

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th June 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 Ian Hayman

In Attendance: Samantha Head (Clerk)
Cllr Becky Rush
Cllr Martin Allen

And 9 parishioners.

The meeting commenced at 8.03 pm

1. APOLOGIES

1948/0619 Stephen Mittins had sent his 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 13th May 2019

1949/0619 It was resolved that the minutes reflected a true and accurate record of the meeting held on 13th May 2019. They were duly signed by the Chair.

4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 16th April 2019

1950/0619 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 16th April 2019.

5. Public Participation

- Closure of Parish Council / Village/ Neighbourhood Plan / History websites
- Strategy for managing various green areas within the parish. In part, how will the village look on SSEIB Judging Day? How is weed control being managed around the village? Is there a wider strategy with DC and CC?

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

- i) The Clerk noted that the Legionella Monitoring Audit is scheduled to take place soon.
- ii) The Clerk confirmed that the VAT refund for 01/10/18 – 31/03/19 has been paid by HMRC in the last couple of days. This is £3,416.53. This will be formally noted as a receipt on the July Appendix B.

7. PLANNING:

(a) Planning Team for June: Jason Syrett and Ian Hayman

1951/0619 It was resolved that the planning team for June would be Jason Syrett and Ian Hayman.

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

TA/2019/322 Greensleeves, Ricketts Hill Road, Tatsfield TN16 2NG

Loft conversion of existing roof void (Application for a Certificate of Lawful Development for an Existing Development).

No further or new documents have been uploaded so it is not clear why this application has been reissued for consultation.

A 'no comment' response was sent by Tatsfield Parish Council on 26th March 2019; therefore, no further comment is necessary.

TA/2019/801/TPO 72 Paynesfield Road, Tatsfield TN16 2BG

Beech (T1) – Remove ivy and thin canopy by 20%, leaving tree with higher amenity value and allowing more light through.

1952/0619 Comment: No comment

TA/2019/959 60 Crossways, Tatsfield TN16 2BW

Single storey rear extension.

There had been a previous application in April 2019 for a lawful development for a single storey rear extension which was withdrawn. TPC issued no comment.

A 1994 application was approved for the demolition of a porch, garage and outbuildings and the erection of a two-storey side extension to provide a new garage with bedroom and bathroom over, a new front porch and a detached utility room at the rear.

This property is within the defined village.

1953/0619 Comment: No comment

TA/2019/918 Green Gables, Ricketts Hill Road, Tatsfield TN16 2NB

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

This application is for the lawful use of an annex building as a B&B accommodation.

The site has previous history of the garage/storage annex being rejected for use as a B&B accommodation.

The plans on this occasion show two bedrooms, a shower room and a living room (no kitchen). The supporting statement argues that as there is no kitchen shown, then it cannot be classified as a separate housing unit.

The planning history for this site is:

- Significant extensions to the property were approved in 2012.
- A previous application in February 2018 for lawful development for the use of the annex as a B&B was refused by TDC in September 2018 on the basis that the application would essentially create a new unit of accommodation.
- This property is in the Green Belt.

The property is advertised as The Lodge on www.booking.com as a separate building.

The owners state on booking.com: The apartment is very cosy and welcoming. There is a kitchenette so you can make food if you would prefer to stay in for the evening, there is a breakfast bar so great if you need work space. The garden has a view and has some amazing sunsets. The property backs on to fields. The property is on a country lane which has a hail and ride bus service which can take you to the local village where you can have an evening meal and get the bus back without worrying about driving.

1954/0619 Comment: Objection. The previous application on this property ref: TA/2018/456 was refused on the grounds that permission, if granted, would have created a separate dwelling unit distinct from the main house within the Green Belt.

It is recorded by the owner on booking.com that the annex termed 'The Lodge' is currently offered for rent as a two-bedroom apartment with 'a kitchenette so you can make food'.

We believe that the Certificate for Lawful Development, if granted, would secure permission for the two-bedroom rental property that currently exists, which is not being used as an annex as part of the main dwelling house, but as a separate rental property and therefore a stand-alone dwelling unit.

We therefore request that Tandridge District Council reference the previous decision including legal comments and precedent appeal case in determining this application.

TA/2017/1946/Cond3 The Grasshopper Inn, Westerham road, Westerham TN16 2EU

Details pursuant to the discharge of condition Nos. 4 (Materials) and 10 (Lighting Management) of planning permission ref: Part demolition of northern wing and erection of replacement wing containing restaurant on ground floor and guest rooms on the first and second floor.

1955/0619 Comment: No comment

TA/2018/2481/Cond1 Charmwood, Greenway, Tatsfield TN16 2BS

Details pursuant to the discharge of condition Nos. 3 (Landscaping) 4 (Materials) and 5 (Carbon Emission Reduction) of planning permission ref: 2018/2481 dated 25/03/2019 (Erection of two-storey 4-bed dwelling with associated parking and amenity space).

1956/0619 Comment: The applicant proposes using three different colours of render on the proposed house – off-white, cream and grey with anthracite grey fascias and barge boards. Window colours and rainwater goods do not appear to be determined and are shown white on the proposed drawings. We would question whether on a house of this size that a simpler use of one or possibly two render colours would not be calmer, less fussy and more effective. Window colour should be white or alternatively grey to match fascias etc. A heat pump unit is shown on the roof – this should be visibly screened with appropriate opaque vertical screening to blend into the slate roof to details agreed with the planning officer.

1957/0619 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

8. Finance:

(a) Finance Team for June: Jason Syrett and Ian Hayman

1958/0619 It was resolved that the Finance Team for June would be Jason Syrett and Ian Hayman

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

1959/0619 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for June.

(c) Discuss and agree items requiring expenditure:

- Border Plumbing and Building Repairs – Repair damage to emergency exit doorway (AMB) - £170.00
- Surrey Hills Society – Membership Renewal - £25.00
- James Longley – Footpath maintenance:
 - Tatsfield Green – 2x weed spraying and leaf clearance - £260.00
 - Scout Hut Path – 2x weed spraying and leaf clearance - £260.00
 - Clearing footpath through Kemsley Wood – 3x visits p.a. (May / July / September) - £150 / £100 / £100 respectively

1960/0619 It was resolved to accept the above quotes.

(d) Annual Governance and Accountability Return – Approval of Annual Governance Statement for AGAR 2018-19

1961/0619 It was resolved to approve the Annual Governance Statement for the 2018-19 Annual Governance and Accountability Return (AGAR). All boxes were ticked and the AGAR was signed as indicated by the Clerk and the Chairman.

(e) Annual Governance and Accountability Return – Approval of Annual Accounts and Annual Return, Balance Sheets and Notes. Sign as required.

1962/0619 It was resolved to approve the Annual Accounts for the 2018-19 Annual Governance and Accountability Return (AGAR). All boxes were ticked / completed as required and the AGAR form was signed by the Clerk and Chairman.

(f) Internal Audit Report

Following the Internal Audit on 16th May 2019, the following report was submitted by the Internal Auditor:

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 her hard work in ensuring a successful Internal Audit.

(g) Consider Internal Auditor for 2019-20

Although the Internal Auditor has indicated his availability for 2019-20, it is considered good practice to appoint an Internal Auditor on an annual basis. He can carry out the audit over one or two visits. The Clerk expressed a preference for two visits as all admin can be dealt with mid-year (in November) and year-end (in May) can concentrate on AGAR.

1963/0619 It was resolved to appoint Peter Frost as the Parish Council's Internal Auditor for 2019-20, with two visits.

(h) Appointment of Emergency Finance Committee (as detailed in item 4.6 of the Financial Regulations 2019)

1964/0619 It was resolved that Kim Jennings and Alex Davies would form the Emergency Finance Committee.

- (i) **Approval of the removal of Nichola Stokoe, Ian Mitchell, Althea Davies, Michael Sarll, Helena Garcia, Niall Kells, Peter Michael Pendleton from the HSBC Community Account.**

1965/0619 Members resolved to remove Nichola Stokoe, Ian Mitchell, Althea Davies, Michael Sarll, Helena Garcia, Niall Kells and Peter Michael Pendleton from the HSBC Community Account.

9. Notified Items

- (a) **Closure of the PC, Village, Neighbourhood Plan and History Group websites**

Alex Davies provided the following report:

At the TPC meeting on 13 May 2019, we were all made aware that as of 31 March 2020 Surrey County Council is withdrawing the website platform currently used for our Village, Parish Council and History project websites. In order to understand the implications of this I had an informal chat with Trevor Sykes (who currently runs the Village website) on 24 May 2019. Trevor has maintained and run the Tatsfield Village website since 2012 on a voluntary basis and provided the following information:

- The Village website used to be the main point of online contact for village news and information but this has now been overtaken by the popularity of social media, specifically Facebook pages Tatsfield Talk and Tatsfield Talk 2.
- As such, the Village website is now mainly static data as opposed to dynamic data and could be simplified. Possible ideas were removing the section to buy and sell items and moving all the Parish Magazines (all stored on the website since 2010) to the History Project website.
- Usage has dropped over the years and the website now get approximately 50-80 hits a month. Of these at least a quarter is the Bridge Club members checking results.
- The current Parish Council website is very data based and would be improved by the introduction of more graphics.
- There is currently a good support contact at Surrey County Council who has said that there may be some migration support provided but that is by no means certain.
- The migration of the existing website from the current platform to another will probably be quite complicated due to limitations of the current platform. As such it would be advisable to call in professional advice with this and/or the redesign to work out the best way forward. Trevor has said he will run a survey on the current Village Website to ascertain who currently uses it, for what reasons and ask for any suggestions. Trevor has also kindly said he would be happy to continue to run and maintain a simplified Village Website once the migration and redesign was completed. He is very experienced in IT and would be able to learn the new platform easily. Samantha, the Parish Council Clerk, currently runs the Parish Council website and would need to be trained on the new website. It is suggested that a working group is put together to manage the redesign and migration, chaired by a Tatsfield Parish Councillor with Trevor as one of the members.

The following would need to be considered:

- How best to combine the Village and Parish Council websites?
- Other village organisations that may wish to be included on the new website
- The usage and purpose of the new website(s)
- An initial redesign specification (both Village and Parish Council)
- Quotes from local companies to perform the migration and redesign (with the possibility of redesigning from scratch in which case migration may not be required)

Tatsfield Parish Council

To facilitate this a request could be published in the July/Aug issue of the Parish Magazine asking for anyone with knowledge in this area willing to be part of a working group to be in contact. Possible wording below:

CALLING ALL WEBSITE GURUS

At the end of March 2020, Surrey County Council are withdrawing the website platform currently used by Tatsfield Village and the Parish Council. Although a bit of a blow, it is the perfect opportunity to redesign and update our website. Tatsfield Parish Council are looking to put together a small working group to manage the redesign and migration. If you have expertise in this area and would have some time to spare to help with this project then we'd love to hear from you.

Please email Alex Davies at alexdavies@tatsfieldparishcouncil.org.uk

1966/0619 Members resolved to proceed as per the recommendation above. Alex Davies agreed to post the above notice in the next edition of the Parish Magazine and also on Tatsfield Talk.

- (b) **Surrey County Council – Statement of Community Involvement Consultation 2019 – approval of draft response**

Jason Syrett had proposed the following response to the above consultation:

A letter was received by Tatsfield Parish Council on 7th May 2019 inviting comments on Surrey County Council's consultation on a Revised Statement of Community Involvement. Comments are to be returned from 7th May until 18th June 2019.

The Statement of Community Involvement (SCI) sets out how the Council will involve the local community:

- 1) In preparing, altering and reviewing minerals and waste planning policy documents:
And
- 2) In determining planning applications they receive for minerals, waste and for Surrey County Council (SCC) developments (such as new schools).

In summary, the documents set out ways in which SCC will engage with and involve the public and local stakeholders going forward on these issues. This includes how they will continue to work with the community once facilities are up and running and when monitoring how well the minerals and waste local plans are being put into practice. It also sets out processes for any enforcement action.

Methods of communication: In addition to using email and the Internet, SCC will still rely on site notices and letters where these are necessary to ensure effective communication. They have also recognised methods should take account of 'hard-to reach' groups.

Process: The planning process in summary follows national guidance and therefore follows a similar basis as major planning applications for developments through the Local Authority.

This includes the processes of pre-application, scoping and screening, Environmental Impact Assessments/Strategic Environmental Assessment (SEA), advertising of applications and management of the consultation process. Advertising will be via newspaper advert, site notice and letter to neighbours generally within 90 metres of the application site boundary unless the officer deems it appropriate to widen the distance.

Decisions follow a similar process to Tandridge planning process via officer report, a publicly accessible meeting and a committee of councillors as the decision-making authority. There is also an equivalent appeals process to the Secretary of State.

Neighbourhood Planning: The document explains that SCC can also support neighbourhood planning work- see link below:

https://www.surrey.gov.uk_data/assets/pdf_file/0008/166076/Neighbourhood-Planning-Guide-May-2018.pdf

Recommendation: Thank you for consulting Tatsfield Parish Council on the SCC Statement of Community Involvement (Draft for Consultation, May 2019). The Council has no comments to make.

1967/0619 Members resolved to approve the draft response and requested the Clerk submit it on behalf of the Parish Council.

(c) Feedback from Tatsfield Local Committee Meeting

The Clerk had circulated the responses / updates from Cllr Becky Rush. No matters arising.

(d) Review of PC Privacy Statement

The Clerk had circulated a draft Privacy Statement. This remained unchanged from the one published by the Parish Council last May (2018).

1968/0619 Members resolved to publish the Privacy Statement.

(e) Parishioner concern regarding tree felling in Parsons Shaw – follow up

Following this item being discussed at the Parish Council meeting held on 13th May 2019, Kim Jennings and David Pinchin agreed to measure the height of the new fence which has been erected around the perimeter of the plot. David Pinchin noted that the fence height was 6' and a post did occasionally exceed 6'.

1969/0619 The clerk was requested to contact TDC to verify if the fence needed planning permission.

(f) Review of Freedom of Information Statement

The Clerk had circulated a draft of the FOI Statement. She confirmed that it met all legal requirements. She further noted that the Parish Council's Publication Scheme notice should reference that any information already available on the Parish Council's website would not be provided again via a FOI request.

1970/0619 Members approved the Freedom of Information Statement.

(g) Tennis nets / post at the MUGA

Last summer the Parish Council erected a tennis net on one of the courts at the MUGA. It was a great success and lots of people used it. The nets are kept in a locked box next to the benches but, as no-one has access to the box, the net was left up throughout the summer holiday.

The PC has been asked if it would consider the same arrangement this summer.

The nets are not in a good condition and need replacing and one of the posts has a problem in the winding mechanism does not work.

A local resident has sourced two second hand nets and is happy to donate them to the PC.

1971/0619 Members resolved to accept the kind offer to donate two second hand nets. Members further resolved to fund the repair of the broken post. Members also agreed to have one net left up throughout the school summer holidays, as last year.

(h) Permission for South East Open Studios to place signs advertising forthcoming exhibitions – to ratify

A request had been received to place signs advertising the South East Open Studios event in June. The signs would up from 30/05/19 to 24/06/19 on the greens and village noticeboards.

1972/0619 Members resolved to grant this permission.

(i) TDC Open Spaces, Park and Green Infrastructure Strategy

Jason Syrett had responded to TDC on behalf of the PC. TDC had replied asking for further information and had extended the deadline for responses to 14th June. Jason Syrett had also contacted Martin Allen and Jon Allbutt for their thoughts. Jason's email to TDC and its response had been circulated to members by the Clerk.

Jason Syrett noted that it was a request from TDC to identify sites in the parish which are 'open' to the public. He had suggested to TDC that as part of the work by the Neighbourhood Plan Steering Group, mapping could be undertaken and, through continued contact with TDC, the NP team would feed this information. He further proposed that he responded to TDC to reiterate the PC's previous answer and state that the NP team could provide further information but not within the tight timescales suggested by the district council.

1973/0619 Members resolved to follow Jason Syrett's proposal. Jason Syrett agreed to forward this response to the district council.

(j) Parishioner complaint, via contact form, regarding late night noise in car park of Ye Old Ship

A complaint had been received via the contact form outlining an incident of anti-social behaviour in the Ship car park at 3.08am on Saturday 25th May. The complainant had contacted the pub who had confirmed that no events had been held there at that hour and it was later identified that there had been an event in the Village Hall that evening, although this would have finished by 11.30 pm and it would have been unlikely to be attendees of that party.

1974/0619 Members concluded that no further action was needed and asked the Clerk to respond to the complainant.

(k) Biggin Hill Airport – Local Government and Planners Questionnaire (London Airspace Change)

The Parish Council had received the above questionnaire. The deadline for responses was 27th June.

David Pinchin gave the following summary:

This is a strategic exercise at the airport to introduce newer technology and the changes in the use of airspace over Biggin Hill. The airport is aiming to have new arrival and departure routes – in fact, the whole airspace strategy is being reviewed. The Parish Council has been invited to complete a questionnaire and has an opportunity to outline the issues for the village / parish in the first instance.

David Pinchin had drawn up a draft response stating that the general wish is to maintain the current airspace over the village and who else the Parish Council felt should be consulted.

Cllr Becky Rush stated that Woldingham Parish Council felt that there was a glaring omission - the local amenity protection – which is stated is included in the design principles but is not actually in the questionnaire. The point should also be made that the starting point for this area is at least 800ft above sea level.

Ian Mitchell noted that consultation with local equestrian facilities should be made. The aim of the London Airspace Change is to get rid of the stacks over the airport and surrounding area. They would be moved over the ocean to allow Biggin Hill air traffic to get up into the air space more quickly.

1975/0619 Members resolved to submit responses as per the draft proposal.

(l) Damaged road sign outside Manor House

Kim Jennings stated that she had reported this damaged road sign at the end of May. She had received an email to acknowledge this and that the sign was on the list to be repaired.

(m) Surrey Highways: Tandridge Parking Review 2019

Further to the visit from the SCC officer last year, in agreement with the Parish Council, several areas had been put forward to have double yellow lines marked. This list had been confirmed in the parking review.

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

a) County Councillor

Cllr Rush gave the following report:

- Parking review – anyone can put forward suggestions for the next parking review. TDC would be responsible for the enforcement of the new double yellow lines.
- Biggin Hill consultation – this has already been discussed in item 9k.
- SCC is undertaking a sustainable transport consultation. SCC would like to have current bus services to and from Tatsfield confirmed and understand if there are any services that could be improved / new services.
- Tatsfield Local Committee – following discussions at this meeting, there is some money available. This could be spent on one of three things: a) entrance to Approach Road (visibility) – either different colour cats' eyes or a yellow backed sign to indicate turning ahead, b) Crossways footpath – shared three ways between SCC /

TDC and TPC, c) Clarks Lane layby. As this is located in Titsey parish, Cllr Rush indicated that she would ask Highways if there was a different solution.

A parishioner mentioned that the junction by the Tatol bed was dangerous and needed reshaping. Cllr Rush said she would speak to Zena Curry.

b) District Councillor

Cllr. Allen gave the following report:

- TDC has been quiet, meeting wise, following the election as committees have been forming.
- Cllr Allen passed thanks on to the Biffa men who assisted everyone at the Bulky Waste Collection service.
- Cllr Allen continues to report overflying aircraft. Pilots are being advised of their errors.
- Cllr Allen has been confirmed as the Vice Chair of the O&S committee and fellow Independent, Jeremy Pursehouse, is the Chairman of the Council. Cllr Allen will continue on the Housing committee. All the above will be confirmed at the first meeting of the new Council on 21st June.
- Cllr Allen has discussed ways to avoid duplicating reporting issues.
- Cllr Allen will be arranging a visit by the Neighbourhood Police Inspector.
- Cllr Allen will meet the DC CEO when he will raise issues of enforcement, lack of response from officers, concerns at Crossways Court and Lusted Hall Lane.
- Cllr Allen highlighted the Biggin Hill (Changing Airspace) consultation, wet spots in the parish and the tree on Ship Hill.
- Cllr Allen and Cllr Rush will be attending the Titsey Parish Meeting on 20th June and adjourning to the Ship from 7pm onwards.
- PCC David Munro will now visit Tatsfield on 11th July at noon.

c) Tatsfield in Bloom

No report.

d) Tatsfield Fairtrade Group

It was reported that the Fairtrade Group were thrilled with the Tatol bed.

e) Horticultural Society

THS /TIB have assisted the Cubs /Scouts in planting seeds for their Scout Fete.

20+ villagers went to Wisley on 19th May – a good day was reported by all.

The 18th Tatsfield Village Garden Tours was held on 2nd June. It went very well. Bob David gave a verbal report and confirmed that over £1,000 had been collected in donations.

The next event will be the Scout Fete on 7th July with a TPC/ Fairtrade/ NP stall. Jon Allbutt will be coordinating.

f) Village Hall Management Committee

David Pinchin attended the VHMC meeting on 5th June and gave the following updates:

- Legionella Training – the Clerk confirmed that this had been arranged.
- Bassetts / fence – the residents of Bassetts had confirmed responsibility for the fence repairs and were awaiting availability of the contractor to carry out the work.
- Overnight parking – Letters had been sent out to all neighbours of the VH and signs were due to arrive soon.
- New porch – staining – it had been agreed by the PC to wait for the wood to dry out.
- Gate post – the Clerk confirmed that this had been completed.
- VH porches – date tbc – the Clerk confirmed that Lloyd Gulley was chasing confirmation of start date.
- New kitchen – 24th/25th July – clearance of old kitchen, work would commence on 26th July and would take 4 weeks to complete. After the first week, regular hall users would be able to use the hall but not have access to the kitchen.

g) Airport

There would be a public session on London's changing airspace on 13th June.

The Festival of flight would be held on 17th August.

h) Speedwatch

The Chairman confirmed that Stephen Mittins has a list of three new volunteers. Martin Allen confirmed that training would take place on 25th July.

i) Citizens Advice Bureau

The AGM will be held on 8th July. Stephen Mittins has confirmed he will be attending.

j) Neighbourhood Plan

There was a Steering Group meeting on 15th May. The Call for Sites are now being assessed by AECOM. Martin Allen is chasing missing Utilities replies.

The next NP Steering Group meeting will be held on 11th June and the Housing Group will meet on 25th June.

Martin Allen will now be applying for a grant.

k) Tatsfield Responders

No report.

l) Caterham and District Local History Centre AGM

Ashley Clifton attended the AGM. He reported that it was a very enjoyable evening. The AGM was followed by a very interesting talk on Marden Park, delivered by Jennifer King. The History Centre is struggling for funds and may well apply to the PC for a small grant.

11. Parish Council Land/Property

a) Village Hall

- Main porch at front of VH and small side porch – refurbishment
- Gate
- Overnight parking

All items had been covered in the VHMC report (item 10f).

b) Westmore Green

- Parishioner complaint re skip and hedges

Members agreed that everything had been done to address these complaints.

1976/0619 The Clerk was requested to email the resident to confirm that all issues raised had been dealt with and the PC felt that there was no further action needed.

c) Tatsfield Green

- Boundary Dispute (Under Part 2)

There was no update and therefore no Part 2 meeting was held.

12. Meetings to attend/ correspondence

- PCC David Munro visit – 19th June (now postponed). It was confirmed that new date for the PCC visit would be 11th July at noon in The Old Ship.
- Citizens Advice Oxted AGM – 8th July 7.30pm

13. Matters for reporting or Inclusion in a Future Agenda

- Village Club – tree roots on Westmore Green obstructing water pipe.
- Moorhouse DPD communication – request for PC's position.
- Hedge on Eastern Boundary of Westmore Green – encroachment 2+ metres. Needs cutting back?

Final public participation:
None

The meeting closed at 9.49pm