

**MINUTES of a Meeting of Tatsfield Parish Council held on the 11<sup>th</sup> March 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)  
Mrs Althea Davies Mrs Kim Jennings Mr Ian Mitchell Mr Mike Sarll

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

And 8 parishioners.

The meeting commenced at 8.01pm

### **1. APOLOGIES**

1845/0319 Helena Garcia-MacLeod 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 11<sup>th</sup> February 2019**

1846/0319 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11<sup>th</sup> February 2019. They were duly signed by the Chair.

### **4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 17<sup>th</sup> January 2019**

1847/0319 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 17<sup>th</sup> January 2019.

### **5. Public Participation**

- Post Office – a member of the public notified the Parish Council that she was investigating the possibility of opening a Post Office in conjunction with the Village Club. Due to the nature of the process, if the application was successful, it could be 7 months to 1 year until opening. It would be helpful if a Parish Councillor could be present for the initial meetings.

- A query was made about why planning applications had been received by the Parish Council before being received by the District Councillor.

- A query had been raised why so many agenda items were listed under Part 2 at this evening's meeting.

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

- i) The Clerk noted that she had reported the dead tree branch overhanging RHR to the tree officer at TDC. The tree officer had visited site and raised a works order. The work had been carried out. The Clerk had thanked the tree officer for dealing with this so promptly.
- ii) The previous clerk had arranged a residential contract for the maintenance of the CCTV system at the AMB. She had cancelled this in January 2019. The Clerk became aware of this early February. She met with a representative of ADT mid-February and negotiated a new commercial contract. This would have been more expensive than last year's figure but the Clerk managed to get this reduced to £214.95 plus vat. Last year the PC paid £248.27 (inclusive of vat).
- iii) Further to the request from Revd Short for a sign to St Marys Church at the junction of Ship Hill, Old Lane, Rag Hill Road, Church Hill, the Clerk has spoken to TDC. An officer visited site and confirmed that a new road name sign could be placed. It was further agreed that a smaller direction sign for the church would be placed underneath the road name.

### **7. PLANNING:**

#### **(a) Planning Team for March: Mike Sarll and Ian Mitchell**

Ian Mitchell indicated that he would be unable to be on the planning team for March. Althea Davies offered to replace him.

1848/0319 It was resolved that the planning team for March would be Mike Sarll and Althea Davies.

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

**TA/2018/2200 104 Paynesfield Road, Tatsfield TN16 2BQ**  
Treehouse/ play area (Retrospective)

1849/0319 Comment: No objection. However, the Parish Council is disappointed that the treehouse was built without first seeking appropriate permissions.

**TA/2019/319 4 Rag Hill Close, Tatsfield TN16 2LR**  
First floor front extension.

1850/0319 Comment: No comment.

**TA/2019/320 3 Parkside Cottages, Rag Hill Road, Tatsfield TN16 2LP**  
Single storey side extension.

1851/0319 Comment: No comment.

1852/0319 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

**(c) Neighbourhood Plan – Call for Sites**

It has always been the Parish Council's intention, in claiming unregistered land within the parish, to prevent building on those pockets of land. Therefore, it would seem hypocritical for the Parish Council to put forward sites for financial gain under the Neighbourhood Plan's Call for Sites and in conflict with decisions made by previous Parish Councils.

1853/0319 It was agreed that no plots of Parish Council owned land would be put forward under the Neighbourhood Plan's Call for Sites.

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

1854/0319 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for March.

**(b) Authorise payments (including authorisation of Internet banking) detailed in Appendix B.1**

1855/0319 Items on Appendix B.1 were duly approved. The cheque and supporting invoice were checked and signed by Althea Davies and Mike Sarll.

**(c) Discuss and agree items requiring expenditure:**

- Ground maintenance works – Lloyd Gulley – Maesmaur Road hedge and strim grass and weeds (late June) - £190
- Maesmaur Road hedge (late November) - £108
- Hedge between VH and Old Police House (late June) - £123
- Hedge between VH and Old Police House (late November) - £123
- Millennium Wood (RHR) – 2m corridor (January / February 2020) - £250

1856/0319 It was resolved to accept the above quotes. The Clerk was requested to inform Lloyd Gulley of the Council's decision.

**(d) Finance Team for March: Mike Sarll and Ian Mitchell**

Ian Mitchell indicated that he would be unable to be on the finance team for March. Althea Davies offered to replace him.

1857/0319 It was resolved that the Finance Team for March would be Mike Sarll and Althea Davies.

**(e) Clerk -annual appraisal and NALC salary increase 2019-20**

The Chairman confirmed that the Clerk's annual appraisal was carried out on 8<sup>th</sup> March.

1858/0319 It was resolved to agree the NALC pay award increase for 2019/20.

**9. Notified Items****(a) Annual Parish Meeting**

The APM was scheduled for 2<sup>nd</sup> April. Cllr Becky Rush had been confirmed as a speaker. Martin Allen would be speaking in his capacity as Neighbourhood Plan Chairman. SCC Leader Tim Oliver had indicated that he would be unable to attend.

The Clerk suggested that TDC be asked to provide a representative to outline the new Customer First initiative. The Clerk would check with Democratic Services if this would be permitted under the rules of purdah.

**(b) Parish Council elections – May 2019**

The Chairman confirmed that several interested parties had come forward. Another meeting for prospective councillors had been scheduled for Saturday 16<sup>th</sup> March between 10am and noon at the AMB.

**(c) Tatsfield Family Event request from Dave Bishop**

KJ Rhee from Park Wood Golf Club had expressed an interest in sponsoring the event. The Chair proposed that the Parish Council pledge to top up KJ Rhee's donation to the requested £400, should this be needed.

1859/0319 It was resolved to accept the Chair's proposal.

**(d) TIB request – Rose Flower Beds at The Square**

There had been no further information from Jon Allbutt.

This item was deferred until the next meeting on 8<sup>th</sup> April.

**(e) Grass Verge Cutting – update**

Kim Jennings updated members. SCC would be instigating cuts to the grass cutting and weed spraying schedule. It had been difficult to ascertain how this would directly affect the parish as cuts were not subject to a fixed schedule.

1860/0319 It was resolved to monitor the grass cutting and weed spraying in the parish over the following year and re-evaluate this time next year.

**(f) JRRA**

Althea Davies had contacted several of the delivery firms who deliver to Tatsfield since the previous meeting.

The overwhelming consensus had been that incidents of delivery vans taking wrong turns or driving down unsuitable roads could be avoided if individuals used the special instructions on the online delivery forms to state 'do not use this route' or 'please drive via.....road' etc.

**(g) St Marys Church – Flower Festival**

1861/0319 It was resolved to donate £100 to the flower festival and request that the organisers ask a volunteer to create the display on behalf of the Parish Council.

**(h) Hedges along Church Hill – update**

Further to the update at the last meeting, it was confirmed that the hedges had been cut. No further action needed.

**(i) Gutter at Old Post Office (Westmore Road)**

The Clerk had been unable to reach the owner via telephone. A letter would be sent out.

**(j) Parishioner request – drains**

A request had been received to place two new drains at the corner of Ship Hill and Church Lane. Cllr Becky Rush agreed to make enquiries at SCC.

**(k) Affordable Housing (Under part 2)**

This item would be discussed under Part 2.

**(l) Surrey Fire and Rescue Service's 'Making Surrey Safer plan for 2020 – 2023' public consultation**

It was agreed by members that this would be better suited to an individual response rather than a collective one from the Parish Council.

1862/0319 It was agreed that this should be publicised in the Parish Magazine, on Tatsfield Talk and the Tatsfield Village website.

**(m) Asset of Community value (Under Part 2)**

This item would be discussed under part 2.

**(n) Art Group request for signs on green**

The Art Group had requested permission to advertise on Westmore Green and Tatsfield Green.

1863/0319 It was resolved to give permission for the signs to be displayed, subject to the usual conditions.

**(o) Post Office (Under Part 2)**

This item would be discussed under Part 2.

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

**a) County Councillor**

Cllr Becky Rush gave the following report:

- Warlingham CRC – Cllr Rush has been appointed to the Waste and Recycling task force in SCC which is looking at options for keeping the CRCs open and also at waste management across the whole of Surrey. Cllr Rush confirmed that she had met with Phil Brett to investigate and better understand Tatsfield's Composting Scheme success and whether this could be expanded across the district / county.
- That fly tipping is an escalating problem in this area – Cllr Rush will be making a statement at the next full council meeting on 19<sup>th</sup> March. SCC is at a critical point here where something needs to be done to address the issue. Cllr Rush is calling for evidence from residents and Parish Councils – to present a picture to the council of what a week of fly tipping looks like in the Warlingham division. Cllr

Rush would like to know from Tatsfield what problems are incurred in this regard and which roads are worst affected.

- Cllr Rush has been contacted by residents of Clacket Lane and been to look at the many problems down there caused by the open gates of the motorway and also the recent closure of Clarks Lane forcing diverted traffic along this route. Cllr Rush will be pursuing this at Tandridge and also with Surrey Highways but would also like to understand from the PC the history and what it has done about this to date.
- Cllr Rush will be answering the question re grit bins – that, yes, they really are only filled up once a winter, or after prolonged severe snow – it would be wrong to say that we have had this this year so Cllr Rush would urge residents to a) use the grit sparingly when it does snow – the roads do not require the whole bin at once and b) ensure they and people they see are using it for highways only – the grit provided by SCC is for road and pavement use only, not private driveways.
- Surrey Fire and Rescue – public consultation – one of the areas for consultation would be shift patterns e.g. less firefighters on duty at nights and more on duty during the day for education etc purposes.

**b) District Councillor**

Cllr Martin Allen gave the following report:

- Cllr Allen had attended a prospective District Cllr meeting at the Council Offices but there had been a low turnout.
- Cllr Allen had attended a joint consultative committee meeting with staff and senior officers at TDC where morale was low due to the recent Customer First scheme implementation.
- Cllr Allen had met with Piers Mason to discuss some of the Call for Sites areas in Tatsfield.
- Cllr Allen had attended a meeting to discuss ways to save £250k a year spent on running the Douglas Brunton Day Centre.
- There would be a Housing Meeting on 12<sup>th</sup> March, a Finance Meeting on 19<sup>th</sup> March and a Strategy and Resources Meeting on 21<sup>st</sup> March.
- The issues of light pollution from the Moorhouse site was ongoing.
- Cllr Allen, Ian Mitchell and Kim Jennings attended a meeting with the new SCC Leader, Tim Oliver, on the 18<sup>th</sup> February.
- Cllr Allen attended a meeting with Kate Haacke and Matthew Perrett (PFA) so that Ms Haacke could view the asset.
- The Moorhouse planning application was refused on the grounds of harm to the Green Belt.
- The Tandridge Magazine had been delivered to some addresses in Tatsfield. More would be arriving this week.
- Cllr Allen had reported potholes and incidents of fly-tipping to the relevant authorities. He had liaised with Cllr Becky Rush to delay some planned works along Titsey Road whilst the Clarks Lane closure was in place.

**c) Tatsfield in Bloom**

The next meeting would be held the following week. Kim Jennings confirmed that a report would be given at the April main meeting.

**d) Tatsfield Fairtrade Group**

The 10<sup>th</sup> Anniversary tea party was held on Sunday 10<sup>th</sup> March. It was very well attended and informative regarding Fairtrade products. All who attended reported they had a wonderful time.

**e) Horticultural Society**

The 2019 Yearbook was now in circulation.

The next event would be the presentation by Bryan Everest to be held on 12<sup>th</sup> March at 7pm in the WI hall. Composting – the new shredder had arrived. Work is continuing on the upgrading of the compost bins ready for the public opening of the site on the 1<sup>st</sup> Saturday in April.

**f) Village Hall Management Committee**

This would be dealt with under item 11a.

**g) Airport**

There was a new CEO at Biggin Hill airport, David Winstanley. He is the former COO at Birmingham Airport. The next liaison meeting would be held in April.

**h) Speedwatch**

No report.

**i) Tatsfield History Project**

The History Project had held its annual History Weekend on 9<sup>th</sup> and 10<sup>th</sup> March. It had proved a great success and was well attended. There were between 30-40 visitors on the Saturday and 50+ on the Sunday.

**j) Neighbourhood Plan**

The NP Chairman reported that there had been a Steering Group meeting on 19<sup>th</sup> February. The Call for Sites had so far generated 8 responses.

The Business Surveys had been distributed.

The Utilities Surveys would be going out in the next week.

At the next meeting, scheduled for 20<sup>th</sup> March, the Steering Group would be planning for the 2 public events to be held in April / May.

The Housing Group would be meeting on 26<sup>th</sup> March to drill down the findings and recommendations from the HNS.

**k) Tatsfield Responders**

The Chairman had received the following update from Mark Stokoe:

I am now the only active Tatsfield Community First Responder. Unfortunately, Phil Clark did not receive a non-disclosure form to return and so SE ambulance removed him from service and now rather than reinstating him if he returns the form, insist he has to re-apply, have the interview and, if accepted, redo the training. Unsurprisingly Phil has declined this offer as have **many** others across the SE. I have just been to Redhill Ambulance Station for a 2-hour annual assessment and training, you will no doubt be pleased to hear I passed.

Whilst there I gleaned the following: In the last 12 months there were only 12 incidents in Tatsfield which a CFR would have attended. Please note we cannot attend certain calls such as anything on the public highway. On the bright side, isn't it great so few people have urgently needed an ambulance.

SE ambulance are obviously strapped for cash so are prioritising recruitment and training for CFRs. I do not believe Tatsfield is seen as a priority even though the response time is slow, there are relatively minimal calls.

As a responder I obviously give my time for free and as such have decided to only respond to Level 1 or 2 calls (immediately life threatening) as when I attend an incident I cannot leave until relieved by an ambulance crew. As level 3 and above calls could be several hours, that is beyond what I am prepared to volunteer and there is also a fair bit of time required for on-going training

SE Ambulance have increased our training levels and, to keep up-to-date, I will be attending the monthly Oxted CFR meeting. Also, once a month, there is a specific clinical course to attend at either Redhill or Crawley and to cap it off 7 online modules to complete with an exam which will take many hours in front of the computer.

It was noted that the Parish Council was most grateful to Mark Stokoe for continuing to serve as a Community Responder.

**11. Parish Council Land/Property**

**a) Village Hall**

- Main porch at front of VH and small side porch – refurbishment  
Three quotes had been received. Members had a preferred quote which would amount to approximately £1,000 for the refurbishment of the front and side porches. The Chair proposed to offer to split the costs 50/50 with the VHMC.

1864/0319 Members resolved to accept the Chair's proposal. The Chair agreed to forward this proposal to the VHMC.

- Gate – Dave Mitchell had visited site and believed that the issue was a broken hinge. He proposed replacing the hinge and possibly adding a wheel to the gate in order to support the weight of the gate. This would cost up to £250, depending on whether the wheel was actually needed.

1865/0319 It was resolved to accept this quote and ask Dave Mitchell to carry out the work.

- Parking / signs – Proofs had been circulated to members.

1866/0319 It was resolved that the Parish Council would order 'No overnight parking' signs for the car park and a sign stating **'The Commons Act 2006'**

This patio area is located on common land and it, and any tables and chairs placed on it, are available for use by members of the public

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for the Bakery lawn.

- Fence – Bassetts / VH – The Chair would investigate liability for the fence and report at the next meeting.

\*new porch – staining on stone work – action for next meeting.

**b) Westmore Green**

- Christmas Lights – Mike Sarll had met the electrician who was not totally sure of what was causing the problems. He felt a dedicated power supply would be a good idea and would provide a quote in due course. The electrician would speak to Doug Freeze at H Lilley Ltd re the lights. This would be followed up at the next meeting.

- Cars parking on the green – parishioner request – It was deduced that a particular resident was responsible for this.

1867/0319 Mike Sarll agreed to approach this resident to kindly request they desist from parking cars on Westmore Green.

Further concerns from a parishioner regarding access at the bottom of Lusted Hall Lane and bushes overhanging the alleyway were noted.

1868/0319 Mike Sarll agreed to look into these.

- Pond cottages – sleeper and no through road sign request – The Clerk reported that a new sleeper had been requested.

1869/0319 Members agreed to monitor the site to see how many vehicles were wrongly turning down the access road to Pond Cottages.

**c) Tatsfield Green**

- Boundary Dispute (Under Part 2)

This item would be discussed under Part 2.

- The Royal Oak – a request had been received to renew the protective fence around the Royal Oak.

1870/0319 Kim Jennings agreed to raise this at the TIB meeting the following week and indicate that the PC was happy for TIB to undertake the work.

- Millennium Wood – Ash dieback and Japanese Knotweed – Lloyd Gulley had reported these issues when cutting back the 2m corridor earlier in the month.

1871/0319 It was resolved to ask Jon Allbutt to contact Lloyd Gulley to verify the locations of the above to see if further action is needed.

**d) AMB**

- Outside lights – the lights outside the AMB had failed. New bulbs had been purchased but the units had failed. The Clerk had asked the electrician to quote for replacement units.

- Car Park lighting – one of the lights in the car park was out. Niall Kells had kindly agreed to meet the electrician to get this fixed.

\*the Clerk suggested purchasing number stickers for the lampposts to make identifying lights easier. This was agreed by members.

**12. Meetings to attend/ correspondence**

- Letter from Vern Place resident re car parking letter

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

None

Final public participation:

- Thee Royal Oak had been cut back by Jon Allbutt.

The meeting closed at 9.40pm