to accept the quote from Acacia Tree Surgery (£1125 + VAT).

1484/0118 It was resolved to leave the severing of the ivy until late summer 2018. The Clerk would liaise with Lloyd Gulley to arrange this.

1485/0118 It was resolved to accept the quote for the maintenance of the 2m strip from 2019 onwards for £250. The Clerk was requested to liaise with Lloyd Gulley to arrange this.

**e) Old Lane – ditch**

The Clerk met with Nick Dance last week. He confirmed that the part of the ditch down as far as the tree line was clear and needed no work. The Clerk walked the entire length of Old Lane and Nick Dance confirmed that not only did the vegetation need clearing, but where organic matter and, in some cases, some building rubble had been dumped in the ditch, it needed to be dug out to ensure the water could flow freely again. The Clerk had received a quote for £1480 for the above work. It was noted that the most badly affected section of ditch was directly behind The Woodhouse.

1486/0118 It was resolved that the Clerk would write to the owners of The Woodhouse explaining the situation and enclosing a copy of the quote and ask for them to pay for the ditch to be cleared.

**f) Memorial bench – revised request**

After the decision made by members at the last meeting, the Clerk emailed the Parish Council's comments and received a further request for the Council to reconsider. The revised request offered to change the requested location to elsewhere on Westmore Green. It was noted that the suggestion of a memorial bench at St. Mary's Church was too difficult for family members to access.

The members discussed this and other possibilities, but ultimately agreed that they must stand by their original decision.

1487/0118 The Clerk was requested to email the Parish council's decision declining the request.

**g) Russetts – Old Lane**

The Clerk had reported this property to Tandridge District Council Planning Enforcement last year. Two planning enforcement officers had visited the site last December and reached the following conclusion: *We carried out a visit to the property where the existing garage has been partially rebuilt and extended. The works to the garage require planning permission as the building is sited forward of the principle elevation of the dwelling house.*

The owners of Russetts have now been advised of the findings and TDC planning would normally expect an application to be submitted with 28 days from the date of notification.

**h) Consultative Committee Meeting report**

This item was deferred until the February main meeting.

**i) TiB – signage on back of Village Hall**

The Clerk received an email from TiB to say that the painted plywood letters of the back of the Village Hall have deteriorated over the years and TiB feel they need to take them down to decide whether they can be refurbished or need to be replaced. TiB intend to do this in the near future and ensure no damage will be done to the Village Hall in the process.

Bob David, who was present, confirmed that this was a project for next year. Helena Garcia-MacLeod questioned what condition the wall may be in behind the lettering.

The Chair suggested that, while the Parish Council encouraged a refurbishment of the lettering, they request that it is left in situ until the project is underway next year.

1488/0118 The Clerk was requested to write to the TiB secretary with the Parish Council's suggestion.

**j) New noticeboard on Ricketts Hill road – paving at base of noticeboard**

Niall Kells and the Clerk had noted at the last meeting that the ground condition at the base of the noticeboard was extremely muddy. The Clerk had asked Dave Mitchell to provide a quote to lay some paving slabs. He had provided two options:

Option 1 – to lay slabs to side and front of noticeboard. Remove topsoil and lay sharp sand bed and lay slabs on top. Nb: this would not be permanent and may move over time. Cost: materials - £60, labour - £100. Total: £160

Option 2 – to remove top soil to clay level and lay concrete to support top slabs. Slabs to be laid down on a cement bed and pointed. Nb: this would be a more permanent fixing. Cost: materials - £100, labour - £250. Total: £350

1489/0118 It was resolved that the Parish Council would accept option 2 and the Clerk was requested to contact Dave Mitchell to arrange this.

**k) Tree Survey**

The Clerk has already sourced done quote for the tree survey. Niall Kells and the Clerk were scheduled to meet with another company at the end of the week and the Clerk was compiling a set of plans to send to a third company. The Clerk anticipated that she would have all three quotes in time for the February main meeting.

**l) CCTV**

The Clerk and Niall Kells have now met with three firms. One quote has been received and Niall Kells is chasing up a second. The idea is to then give the same brief to the 3<sup>rd</sup> company so that we have three comparable quotes. The hope is that these will be in for the February main meeting.

**m) Update of Parish Council working procedures**

The Chair noted that it may be a good idea to focus on the following:

- Clerk and Councillors to include all members on emails and forward all and any emails received. This will mean that everyone is up to speed and hopefully some discussion/ thoughts can be shared between meetings.
- Following meetings, Clerk to turn minutes around as soon as possible, and for Councillors to read and digest, with an action list summary so everyone knows exactly what needs to be achieved.
- The need to put in place realistic timeframes on projects and if they are not being achieved, then ask for help from colleagues. Also, not to have debates on smaller issues for the sake of it.
- The need to be more prepared for meetings – read agendas, minutes, background documents etc. Ideally, put written reports in for agenda items then meetings should be quicker.
- The need to comment on emails if a question is being asked or a request is made. At the moment, one only or two replies are received and then things stall.
- In general, a timely response to emails.

**n) SCC Housing Related Support**

This item was for information only.

Cllr Martin Allen had forwarded a letter from SCC. SCC Cabinet had met on 26<sup>th</sup> September 2017 to discuss the proposal for the future funding of Housing Related Support services. They had considered the comments received during the consultation. Reluctantly, the Cabinet agreed that SCC would no longer provide funding for Housing Related Support from April 2018. TDC would write to each resident separately to explain how this would affect them.

**o) Airport – update**

Ian Mitchell attended the Consultative Committee meeting held on 18<sup>th</sup> January. The key points from that meeting were:

- There have been incidents where bits have fallen off aircraft! The airport blames poor maintenance – denied by private owner reps. This seems to be part of the airport's growing case against light aviation use. There are now £50 fines for breaching the 'Biggin Hill and Tatsfield zone.' Landing fees for circuit flying are going up – the airport cannot cope with the volume of light aviation any more.
- The number of movements is being kept successfully at an annual rate of about 50,000.
- Biggin Hill is in the top ten of European business airports in terms of traffic.
- 250 jobs have been created since the operating hours were increased earlier this year.
- The airport has been in touch with Croydon and Sevenoaks about road access and is concerned about lack of M25 access.
- The planning application for a hotel next to the airport roundabout is being considered by Bromley – details at <https://tinyurl.com/yatfnzzm>
- It looks as though aircraft approaching Heathrow could be 'stacking' above Biggin Hill for some years to come even if the beacon on the ground is removed.

## 7. Parish Council Land/Property

To receive updates, discuss matters, and where relevant, agree on proposals relating to:

**a) Little Acorns Project – update**

The Clerk informed the members that she had visited site to look at the snagging issues. A fence panel (Old Police House) was damaged during the works. The Clerk had discussed with the owner of the Old Police House about the need to have a fence panel so close to the new fence. It was agreed that this was not needed. The ground on the other side of the fence had been left in an untidy state (some concrete spillage and gaping between the garden and gravel boards). There were also still some large roots in the ground. The owner of the Old Police House was concerned about the large 'gap' between the new fence and the remaining hedge. The Clerk proposed the following:

- To engage Lloyd Gulley to redistribute soil along the fence line to fill the gaping between the garden and gravel boards. Cost £120.
- To ask the tree surgery firm who removed the hedge to return and remove the remaining roots.
- To offer to plant a shrub or two in the 'gap' left between the new fence and hedge.

1490/0118 It was resolved to accept all of the Clerk's proposals, as detailed above.

The Clerk also reported that she had asked Little Acorns to forward their donation towards the costs of the new fence and associated works.

Ian Mitchell requested that it was written into the minutes that Parish Council thanked the Clerk for her hard work in bringing this project to its successful conclusion.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)  
This item will be discussed under Part 2.
- Footpath – The Clerk had received a second quote for this. It was agreed a third quote was needed. Nichola Stokoe agreed to follow this up.  
It was queried whether the first approach should not be to clear the vegetation that is encroaching over the edges of the path.

1491/0118 The Clerk was requested to ask James Longley to look at this and advise.

**c) Village Hall**

- Porches / door – The Chairman had forwarded some quotes from the VHMC. 1x for the porch and 2x for the door. It was noted that it was difficult to visualise from email so the hard copy images were circulated. Comments were made regarding the large variance in costs.  
Niall Kells was looking into the cost of moving the air conditioning units to the other side of the Village Hall.  
It was agreed that further quotes were needed.

**8. Meetings to attend / Correspondence**

- Letter received from Mr and Mrs Rudd in response to letter from Nichola Stokoe addressing their concerns regarding the boundary dispute with Tatsfield Lodge.
- Date for PC photo by Dave Bishop – the suggested date was Saturday 3<sup>rd</sup> February at 10.30am in AMB.
- Thanks to Jim Yeeles for removing the tree which had fallen across the footpath on Tatsfield Green.
- The Clerk asked for members to confirm alternative date for May supplementary meeting date so that she could publish the list of meeting dates on the website. The agreed date was Tuesday 29<sup>th</sup> May.
- The Clerk asked members if they would authorise the training sessions she had requested via email. This was agreed.
- The Clerk had received a revised quote for the Scout Hut footpath from iPave. She would obtain a further quote from Nick Knox in time for the February main meeting.

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

None

**10. Matters for Reporting or Inclusion in a Future Agenda**

- Fairtrade sign
- Pond
- Affordable Housing Project

Public Participation:

- Legionella Risk Assessment – clarification on the next steps
- Water running off the golf course.

The meeting closed at 9.28 pm