

**MINUTES of a Meeting of Tatsfield Parish Council held on the 12<sup>th</sup> March 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 Niall Kells Mr Mike Sarll Mr Ian Mitchell Mrs Helena Garcia-MacLeod  
Mrs Kim Jennings (after item 8a)

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

And 4 parishioners.

The meeting commenced at 8.10pm

**1. APOLOGIES**

1508/0318 Mrs Althea Davies and Cllr David Hodge had sent their 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 previous meeting held on 12<sup>th</sup> February 2018**

It was noted that the agenda stated to approve and sign the minutes of the meeting held on 26<sup>th</sup> February, however, this meeting was cancelled due to adverse weather.

1509/0318 It was resolved that the minutes reflected a true and accurate record of the meeting held on 12<sup>th</sup> February 2018. They were duly signed by the Chair.

**4. Public Participation**

None.

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

- i) Greengables – Enforcement action. It had been brought to the Clerk's attention that this was still being reviewed on Air BnB and Booking.com. The Clerk confirmed that she had contacted the officer dealing with the enforcement action and he had spoken to the owners and was satisfied with their explanation that it had only been used by friends and family (at no charge) since TDC planning dept had ordered them to cease letting the property pending a planning application submission and decision.

**6. PLANNING:**

**(a) Planning Team for March: Nichola Stokoe and Niall Kells**

1510/0318 It was resolved that the planning team for March would be Nichola Stokoe and Niall Kells.

**(b) To determine the Parish Council's position on Appendix A:  
TA/2018/280 The Parade, Westmore Green, Tatsfield TN16 2AQ**

Conversion of two shop units into one shop unit and external changes to the shop front. Change of use of rear store rooms and part of one shop into 1 flat (Class C3). Internal layout changes to existing first floor flats and changes to windows and doors. Formation of external staircase to rear elevation.

All Councillors had had the opportunity to review the proposals listed above. Questions regarding the shop front were asked and it was noted that this was pending but it was believed that the shop fronts would retain most of the current features.

The members were fully supportive of the proposals.

1511/0318 Comment: The Parish Council would support the application as it would mean a return of the vital services provided by the village shop and post office, which have long been the focal point of the community.

1512/0318 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

1513/0318 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for March.

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

- To cut the thorn hedge in Maesmaur Road and strim down grass and weeds – to be carried out in June 2018 - £186.00
- To cut the thorn hedge in Maesmaur Road – to be carried out in November 2018 - £106.00
- To trim hedge between the Village Hall and the Old Police House and to rear of the Old Police House – to be carried out in June 2018 and November 2018 - £120.00 each cut
- Replacement of expansion valve and pressure relief valve on boiler in AMB - £290.00

1514/0318 It was resolved to approve all items requiring expenditure.

### (c) Finance Team for March: Nichola Stokoe and Niall Kells

1515/0318 It was resolved that the Finance Team for March would be Nichola Stokoe and Niall Kells.

## 8. Notified Items

### (a) Co-Option of new Parish Councillor – consider applications received and select a candidate by majority vote

The Chair noted that only one application had been received. This was from Kim Jennings. This application had been circulated by the Clerk and was now considered by the members.

1516/0318 The Chair proposed that Kim Jennings be co-opted on to the Parish Council to fill the vacancy and it was resolved to accept this by a unanimous vote (show of hands).

Mrs Jennings then took her place at the council table and participated in the remainder of the meeting. The Chairman and others welcomed her to the Parish Council.

### (b) Legionella Risk Assessment

Niall Kells and the Clerk had attended training along with Carol Jordan and Peter Maynard from the VHMC. It was very informative and all four were now certified to carry out the required monitoring. The report had been received on the day of the meeting and the Clerk noted that there were a couple of issues which needed rectifying. The Clerk would scan and forward the Village Hall assessment and offer to order the temperature monitoring equipment on their behalf. Both the AMB and VH would need to purchase the equipment. The Clerk had sourced these from RS Components. It would be in two parts, priced at £46 and £36.41 respectively.

1517/0318 It was resolved to order the monitoring equipment.

### (c) New noticeboard on Ricketts Hill Road – paving at base of noticeboard – update

Dave Mitchell had advised that paving slabs may not be particularly safe as they could be a slip hazard in wet weather. He had suggested concrete with a roughened surface which would be safer. The Clerk had emailed members who had agreed to this modification.

### (d) Tree Survey

The Clerk had received three quotes. PJC had not visited to survey for the quote and the Clerk felt that they had under quoted as they had not included all areas. ACS (the company who had carried out the previous survey in 2013) had quoted a figure felt by members to be very high. Down to Earth had carried out an extensive recce of the parish to produce their quote.

1518/0318 It was resolved to accept the quote from Down to Earth. The Clerk was requested to make arrangements for the survey to be carried out.

### (e) CCTV

The Clerk and Niall Kells had met with three companies and received quotes from all for phase one of CCTV in the village centre. One quote was from a company which specialised more in security alarms than CCTV and it was felt that they could not offer the network facilities required. Due to this, the Clerk and Niall Kells had recently met with another company. This meeting had gone very well and it was felt that this new quote could be a better comparison to the two quotes left on the table. The Clerk believed that the details of this quote would be available to the members before the next meeting. A decision on this item was deferred until the supplementary meeting.

### (f) New Gateway and signage on Approach Road

The Clerk had circulated details of the gateway designs, wording and installation costs to members prior to the meeting. The gateway design had been approved at a previous meeting. Anita Guy at SCC had provided mock ups of the wording layout.

1519/0318 Option 4 had been selected as it would provide the most symmetrical appearance on both sides of Approach Road.

It was agreed to accept the quote for installation from Nick Knox who was licenced to work on the highways.

**(g) Johns Road Residents Association – concerns regarding parking in the village**

The Clerk had received an email from JRRA stating that there had been several near misses by residents in the village due to vehicles being parked near bends and junctions. JRRA had decided to contact the Parish Council and TDC to see if parking rules could be enforced.

1520/0318 It was resolved that the Clerk would respond to JRRA to say that this has already been raised with Cllr David Hodge and he had agreed to add it to the assessment schedule.

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

The Clerk had received a request from a resident in Lusted Hall Lane who says that the section outside numbers 1-4 (unmade) becomes so muddy during the winter months that it is dangerous. Having consulted with near neighbours, they would like to work together to put down plainings. A local resident has offered the use of his digger to flatten the area for a small fee and other residents have volunteered their time to assist. It was noted that a previous Parish Council had written to this group of residents to invite them to attend a meeting to discuss the 'Lusted Hall track'. Very few had turned up. It was established that the 'track' was actually common land.

1521/0318 It was resolved to invite the residents to discuss further at a meeting with the Parish Councillors. The Clerk would ask for availability on Saturday mornings.

**(i) Japanese Knotweed**

At the last meeting, the Clerk had made members aware of several clumps of Japanese Knotweed on a Thames Water owned plot of land in Tatsfield. Jon Allbutt also noted that there was Japanese Knotweed in Millennium Wood. Subsequently, Althea Davies had noticed Japanese Knotweed in woodland near her home.

1522/0318 It was resolved the Mike Sarll and Althea Davies would walk round Tatsfield and attempt to identify locations where Japanese Knotweed was growing. It was further agreed that an article would be put in the Parish Magazine and on Tatsfield Talk asking for residents to indicate areas of Japanese Knotweed. This information would then be collated and passed to Jon Allbutt for advice.

**(j) Tandridge Neighbourhood Watch grant request**

Tandridge Neighbourhood Watch Steering Group is seeking a funding grant of £100 from each Parish Council within the District to help with cycle marking and NW scheme signage.

1523/0318 It was resolved to grant £100 to the Steering Group. The Clerk was asked to request whether these services would be offered in Tatsfield.

**(k) Scout Hut Footpath**

Additional to the original quote of £20k provided last year when SCC were going to fund and undertake this project, the Clerk has obtained two further quotes. One from iPave for £11,498 plus £2,100 for the timber edging and another from Nick Knox for £10,600 for the 208m stretch and £1,800 for the shorter stretch leading from the Scout Hut to Furze Corner.

The Parish Council currently has around £4,500 of CIL monies which could be used for this project. The Clerk had also recently received news that a further £4,500 of CIL monies was due to be received. The Clerk had also confirmed with a TDC officer that the Council could press ahead with the project and later reimburse the Parish Council with the additional CIL monies.

1524/0318 It was resolved to accept the quote from Nick Knox and the Clerk was asked to arrange for the works to be carried out.

**(l) Dave Bishop – Chairman's Volunteer Awards**

Dave Bishop had been awarded the Chairman's Volunteer Award. This will be presented to him at County Hall on 28<sup>th</sup> March. The Chairman offered formal congratulations on this well-deserved award.

**(m) Emergency Plan – revision of action in event of snow**

It had been noted that during the recent adverse weather, the Emergency Plan contained insufficient information. Jon Allbutt had kindly volunteered to review the plan and offer advice on improvements that can be made to it.

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

Cllr. David Hodge was absent and no report was given.

**b) District Councillor**

Cllr. Allen provided the following updates:

- TDC was working through the Customer First scheme and employers were reapplying for their positions. Of the 4x recent suspensions, 1x had now resigned and 3x had returned to their jobs.
- At a recent Civic Reception, Cllr Allen had been accompanied by Barry Bull.
- Dog Fouling – Cllr Allen was continuing to chase the additional cleaning services and noted more signs had been put up.
- Community Transport – update. An officer from TDC had visited the WI and Not So Young group.
- A25 – plan to reduce the speed limit had been confirmed but no cameras would be installed.
- All TDC meetings would now be streamed online.
- TDC had voted to approve a 2.99% increase in Council Tax for 2018/19.

- Cllr Allen had been contacted by the Surrey Mirror to ask how Tatsfield had fared in the recent snow. An article had been written up for the paper and put on Tatsfield Talk.

**c) Tatsfield in Bloom**

It was reported that TiB was in the final stages of planning for this year. A date had been fixed in April for John Waller to teach willow butterflies etc to be displayed around the village. The bad weather had had an impact. TiB had been very busy in the car park/ community orchard. It was noted that there was an issue with the condition of the fence on the FP21 side of the orchard. Jon Allbutt has applied for a grant for hedging whips (English Country Hedge).

**d) Tatsfield Fairtrade Group**

The wine tasting event had been cancelled. A new date (7<sup>th</sup> April) had been arranged. Tatsfield Primary School had spent a fortnight learning about Fairtrade. There had been a big push by the school to show how Fairtrade worked in a practical way. This culminated in a tea made from Fairtrade products and served to grandparents of the school children.

**e) Horticultural Society**

The following report was received from Martin Allen:

- Gardening Club would meet on 13<sup>th</sup> March in the WI Hall.
- THS would be meeting this week to discuss plans for the future.
- THS was losing support as some of the older members scaled back their activities but it was hoped that membership would remain relatively stable.
- Composting – the first weekend was cancelled due to the snow. The coming weekend would see the volunteers begin to build the new bins. The scheme would open on 7<sup>th</sup> April

**f) Village Hall Management Committee**

The VHMC had reported that cracks had appeared in the floor. The Clerk was asked to contact the company who had recently resealed the floor to ask their advice.

The drain along the path down to the village centre was blocked. The Clerk noted that this had only recently been cleared and she was requested to ask the contractor to confirm when this was done and why it had become blocked so quickly.

The gutter above the front porch was blocked. The Clerk was requested to ask Terry Waite to unblock the gutters when he cleaned the windows and look into the possibility of installing 'hedgehogs'.

**g) Airport**

No report.

**h) Speedwatch**

No report.

## 10. Parish Council Land/Property

**a) Village Hall**

- Porches

Niall Kells had spoken to Jonnie Panther and ascertained the spec for the new porch. Niall Kells had sought further quotes for the porch and doors. These were due to be sent to the Clerk but she confirmed that she yet to receive them.

- Air Conditioning Units

Nichola Stokoe had raised this at the recent VHMC meeting. The overwhelming consensus was that the proposal to move the air conditioning units to the other side of the hall should be parked until new units were needed. It was generally felt that the high cost of moving the units was prohibitive.

- Play area – tarmac

It had been noted that there was a 5-10cm gap between the new kerb and the fence. It was suggested that this be concreted otherwise weeds would grow and this would be an ongoing maintenance issue.

1525/0318 It was resolved that the Clerk would ask Dave Mitchell for a quote to concrete this gap.

The old tarmac was threadbare in places and the uneven surface was causing water to pool. This was particularly worrying along the basement wall where water ingress had already caused damp issues. It was noted that Little Acorns may wish to replace the tarmac with a soft play surface. It was agreed to wait on a decision by LA.

- Cleaning

There was silt and debris build up following the removal of the hedge and installation of new fence.

1526/0318 It was resolved to ask Derek Rose to clean down this area.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

The Clerk confirmed that she was still waiting on the third quote. Nichola Stokoe agreed to chase this up.

**c) AMB**

-VOA

The clerk had received formal confirmation of the new valuation rate. However, the VIA was being very slow to respond to the Clerk's request for confirmation that the plan to swap the office with the front room would not impact on the current zero business rate. The Clerk could see no reason why it would and proposed that members proceed with the plans for the refurbishment.

The Clerk and Kim Jennings to meet with Nicole Lafone on site to discuss.

#### **11. Meetings to attend/ correspondence**

- Parish Assemblies 2018

These would be held on the following dates: 28<sup>th</sup> March, 27<sup>th</sup> June, 19<sup>th</sup> September and 5<sup>th</sup> December. The Clerk indicated that she would be unable to attend the 28<sup>th</sup> March meeting and asked if one or more of the Parish Councilors could attend instead.

- Request to amend minutes for Supplementary Meeting held on 22/01/18

The Chair noted that a request to amend the minutes from the meeting held on 22/01/18 (as in item 11) had been received. The Clerk stated that whilst she was unable to alter the contents of the minutes, it was accepted that the correspondence received was solely from Mrs Rudd and not her husband.

- Request for update on when rubbish at the bottom of Lusted Hall Lane will be cleared

An email received from a resident from LHL to complain about rubble that has been dumped on the grass behind house numbers 1 and 2.

It was agreed that Mike Sarll would look at the site and report back to the members.

#### **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**

- Drive Safe Initiative
- Joint Committees

Final public participation:

- Congratulations were offered to the Parish Council on what was done to help during the recent snow. The only issue was Lusted Hall Lane.

The meeting closed at 10.15pm