

MINUTES of a Meeting of Tatsfield Parish Council held on the 8th October 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 Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings
Mr Mike Sarll

In Attendance: Samantha Head (Clerk)
Cllr Martin Allen

And 3 parishioners.

The meeting commenced at 8.01pm

1. APOLOGIES

1742/1018 Mrs Althea Davies 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 previous meeting held on 24th September 2018

1743/1018 It was resolved that the minutes reflected a true and accurate record of the meeting held on 24th September 2018. They were duly signed by the Chair.

4. Receive and Accept the Minutes of the Finance Committee Meeting held on 24th September 2018

1744/1018 It was resolved to receive and accept the minutes of the Finance Committee Meeting held on 24th September 2018.

5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 25th July 2018

1745/1018 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 25th July 2018.

6. Public Participation

None

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

- Scanning of school files – members agree to go ahead with this based on quote circulated by Clerk.
- All current year invoices for tenants have now been issued.
- Room hire invoices are up to date.
- The Clerk confirmed that she has chased TDC regarding the Asset of Community Value application– a case worker is due to contact the Clerk this week.
- The Clerk has been in touch with James Longley regarding a quote for the maintenance of the new Scout Hut path.
- The Clerk thanked members for the new printer.
- The Clerk confirmed that the Conclusion of Audit notice was published on the PC website in the last week of September.
- The Clerk has been creating next year's AMB bookings calendar. However, there are two potential bank holiday clashes – April supplementary meeting (Easter Monday) and May supplementary meeting. Members agreed to move these meetings to the next evening – i.e. Tuesday.
- The Clerk discovered on Tuesday of the previous week that the Members' Community Allowance and Highway grants deadline dates have been brought forward to 31st October. The Clerk has been in touch with Diana Ambrose (SCC) and Anita Guy at SCC Highways. The Clerk has been advised to submit applications by this new deadline. The Clerk has contacted TiB regarding this as they normally ask for a grant from David Hodge, however, TiB is not meeting until 31st October. Martin Allen and the Clerk are meeting Nick Knox on 11th October to discuss the corner of Westmore Road / Crossways.
- Thames Water has repaired the leak but left the new footpath in a poor state. Nick Knox will look on 11th October and carry out repairs if needed.

- The Clerk confirmed that she has submitted the VAT claim for 01/04 – 30/09.

8. PLANNING:

(a) Planning Team for October: Nichola Stokoe and Mike Sarll

1746/1018 It was resolved that the planning team for October would be Nichola Stokoe and Mike Sarll

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

TA/2018/1792 Moorhouse Tile Works, Westerham Road, Westerham TN16 2ET

Demolition of existing buildings. Erection of class B8 commercial building, access, servicing, parking and landscaping.

Kim Jennings recently attended a meeting organised and hosted by Westerham Town Council (WTC) which focussed primarily on this application. There was a lot of support at the meeting. WTC encouraged others to object to this application. WTC had analysed the figures quoted by Roxhill in the application and refuted all. This application would not directly affect Tatsfield as additional traffic would not come through the village. The extra traffic would go through Limpsfield (77%) and Oxted (23%). Limpsfield did not appear to object to the application. However, work would be carried out to improve the junction at Wolfs Hill and the school. Surrey Hills ANOB supported housing on this site. This application is altered from previous applications. The proposed floor space is the same as in previous applications but the roof height had been reduced. The 3x other proposals which appeared on previous applications do not appear on this application.

Under the proposals in this application, HGVs would deliver to the DPD depot, via the motorway and A25, at night. Vans would then leave the site to make deliveries in the morning.

A question was asked as to whether anyone else has shown an interest in the Moorhouse site. No. Surrey Hills ANOB planning advisor originally proposed the idea of a 'hamlet'. To achieve this, however, the site would have to be removed from the Green Belt. It was questioned whether affordable housing for employees at Moorhouse would be a good idea. It was noted that housing at this site is currently excluded from the emerging Local Plan.

1747/1018 Comment: Tatsfield Parish Council supports the response made by the Surrey Hills ANOB Planning Advisor on 3rd October, in particular, the suggestion regarding housing.

TA/2018/1880 Old Rectory Lodge, Rectory Lane, Westerham TN16 2DA

Single storey extension.

There have been substantial additions since the original building was constructed. The planning officer's report from eleven years ago stated that further applications would not be looked at favourably.

1748/1018 Comment: Objection – the application appears to be a disproportionate addition to the existing structure and the Parish Council notes that the planning officer stated in 2007 (ref: 2007/1911) that 'in light of the extent of previous development to the property the Council is unlikely to favourably consider any subsequent proposal for further works.'

TA/2018/1905 Woodview, Ninehams Road, Tatsfield TN16 2AJ

Conversion of roof space to habitable use to include a rear dormer and 3x front rooflights.

An Application for a Certificate of Lawful Development for a Proposed Development had been submitted in July 2018. TDC planning department noted that the plan submitted was including parcels of land not on the title. This is also the case with this application. A planning officer is yet to be assigned.

Neither the Parish Council nor the District Council have full details of the side extension and conservatory extension.

1749/1018 Members resolved to put consideration of this application on hold until plans can be viewed and a planning officer has been assigned.

APPEAL TA/2017/1662 APP/M3645/W/18/3200633 The White House, Westmore Green, Tatsfield TN16 2JS

At the time of the meeting, no further details on the appeal had been received and comment was therefore deferred until the next meeting.

1750/1018 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

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

1751/1018 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for October.

(b) Discuss and agree items requiring expenditure:

- Flagpole on Memorial Green – £250.00
- Works to new porch (VH) – render base and removal of staining - £225.00
- Christmas Carol Singalong grant - £300.00
- VHMC Grant Request for new door - £2000.00

1752/1018 All items listed for expenditure were approved.

(c) Finance Team for October: Nichola Stokoe and Mike Sarll

1753/1018 It was resolved that the Finance Team for October would be Nichola Stokoe and Mike Sarll.

(d) Grant request – Composting Group – metal plate shredder - £466.00

1754/1018 Members agreed to match fund this grant request and the Clerk was requested to submit the application for the Members' Community Allowance scheme.

(e) Grass Verge Cutting – TDC proposal

Piers Mason (TDC Director of Place) has written to all parish councils to request a contribution towards the grass verge cutting in 2019/20. TPC has been asked for a contribution of £2381. It has been suggested that the contribution could be paid with CIL monies.

1755/1018 It was resolved to contribute £2381 for grass verge cutting for 2019/20, to be paid from CIL monies.

(f) Clerk pension scheme

The Chairman proposed to discuss this staffing issue under Part 2.

10. Notified Items**(a) Emergency Plan**

Jon Allbutt was continuing to populate the Emergency Plan document which was approved at the September main meeting.

Jon Allbutt had asked that the Parish Council to consider the following:

- Agree to implement final Draft for one year.
- Arrange a meeting of the Village Emergency Group – in early November.
- Contact all those village organisations who are on the list as being important in an emergency - check their contact details and enter this in the Emergency Plan document.
- Decide on communications with the Group and community.
- Establish who will run the comms with the community - in particular alerting them to potential problems - how to call them out etc.
- Test the information cascade system and adjust as necessary.

1756/1018 As both Jon Allbutt and Althea Davies were not present, it was resolved to defer this item, save for agreeing to a meeting of the Village Emergency Group in early November.

(b) Westerham town Council Meeting – 3rd October – report

Kim Jennings had attended this meeting and gave the following report:

Representatives of neighbouring councils and other interested parties attended the meeting. A very thorough presentation was given regarding the DPD application to build a depot at the old Redland Tiles Site on the A25. Also, the plans for Covers Farm site were discussed. (Infill of lake and landscaping before proposed by-pass and housing proposals by Which Way Westerham). A liaison group was set up to keep everyone informed.

(c) TDC - Consultation on the Council's Draft Housing Strategy: A place called home

Members had read the email the Clerk had circulated. It was agreed that there would be no collective response from the Parish Council but individual members could respond if they so wished.

(d) TDC Housing Strategy Workshop – report

Kim Jennings attended this workshop and gave the following report:

The workshop involved all present putting points forward for 3 strategic Priority Building for the homes we need, improving the quality of existing housing stock and meeting the needs of vulnerable people. All responses were collated in a feedback session at end of workshop.

(e) Tatsfield Primary School PTA – permission to advertise Fireworks event (2nd Nov)

Due to time constraints, members had agreed this via email. This item was ratified at the meeting.

1757/1018 Members granted permission to the PTA to advertise the Fireworks event on 2nd November. The Clerk had advised the PTA that the advertising could be displayed for two weeks leading up to the event and need to be removed by the Monday following the event.

(f) SSEIB results – congratulations to TiB for the gold award

The Chairman offered formal congratulations to TiB for its recent success in the SSEIB competition. These were received by Bob David, who was at the meeting, and he thanked the Parish Council for its continuing support on behalf of TiB.

(g) Affordable Housing (Under Part 2)

This item would be discussed under Part 2.

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

No report

b) District Councillor

- Has continued to mediate between the shop and village club and hopes a satisfactory conclusion has been reached, with the final access to the driveway 'works' being resolved today
- Has been corresponding with PC Wayne Stephens on behalf of a villager regarding persistent parking offences (parking on the pavement) on Westmore Road.
- The TDC Planning Committee has approved the Ellice Road application – this is now subject to full council approval.
- There are still 14,000 (38%) of Electoral Roll forms outstanding. The next stage will be a knock on the door by an officer from TDC.
- Has reported to Nic Martlew the area of land at the junction of LHL/RHR as it appears not to have been cut this summer. Query – is it SCC land?
- Also reported to Nic Martlew the slurry work outside 32 and 34 Westmore Road which has not been properly finished.
- Has attended a meeting of interested parties from the PFA regarding Furze Corner with a view to meeting the TDC Asset Management Officer in November to agree a way forward. TDC do not want to sell the site but may offer a long lease. Would a TPC member like to attend this meeting?
- Has received and dealt with further complaints from residents of Crossways regarding parking, street furniture and drone flying. These have been dealt with by TDC.
- Over the past month, Cllr Allen has reported 5 overflying aircraft to the BHA Noise and Safety Control Committee. He will follow up what action has been taken regarding these complaints at the next meeting.
- Has met with, and will meet on 9th October, KJ Rhee regarding the Park Wood Golf Club hotel application as a decision to refuse has been reached.
- Attended and presented certificates to the In Bloom winners.
- TDC meetings: attended meetings for TDC Housing, Community Services and Customer First meetings. Spent 4 hours with the TDC Customer Service department to see how it operates.
- Attended a two-hour Customer First update meeting.
- Attended a Member / Officer protocol meeting (in light of officers removing policy clauses in the Local Plan without prior consideration of councillors).
- Has chased TDC regarding Tandridge Magazine and Local Plan leaflet non-delivery.
- TDC has publicly announced a Housing Strategy survey.
- Has arranged for a Surrey County Partnership Board briefing for members of the Community Services so that they could see the value of the SCPB and to hopefully ensure funding is made available.

c) Tatsfield in Bloom

Bob David reported that new planting had begun and many forthcoming Saturday mornings would likely be dedicated to leaf sweeping and collection.

d) Tatsfield Fairtrade Group

The Fairtrade Group AGM would be held on 20th October. The Fairtrade Group will also be hosting the tea tent at the Remembrance Service on 10th November.

e) Horticultural Society

Martin Allen gave the following updates:

The Composting Site is now closed. The shredder has been adapted to work without the conveyor belt. The Gardening Club starts on 9th October. The THS AGM will be held on 6th November – tickets will cost £5 for the Lavender Farm talk which will take place after the AGM.

f) Village Hall Management Committee

The fundraising event – Back to Eden – to raise money for a new kitchen is now sold out.

g) Airport

No report.

h) Speedwatch

No report.

i) Neighbourhood Plan

The Housing Needs Survey has been advertised in the TDC news and events weekly email. It has been delivered to all households in the parish and, to date, 80 postal returns and 21 Survey Monkey have been

completed and submitted. The next NPSG meeting will be held on 17th October. A meeting will be arranged with the NP consultant, James Garside, reading an action plan for the first six months of next year.

j) Tatsfield Responders

Phil Clark had provided the following update:

Further to previous correspondence regarding the above, I have finally received an answer to the questions that I raised back in July. I need to take a little time to interpret the information and to accurately report back to the Parish Council. I will write to you next week and set out what I believe SECAMB intend to do and what in reality we can do locally. One big issue is call volume – we had 9 calls in 10 months since the new control room system went live last November, so I don't believe Tatsfield will be a priority case.

12. Parish Council Land/Property

a) Village Hall

- New Porch/ door – update. Work to remove the staining and render the plinth will start soon. The VHMC noted that discussions were ongoing regarding what could be done to stop people being able to see into the entrance hall through the new door.
- Main porch at front of VH – the Clerk had sought one quote for the refurbishment work and would endeavour to get two further quotes by the November main meeting.

b) Tatsfield Green

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

c) Westmore Green

- Pond – a kind offer had been received from Ian Hayman (Tatsfield Aquatics) to carry out remedial work on the pond. The members were very keen to meet with Mr Hayman to discuss further.
- Runoff water from the Village Club – the Clerk had met with the contractor and confirmed that work could begin very soon. The contractor had highlighted that the tarmac would not exactly match the current tarmac which had red tones. The Clerk was requested to speak to the club manager regarding this.

d) AMB

- Building Works quotes
Kim Jennings confirmed that the architect had overlaid the requested designs over the existing plans. These will be considered at the November main meeting.

13. Meetings to attend/ correspondence

- Thanks to TPC from: TACG and Composting Group for recent grants.
- Tatsfield Beer Festival – thanks for continued support from TPC.
- Meeting with David Curl (Highways, SCC0 set up for Friday 12th October at 9.30am.
- Discover Gatwick 2018/19 meeting – Wednesday 24th October or Tuesday 27th November – Ian Mitchell to attend the November session.

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

- Old Lane drain cover – this has been reported to TDC.
- Green waste – dumped in Millennium Wood – Chairman to write about this in Parish Magazine article.

15. Matters for reporting or Inclusion in a Future Agenda

None

Final public participation:

- Scout Hut footpath is excellent. Many thanks.
- Drain cover on Old Lane – exposed and dangerous.
- Green waste dumping in the Old Lane ditch – Cllr Allen suggested reporting this to TDC as fly tipping.
- Is Tatsfield lighting a beacon on 11th November?
- When will the poppies go up in the village centre?

The meeting closed at 9.34pm