

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> May 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 Mike Sarll Mrs Helena Garcia-MacLeod Mr Ian Mitchell

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

And 4 parishioners.

The meeting commenced at 8.04pm

**1. ELECTION OF CHAIRMAN**

1560/0518 Nichola Stokoe asked for nominations for Chairman from the members present. Mike Sarll proposed Nichola Stokoe and this was seconded by Ian Mitchell. There were no other nominations and all were in agreement with the proposal.

**2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

Nichola Stokoe signed her declaration of Office of Chairman witnessed by the Clerk.

**3. ELECTION OF VICE-CHAIRMAN**

1561/0518 Members present wished to nominate an absent member. As there were no other nominations, this was deferred until the next meeting.

**4. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIR**

Deferred until the next meeting.

**5. APOLOGIES**

1562/0518 Mrs Althea Davies, Mrs Kim Jennings and Cllr Martin Allen had sent their apologies. These were received and accepted by members.

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

None

**7. Approve and sign the MINUTES of the previous meeting held on 23<sup>rd</sup> April 2018**

1563/0518 It was resolved that the minutes reflected a true and accurate record of the meeting held on 23<sup>rd</sup> April 2018. They were duly signed by the Chair.

**8. Receive and Accept the Minutes of the Annual Parish Meeting held on 1<sup>st</sup> May 2018**

1564/0518 These were received and accepted by the members.

**9. Proposal for ad agreement on committees for the coming year and their members**

1565/0518 It was resolved that there would be one committee for the coming year:

- Finance Committee – this committee would be comprised of Ian Mitchell, Nichola Stokoe, Mike Sarll and Althea Davies

**10. Proposal and agreement on Terms of Reference for Committees**

1566/0518 It was resolved to accept the Terms of Reference for the Finance Committee which would remain unchanged from those circulated by the Clerk.

**11. Proposal for and agreement on sub-committees / advisory groups for the coming year and their members**

None

**12. Proposal for and agreement on Terms of Reference for item 11**

None

### 13. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors

1567/0518 The Chairman listed the roles and responsibilities for the coming year for the Parish Councillors as outlined in the document circulated via Dropbox. These were approved by members, save for the following changes:

Helena Garcia-MacLeod was removed as the Tatsfield Fairtrade Liaison.

Kim Jennings was added as the Tatsfield Fairtrade Liaison.

### 14. Review of leases and property agreements

1568/0518 The list of leases and property agreements was reviewed by the Parish Council and noted by the Chairman as the following:

Aileen McHugo Building:

A Tenancy Agreement was made between Chartwell Cancer Trust Ltd and Tatsfield Parish Council for a term of 5 years for the use of Room 1 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Tenancy Agreement was made between BiggIn Words Ltd and Tatsfield Parish Council for a term of 5 years for the use of Room 2 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Tenancy Agreement was made between Chartwell Cancer Trust Ltd Tiger Ward for a term of 5 years for the use of Room 3 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Lease Agreement was made between P. Clark (IQ Financial Planning) and Tatsfield Parish Council for a term of 5 years for the use of the first floor of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

An 'Licence to Use' Agreement was made between Tatsfield Parish Council and Timothy Guy Smith and Patricia Lilian Smith for the use of the land to the south west of the property, Vale House, Maesmaur Road, Tatsfield TN16 2LD (Title number SY82522)

An Agreement dated 28th April 2017 was made between Tatsfield Parish Council of Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG and Tandridge Learning Trust of Warmingham Surrey CR6 9YB for the management of the MUGA (Multi Use Games Area).

An agreement (on a long-term lease) for the land used for the Allotments on Approach Road was made between Tatsfield Parish Council and Whelan Homes Ltd.

An agreement is currently in place between Tatsfield Parish Council and the Village Hall Management Committee for the lease and management of the Village Hall.

An agreement is currently in place between Tatsfield Parish Council and Tatsfield Allotments and Community Gardens Group for the management of the Allotments on behalf of the Parish Council.

- A Licence between Little Acorns and Tatsfield Parish Council for the use of the land to the rear of the Village Hall.
- A Lease dated 9 June 2011 between Surrey County Council and Tatsfield Parish Council relating to the MUGA site, Ship Hill.

### 15. Review of Standing Orders and Financial Regulations

1569/0518 It was resolved to accept the Financial Regulations and that they would be unchanged from those circulated by the Clerk.

1570/0518 It was resolved to defer accepting the Standing Orders as the Clerk was reviewing if the public participation section should be updated.

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

**APM** – thank you emails were sent the following day, replies received from Amanda Bird and David Hodge. Official thanks offered on behalf of the Parish Council to Fairtrade for supplying the drinks, Martin Allen for organising the microphones and to the session speakers.

**Tatsfield Green Footpath** – Nick Knox phoned today to say that path is finished. It would be prudent for one of the Parish Councillors to check the work (Mike Sarll).

**Gateways** – The Clerk had emailed round the final spec and members had indicated they were happy with this. Glasdon has indicated 6 weeks until delivery.

**Scout Hut path** – Licence has cleared through Highways. Once the Clerk has a delivery date for the gateways, she will liaise with Nick Knox to agree a start date for this. If the gateways arrive 6 weeks from now, then work could possibly start on the Footpath in 4 weeks' time (subject to weather and Nick's team's availability).

**50 Crossways enforcement** – This was submitted. The Clerk has received a reference number but no further updates.

**Russetts** – As you can see from Appendix A, retrospective planning permission was refused. The Clerk has spoken to the enforcement officer at TDC and has been given the following information: As the planning application has now been refused the extension to the garage remains unauthorised TDC will be writing to the owners of the property seeking their intentions in this respect. The options open to them would be to remove the extension or to lodge an appeal against the Council's decision to the Planning Inspectorate within 3 months of the date of the decision notice. If they decide to lodge an appeal TDC is likely to issue an enforcement notice seeking removal of the garage extension in order that both appeals (planning and enforcement notice) can be heard at the same time. However, if no appeal is lodged within the 3 months and the extension has not been removed TDC is likely to proceed with an enforcement notice seeking removal of the garage extension.

**CIL** – As per the Clerk's previous communications to the members:

Firstly, the phase 2 MSA works has not actually started so no CIL monies will be received at the moment. The earliest the Parish Council can receive money for this would now be autumn 2018. The Clerk has requested to be kept up-to-date as to when the works do start so that members will have a better idea of when the funds might be expected. The Clerk has double checked and retrospective payment to the Scout Hut Path works can still be applied.

Secondly, stage 1 of the CIL monies in respect of Shelleys, 10 Westmore Road has been received. The Parish Council's portion of this is £1,027.64. This has cleared into the Parish Council bank account and could go some way to bridging the excess on the Scout Hut path project - if so agreed. The total for that project will be £12,400. The Parish Council had decided to use the two CIL payments from the Clacket Lane MSA (Total = £9,040.08) and fund the difference (£3,359.92). If the Parish Council decided to add the recent Shelleys monies to the project, then this would reduce the difference to £2332.28.

**AMB Boiler thermostat** – Niall Kells has said that he went to check the water temperature in the boiler room and it was still not up to the temperature that had been set at the weekend. It appears that here is a faulty thermostat on the hot water tank. This needs replacing. Surely, that should have been checked when the boiler was serviced in Oct/Nov last year? The Clerk will be contacting the company who carried out the service to follow up on this.

**Emergency Light outside Boiler room** – The Clerk has had training on fire alarm testing. It was also thought prudent to run a test on the emergency lighting. ALL are working fine except the light outside the boiler room. Niall Kells does not think this a major problem because of the location but suggests including it in the budget for any AMB refurbishment works.

**VH Defib** – The Clerk received an email from Phil Clark last Tuesday saying he noticed the battery and pads on VH defib needed replacing. There was some confusion as the VH Defib was from LAS not the same as the company the Parish Council purchased the Defib for Crossways Court. The Clerk has asked for clarification and is awaiting an answer. In any case, it appears that the replacements can be ordered under the Clerk's delegated powers. To note: Dates for Crossways Court Defib (battery and pads) need to be checked. It is believed that replacements will be needed during August.

## 17. Public Participation

None

## 18. PLANNING:

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

1571/0518 It was resolved that the planning team for May would be Mike Sarll and Ian Mitchell.

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

#### TA/2018/691 Tatsfield Lodge, Ricketts Hill Road, Tatsfield TN16 2NA

Stationing of a mobile home incorporating veranda for use as additional family accommodation to north east of dwelling. (Certificate of Lawfulness for a Proposed Use or Development)

The Parish council does not have any information to assist TDC planning dept. to make a decision as it is a straight forward planning calculation for TDC. TDC will use a permitted development checklist.

1572/0518 Comment: No comment as long as the proposed site of the structure does not alter from the plan.

1573/0518 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

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

1574/0518 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for May.

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

- SSALC Membership - £558.28
- Repair of Flashings above room 3 AMB – The Clerk confirmed that she had received an estimate for the works of £130.00
- Kemsley Wood footpath maintenance by James Longley - £300
- TVA Membership renewal - £20.00

1575/0518 It was resolved to approve all items requiring expenditure.

**(c) Finance Team for May: Mike Sarll and Ian Mitchell**

1576/0518 It was resolved that the Finance Team for May would be Mike Sarll and Ian Mitchell.

**(d) Approve Salary increase on Scale Point 26 to £122.40 per hour as per NALC/SLC National Pay Award to be backdated to 1<sup>st</sup> April 2018.**

1577/0518 It was resolved to approve the Clerk's pay increase.

**20. Notified Items****(a) Ye Old Ship – Request to place tables and chairs on the pavement outside the pub (Retrospective ratification)**

1578/0518 It was resolved to agree to allow two tables and chairs on the pavement outside the pub. Nichola Stokoe to draw up agreements for both the Ship and the Bakery in respect to outside seating.

**(b) TACG – Parishioner complaint (retrospective ratification) and update**

This item has been resolved. Mike Sarll to provide update by end of week.

**(c) Fitness for All on Westmore Green**

Following Ian Mitchell's email highlighting Fitness for All being advertised on Facebook, it was agreed that a soft approach was needed and that the organiser should be made aware that Parish Council permission is normally required for any activity / event on Westmore Green. In addition, there had been communication from TDC that events may be liable to a fee being issued.

**(d) GDPR – update**

Members noted that the deadline for compliance was looming (25<sup>th</sup> May). A Privacy Notice was needed. The email which had been produced by the GDPR working group was asking parishioners to opt out, however, members felt that an opt in option would be more pro-active.

The Clerk reiterated that she had received information from several sources that Dropbox was not GDPR compliant. The members thought that this needed urgent action.

1579/0518 Nichola Stokoe and Ian Mitchell would look at drafting a Privacy Notice.

**(e) Japanese Knotweed**

Due to the absence of the Vice Chair and Jon Allbutt, this item was deferred.

**(f) Old Lane – Resident's request re: ditch clearance**

The Parish Council had received a request from an Old Lane resident to clear the ditch and assist in the resurfacing of Old Lane with planings. The resident was seeking quotes from the company which had recently been engaged to carry out resurfacing work on Goatsfield Road and Barnfield Road. Ideally, the residents of Old Lane would like the ditch cleared by June / July) and they would like the Parish Council to contribute 50% of the cost for resurfacing.

The Parish Council had decided that Nichola Stokoe and Althea Davies would lead discussions with a group of Old Lane residents. Step 1 would be to create a defined plan regarding potential Parish council ownership of Old Lane and its responsibilities. Step 2 would be to source quotes for the ditch to be cleared. Mike Sarll would approach Phil Friend, the Clerk would make contact with a local farmer believed to undertake tasks such as these and Nichola Stokoe would speak to KJ Rhee at Park Wood Golf Club.

It was suggested that David Hodge could be approached regarding possible excess planings from other road works.

Ian Mitchell produced a plan which suggested that the Parish Council owned both the ditch and the road. This was contrary to previous information provided. He also suggested that the Parish Council should accept responsibility for the section behind the King Edward VII Memorial Garden and that, in his opinion, the Parish Council should contribute 50% towards the cost of resurfacing the road.

1580/0518 It was resolved that it was imperative that ownership of the ditch and road was clarified. Nichola Stokoe was to arrange a meeting with the Old Lane Residents' Committee, with the aim to be able to report back fully at the May Supplementary meeting.

**(g) Little Acorns request to use AMB facilities**

Little Acorns had contacted the Parish Council regarding permission to use the AMB facilities on Saturday 14<sup>th</sup> July (Sports Day).

1581/0518 It was resolved to grant this permission. The Clerk would contact the Little Acorn's Chair to arrange a key.

**(h) Little Acorns request re: outside play area – additional shed, additional fencing to secure play area, installation of circular mirror and large planters**

Additional shed – it was understood that this had already been agreed, to be sited next to the existing shed.

Fencing – the Clerk was to check details with the LA Chair as it was necessary for the fence to include a gate which must be kept unlocked when the play area is not in use.

Mirror – this was approved.

Planters – the Clerk was asked to check with LA the size of the planters, how many there would be and who would be responsible for them, particularly in the holidays.

1582/0518 The Clerk was requested to contact the Little Acorns Chair with the above queries.

**(i) Parish Councillor vacancy – update**

The Clerk had received notice from TDC's Returning Officer that no letters had been received requesting a by-election and the Parish Council was free to co-opt a new councillor. This had been advertised on the PC website.

**(j) Crossways – parking update**

The car park works had started and were scheduled to finish at the end of the week.

**(k) Parishioner request for bollards to be dropped outside Village Hall**

A request was received for 25<sup>th</sup> August. Helena Garcia – Macleod had met with them at the VH and made a suggestion to use the little road outside Pond Cottage whilst the photographs were taken. The Clerk had emailed further to say that the PC had a no drop policy for the bollards due to health and safety concerns. The resident had responded very positively and thank the Parish Council for its assistance and good wishes.

**(l) Sight lines RHR**

Nick Dance had been in touch to see if the Parish Council wished him to cut the sight lines on Tatsfield Green again this year, as in previous years. He proposed three cuts (in May, June and August) at a cost of £280.00 plus VAT for each cut.

1583/0518 It was resolved to accept this proposal and the Clerk was requested to inform the contractor of the Council's decision.

**(m) PCC David Munro visit to Tatsfield – report**

Cllr Martin Allen had arranged for PCC David Munro to visit Tatsfield. He was given a guided tour of the parish and then answered questions in front of a small audience of parishioners.

**(n) TDC Local Committee Meeting – report**

The Clerk attended the Local Committee Meeting on 20<sup>th</sup> April hoping to ask questions regarding unmade and repairs. Unfortunately, it had not been made clear that questions needed to be submitted in advance of the meeting. Minutes from the meeting could be viewed via the following link:

<https://mycouncil.surrey.gov.uk/ieListDocuments.aspx?MId=6340&x=1>

**(o) Sam Gyimah MP visit to Tatsfield on 11<sup>th</sup> May – report**

Cllr Allen had organised a visit from Sam Gyimah MP on 11<sup>th</sup> May. Mr Gyimah spent time with the Fairtrade Group updating him on parish activities. Very few parishioners attended but it was otherwise a productive visit as it went towards maintaining Tatsfield's presence in the minds of a central government figure.

**(p) Weed Spraying programme**

Tatsfield in Bloom had emailed to ask for the Parish Council's assistance in organising the SCC weed spraying in time for the in Bloom competition (Tatsfield to be judged in early July). An email had been received from SCC informing that the weed spraying would take place in the last week in May in Tandridge.

It was agreed to put weed spraying in the diary for early spring 2019 so that it would be carried out in good time for the in Bloom competition next year.

**(q) The Bakery patio – works update**

It was understood that these works had now been completed.

**(r) CCTV update**

The first public consultation had been held at the Annual Parish Meeting on 1<sup>st</sup> May. A meeting with Tatsfield Primary School has been organised for 21<sup>st</sup> May. There had been further questions for SECOM.

**(s) Dog fouling**

Further to the Clerk reporting the offender captured on CCTV allowing her dog to foul the pavement and not clearing it up, the Environmental Health Officer has asked for confirmation of which roads have been fouled. It was confirmed by members that the only evidence was from Crossways.

1584/0518 The Clerk was requested to update the Environmental Health Officer at TDC with this information.

There had been another report of dog fouling outside the Bakery at the top of Paynesfield Road / Westmore Green. The Clerk asked for the offender's name and address so that she could report this to TDC.

**(t) Consultative Committee Meeting with Cllrs Hodge and Allen**

It had just been confirmed that this would be held on Friday 25<sup>th</sup> May. The Chairman asked for suggestions for items to be included on the agenda.

**(u) Affordable Housing project – update (Under Part 2)**

This item will be discussed under Part 2.

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

No report

**b) District Councillor**

Cllr. Allen sent the following update:

- Election results. TDC now made up of 22 Conservatives and 20 "others". 24<sup>th</sup> May will see the Full Annual Council – committees will be decided.
- Reiteration of request for anyone else to stand at next year's District elections.
- In last four weeks, PCC David Munro and Sam Gyimah MP have both visited Tatsfield.
- Work has started at Crossways Court.
- Tandridge Together Lottery. £25 winners from Tatsfield on Saturday 12<sup>th</sup>.
- Pot holes – some of the worst pot holes around the village (Ship Hill, Church Lane / Church Hill). Please continue to report them to SCC via the online portal.
- Dog fouling – TDC continue to provide cleaning services in the village as well as putting up signs reminding people not to allow their dogs to foul on the footpaths. CCTV has caught some offenders and this information has been passed onto TDC to follow up.
- Road signs – The sign at the junction of Approach Road / Clarks Lane has now been replaced after being damaged twice in recent snowy weather.
- Community transport – following on from the presentation given at the APM, booking and advice line details can be found in the may edition of the Parish Magazine (page 21).
- Biggin Hill Airport – at a recent meeting with the MD at Biggin Hill airport, a review of self-recording equipment of the aircraft is being undertaken and will form part of the Noise and Tracking reports that are issued at the Biggin Hill Consultative Committee meetings.
- Ongoing meetings with KJ Rhee at Park Wood Golf Club and County Councillor David Hodge.

**c) Tatsfield in Bloom**

Lots is happening. The Tatol bed has been planted with wild flowers which is all part of the pollinator scheme. Volunteers have had training to make insects out of willow. These will be used to decorate the parish.

**d) Tatsfield Fairtrade Group**

The group had a separate session with Sam Gyimah MP by the new fairtrade sign on the old bus stop. He received updates on the Fairtrade Group's recent activities.

**e) Horticultural Society**

The plant sale was held on Saturday and all plants were sold.

**f) Village Hall Management Committee**

Feedback from the recent VHMC meeting was that:

- The Legionella monitoring equipment needed calibrating.
  - It was agreed that the floor needed a reseal and the 8<sup>th</sup> – 12<sup>th</sup> April 2019 was suggested as a possible date.
- The Clerk had contacted the company who sanded and sealed last year and they had quoted £2587.00 plus £517.40 VAT.

1585/0518 It was resolved to accept the quote from Renovate Contracts and the Clerk was requested to finalise the booking for the above dates.

**g) Airport**

As Cllr Martin Allen's report.

**h) Speedwatch**

The latest session was cancelled due to bad weather.

**i) Neighbourhood Plan**

The two recent public events were successful and over 50 parishioners attended and gave their honest views on the Neighbourhood Plan so far. The post it note system revealed a lot of things (especially a request for a bus system to Oxted and modular housing for elderly and young families, affordable housing for young people, bungalows for old people, no more large houses, eco friendly housing and infrastructure). All of the above will be discussed at the next NP meeting on 16<sup>th</sup> May. A logo was in place for the two public events which gave a thoroughly professional appearance to proceedings (thanks go to James Barker). A Housing Needs Assessment was being undertaken. An important member of the Housing Sub Group resigned recently. The NP consultant, James Garside, will attend the next NP meeting as a decision on the call for sites will need to be made. An estimate has been received from TDC for mailing / receiving the survey and a copy of the Limpsfield NP are on the agenda for discussion at the next meeting.

**22. Parish Council Land/Property****a) Village Hall**

- Porches/ doors

1586/0518 It was resolved that 3 quotes for the porch and 3 for the door would be reviewed, with one of each chosen to be presented to the VHMC at its June meeting.

- Outside drain – a request to ask TDC to clear the outside drain was made.
- Front porch – clean and paint. The Clerk already had one quote for this. Two further quotes would be sourced.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)  
This item will be discussed under Part 2.

**c) AMB**

- Refurbishment – approve new internal layout design.  
The Chairman had circulated a plan and spec detailing the proposed new layout.

1587/0518 It was resolved to accept the plan and spec and seek three quotes for the work.

**23. Meetings to attend/ correspondence**

The Clerk had received a request from East Surrey hospitals to display leaflets highlighting the new out-of-hours hub service available to any resident registered with an East Surrey based GP. The Clerk would display on noticeboards and send a copy to the Parish Magazine for inclusion in the next edition.

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

None

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

- AMB outside paint work
- Pond report
- Grant requests from: TACG and Composting Group

Final public participation:

None

The meeting closed at 10.07pm