

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th January 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

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

In Attendance: Samantha Head (Clerk)
Cllr Martin Allen

And 4 parishioners.

The meeting commenced at 8.04pm

1. APOLOGIES

1809/0119 Mrs Nichola Stokoe had sent her apologies. These were received and accepted by members.

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

None

3. Approve and sign the MINUTES of the meeting held on 10th December 2018

1810/0219 It was resolved that the minutes reflected a true and accurate record of the meeting held on 10th December 2018. They were duly signed by the Chair.

4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 13th November 2018

1811/0119 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 13th November 2018.

5. Public Participation

- Pond – A parishioner commented that congratulations should be passed to the person who carried out the work on the pond. It looked great.
- A parishioner reported that the salt/ grit bin at the top of Westmore Road was empty.

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

- i) The Clerk noted that she had received an offer via the volunteers for a parishioner to train her dog to collect rubbish from the pond. The clerk confirmed that Tatsfield Aquatics would be carrying out maintenance of the pond on a monthly basis and this would include rubbish clearing. There had also been a request to keep dogs and other animals out of the pond, if possible, to minimise the risk of tearing the new liner.
- ii) One of the tenants had reported that the outside lights at the AMB and the bollard lightning in the car park were not working. Niall Kells had kindly checked and the car park lighting was operating as it should be. The circular lights were off as they had been switched off on the two-way switch at the entrance to the first floor. The trunk lighting was not working most likely because the bulbs needed replacing. The Clerk had suggested that one two-pack of bulbs was purchased and used to test all lights. If this worked, new bulbs would be purchased for all lights. If not, further investigation would be needed as the lights were old models and replacement parts would be difficult to source.

7. PLANNING:

(a) Planning Team for January: Nichola Stokoe and Ian Mitchell

1812/0119 It was resolved that the planning team for January would be Nichola Stokoe and Ian Mitchell

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

No planning applications had been received at the time of the publication of the agenda.

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

1813/0119 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for January.

(b) Discuss and agree items requiring expenditure:

There were no items requiring expenditure at the time of the publication of the agenda.

(c) Finance Team for January: Nichola Stokoe and Ian Mitchell

1814/0119 It was resolved that the Finance Team for January would be Nichola Stokoe and Ian Mitchell.

(d) Payroll process (Under Part 2)

This item would be discussed under Part 2.

9. Notified Items**(a) Date for 2019 Annual Parish Meeting**

The Clerk confirmed that the APM needed to be held between 1st March and 1st June. The Chairman had originally suggested it be held between 3rd and 13th May i.e. post-election and prior to the new Council's first meeting. The Clerk indicated that this would involve a lot of work at the beginning of May. Members discussed suitable dates.

1815/0119 Tuesday 2nd April was suggested as a provisional date.

(b) North Tandrige One Public Estates Presentation - report

Ian Mitchell had attended this presentation on behalf of the Parish Council. He gave the following report: I was one of four parish council reps who attended this briefing which came over the horizon as: *"The aims of a One Public Estate programme are to review assets held by public bodies to look to maximise potential through:*

1. *Creating economic growth (new homes and jobs)*
2. *Rethinking the public service offer to deliver more integrated, customer-focused services*
3. *Generating efficiencies, through receipts and reduced costs*

In addition, the North Tandrige OPE is looking to create a Health Hub with the inclusion of Caterham Dene". It didn't appear that Tatsfield would be directly affected. However, it may be prudent to apply the same principle to Tatsfield and look at the public assets in the parish - within the Neighbourhood Plan process perhaps - to see whether there are any opportunities to rationalise and earn money. A top of the head inventory is: Surrey - School, surplus land at the school, Tandrige - Crossways Court, residual council houses, open space at the Square, Furze Corner, Tatsfield - Village Hall, AMB, Shaw Road Triangle, Hayes Pasture, Maesmaur Corner, Kemsley Wood, Ashen Shaw, Westmore and Tatsfield Greens.

(c) Return of PCSO surgeries at the Parade

Cllr Allen has confirmed that PCSO Rupert Kelley indicated he will likely resume the police surgeries at the new shop / tearoom, schedule permitting. It was queried whether this should be advertised within the parish but it was agreed that PCSO Kelley could put this in his next article for the Parish Magazine.

(d) Affordable Housing – update

The architect for the owner of the plot of land at Ninehams Road / Ship Hill had asked for this to be considered either a PC affordable housing project or for the NP Call for Sites. English Rural has confirmed that it would not be a suitable site for them to put forward as a joint venture with the PC. It was agreed to forward to the NP for the Call for Sites.

(e) TDC decision on grass verge cutting funding

The Clerk had circulated an email from TDC confirming that due to lack of interest in sharing the cost of maintaining the verge cutting services at existing levels, TDC would no longer be pursuing this. Members felt that further investigation was warranted to ascertain if the existing numbers of cuts / weed spraying was needed.

1816/0119 It was agreed that a working group should be set up to consider the current schedule v the new schedule. The members of the working group would be Kim Jennings (co-ordinator), Althea Davies and Mike Sarll. The working group would report back at the February main meeting.

(f) Update – drains reported damaged / blocked to SCC

Angelo Lamprou had confirmed that the two drains on Approach Road had been cleared as part of the normal schedule of works. He noted that the two drains acted more or less as a soakaway – they were not connected to a main drain and did not lead anywhere. The drain at the Approach Road / Ship Hill / Westmore Road junction was reported as sunken ironworks. This has been patched (possibly during the Ship Hill resurfacing works). Angelo Lamprou admitted that there was still a little movement of the drain cover but it is not classed as dangerous and will not need further work.

It was noted that anyone could report drain problems to SCC online.

- (g) **Sevenoaks District Council proposed submission of Local Plan consultation**
Members agreed that this required no further action on the part of the Parish Council.
- (h) **Ship Hill pothole – reported by resident**
A parishioner had emailed the Parish Council to report a pothole on the newly resurfaced part of Ship Hill. The Clerk had suggested the parishioner could report this online.
A further update reported that SCC Highways would be visiting the site to evaluate the remedial work required.
- (i) **Bulky Waste collection dates 2019**
Further to consultation with the PC and VHMC, the bulky waste collection dates had been confirmed as:
Saturday 18th May, Saturday 21st September and Saturday 14th December.
- (j) **Gritting – private contractor**
Despite email and telephone messages being left, no further progress had been made regarding the gritting contract.
- (k) **SCC Election – 31st January**
Candidates' details have been released and the election date set for 31st January. The election would be held in the usual venue – the Village Hall.
Cllr Allen was organising Hustings which would be held in the WI hall on 25th January.
The Parish Council offered its grateful thanks to David Hodge and best wishes for his retirement.
- (l) **Stragglers Green Belt Relay 2019**
Further to the issues experienced during the 2018 event, Lloyd Gulley (VHMC Chairman) had been liaising with the event organiser to ensure a smoother experience in 2019.
- (m) **Parish Council elections – May 2019**
The elections would be held on 2nd May 2019. Kim Jennings confirmed that a recruitment plan was being prepared in which it would be agreed the best way of publicising the forthcoming elections and generating interest from potential candidates. A group comprising of Nichola Stokoe, Kim Jennings, Jon Allbutt, Bob David and Martin Allen would be meeting on 29th January.

10. Reports from County Councillor, District Councillor, Village Organisations and External Organisations

a) County Councillor

No report

b) District Councillor

Cllr Martin Allen gave the following report:

Since the December meeting, Cllr Allen has had a meeting with Elaine Jackson who is the Interim Director of Resources at TDC, attended 3 separate medium-term Financial Strategy workshops, met Charlotte Parker at Biggin Hill Airport to discuss Locate.

On Tuesday 15th January, Cllr Allen would meet the CEO of TDC to discuss Member / Officer protocol as he felt the Terms of Reference do not go far enough. There was also a Housing Committee scheduled at which housing strategy would be discussed.

Cllr Allen outlined his schedule up to the February main meeting:

17th January – attending the Biggin Hill Airport AGM on behalf of TDC

21st January – hosting a visit by Tim Oliver – the new SCC Conservative Leader

23rd January – visiting TDC to discuss the outstanding enforcement matters

25th January – organising Hustings for the forthcoming CC elections (to be held in the WI hall)

28th January – attending a TDC business event

29th January – attending a meeting to discuss the PC elections

31st January – attending a Finance committee meeting

4th February – attending a Planning Enforcement seminar – note: Hilary Orr has left TDC

5th February – attending a Strategy and Resources committee

Cllr Allen confirmed that he has now resolved the non-delivery issue of the Tandridge Magazine in Tatsfield. This will now come out to every household by post.

Moorhouse – on 19th December Martin Allen attended a meeting of TDC Officers and County Highways and other local councillors. The prospects of the application being approved are growing.

The Grasshopper Inn development is currently stalled due to lighting issues v bats – still to be resolved with TDC /WT.

Cllr Allen has successfully had the noisy manhole cover in Paynesfield Road repaired.

Cllr Allen has received multiple complaints regarding the ongoing parking issues outside Crossways Court and along Crossways.

Cllr Allen visited Clacket Lane residents regarding the light pollution problems from Moorhouse.

c) Tatsfield in Bloom

Kim Jennings attended the recent TIB meeting and gave the following report:

The water butt outside the AMB needed replacing.

TIB would like to place mangers / baskets on the wall of the VH either side of the new porch.

1817/0119 Members agreed to this proposal.

The village gates were dirty and this was partly caused by a puddle which has formed between the road and verge. Kim Jennings had offered fill this with hardcore to hopefully remedy water collected at this point.

The Square proposed flowerbeds. The Parish Council has yet to receive an official request for this. Members agreed with the idea in principle but would need to see a breakdown of the costs before making a firm decision. It was agreed to list this item on the February main meeting agenda for further discussion. It was also noted that consultation with residents of the Square was needed.

Planting of baskets around the village would take place over the weekend of 11th and 12th May.

The TIB theme for 2019 was the Fairtrade group's 10th anniversary.

d) Tatsfield Fairtrade Group

Althea Davies attended this meeting and gave the following report:

Althea Davies attended the AGM, followed by the regular meeting on 8th January.

The committee is very enthusiastic and well-run. This year is the 10th anniversary so a lot of planning is taking place for the Fairtrade fortnight in March. There will be a birthday party on 10th March and ideas discussed included a bake-off using Fairtrade products.

The Fairtrade Group will be buying 90kg of Kilombero rice which can then be sold at no profit. This will fund a child's secondary school education.

The Committee is looking at other opportunities to promote Fairtrade including the Bec Hill Cycle climb as well as other sporting events which pass through Tatsfield.

The content for the next three Parish Magazine articles was agreed.

Also discussed was the prospect of working alongside Sheree to promote or use Fairtrade products in the shop / tearoom.

** It was noted that the History weekend would be 9th and 10th March. To be held in the AMB.

e) Horticultural Society

Martin Allen confirmed that the Year Book would be collected shortly and would be in circulation very soon.

The next event will be the Martin Hazelwood quiz to be held on 12th February in the WI hall.

The compost site is closed. Martin Allen asked for an update on the grant request.

f) Village Hall Management Committee

Helena Garcia- MacLeod updated members on the concerns raised at the recent VHMCM meeting. Main priorities were the staining around the new porch, the 'missing' guttering around the new porch and the upcoming floor reseal.

g) Airport

Ian Mitchell gave the following report:

The next Consultative Committee meeting will be held on Thursday 17th January, when we will be told that the marked fall in light aviation activity reflects measures taken for reasons of safety. The trend is expected to continue through the summer as is the 'modest' increase in business jet and helicopter activity. Over the past 12 months there have been 43 and a half thousand total movements –the 3rd lowest figure for more than two decades. They peaked at 96 thousand in 1997. The airport management has suggested to the government that all light aircraft in the south-east should be 'electronically conspicuous' and that private pilots should be subject to mandatory recurrent training. It also argues that light aviation contributes relatively little to the UK economy. It now appears that Bromley planners do not consider the proposed technical training college as being 'aviation employment generating' and should not be built on the site first proposed. It seems that the only likely site would now be next to the hotel and the 'Lookout Café'

h) Speedwatch

No report.

i) Neighbourhood Plan

There was a Steering Group meeting on 19th December where it was agreed that the two Environment groups will merge.

The next meeting is scheduled for 17th January where the Call for Sites will be finalised and the Business Survey will be issued.

Two public events are being planned for April / May 2019.

The Housing Group will meet on 16th January to discuss the THNS results.

j) Tatsfield Responders

Phil Clark had sent a report. SECAMB is still in special measures. Due to the new triage system, the official number of calls in Tatsfield was 9 in 11 months. Although it was stated explicitly, the inference was that due to the low figures, SECAMB did not wish to actively support a First Responders scheme in Tatsfield.

k) Little Acorns

The following report was received from the Little Acorns Chair:

Little Acorns had a selection of very successful fundraisers over December, totalling £1000! But that obviously is only a bandage. The numbers have increased well through the last term and we started this term with more children ready to start with us. I remain optimistic but realistic. We have a fair few (16 I believe) leaving in the summer for school but we have 8 months to increase our numbers before September and one of the ways we are doing that is an Open Day in February allowing parents a more informal way to view the pre-school. We are due OFSTED any day and again hope that an updated good

response from them will also help us! A member of the Surrey Early Years team came in this week to ensure we were ready to receive OFSTED.

From the summer term the fees are increasing and we are extending our opening hours to include some of breakfast club's hours. This was a request from Surrey so that we can offer full 30-hour funding to those who are eligible. It also includes a lunch club on our shorter days. The lunch club will also be available as a paid for service to unfunded families.

Thank you for your on-going support of the pre-school. I am endeavouring to keep this village asset alive and kicking but must also listen to the needs of the community.

11. Parish Council Land/Property

a) Village Hall

- Main porch at front of VH and small side porch – refurbishment
It was believed this was discussed at the recent VHMC meeting but no update.
- New porch – staining – Althea Davies has been liaising with James Blunt re the staining. VHMC members thought that it may be resin leeching from the wood and this could continue for some time. Althea Davies would continue to follow this up and the issue of the guttering which does not appear to have been replaced after the porch was fitted.
- Elections – Little Acorns had complained about the elections scheduled for 31st January being held in the VH as it would mean a full day of closure and subsequent lost earnings. Helena Garcia-MacLeod confirmed that she had in the past made enquiries into the possibility of relocating the polling station but TDC had 'stuck firm' to the decision to use the VH as the polling station venue. It was noted by members that the VH had always been the location for the parish polling station. The Clerk confirmed that TDC had indicated that the VHMC could submit an invoice for the hall which included loss of earnings. The Clerk agreed to pass on the contact details at TDC to Helena Garcia-MacLeod to follow this up.

b) Westmore Green

- Pond - a planting plan had been supplied by Ian Hayman. This had been circulated to members by the Clerk.
It was proposed that a plaque for Tatsfield Aquatics should be erected by the pond in acknowledgement of the work done.
Members commented that they thought the pond looked lovely without planting and would caution against too much planting being carried out in the spring.
- Christmas Lights – there had been multiple problems with the Christmas lights since 1st December. It was generally agreed that there should not be so many problems with such a new lighting system.

1818/0119 It was agreed that investigations were needed to ascertain why the lights had failed on multiple occasions over the festive period and an action plan put in place to resolve the issues ahead of next Christmas. Mike Sarll agreed to liaise with the electrician, Ted Chaponiere, Stuart Farmer and Doug Freeze and report back to the PC.

12. Meetings to attend/ correspondence

- Tim Oliver – new SCC Leader – AMB Monday 21st January 1pm – 4pm
- Email received from concerned parishioner regarding quad bikes being raced in the woods near Old Lane / Ricketts Hill Road. This should be logged and reported to the PCSO.

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

None

14. Matters for reporting or Inclusion in a Future Agenda

- Parking on Westmore Green on the grass. List on February main meeting agenda.

Final public participation:

None

The meeting closed at 9.46pm