

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> October 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 Stephen Mittins Mr Ian Hayman (who arrived at 8.08pm)

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

And 4 parishioners.

The meeting commenced at 8.03 pm

**1. APOLOGIES**

None

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

2043/1019 Jason Syrett declared an interest in item 12b – Tatsfield Green, Boundary Dispute. This item was discussed under Part 2 and Jason Syrett left the meeting room prior to the Part 2 meeting commencing and did not therefore take part in the discussion or agreement for this item.

2044/1019 Stephen Mittins declared an interest in item 8b – TA/2019/1738 as he had received notification of this application and was a near neighbour. Ian Hayman declared an interest in item 8b – TA/2019/1654 as this application was directly associated with his own business. Neither Stephen nor Ian took part in the discussion or decision for these two planning applications. Stephen left the room during the discussion on item 8b – TA/2019/1738. Ian left the room during the discussion on item 8b – TA/2019/1654.

**3. Approve and sign the MINUTES of the previous meeting held on 23<sup>rd</sup> September 2019**

2045/1019 It was resolved that the minutes reflected a true and accurate record of the meeting held on 23<sup>rd</sup> September 2019. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Finance Committee meeting held on 30<sup>th</sup> September 2019**

2046/1019 It was resolved to receive and accept the minutes of the Finance Committee meeting held on 30<sup>th</sup> September 2019.

**5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 16<sup>th</sup> July 2019**

2047/1019 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 16<sup>th</sup> July 2019.

**5. Public Participation**

- Emergency Plan – Jon Allbutt offered to help the Parish Councillors finalise the plan for this winter.
- Shipfield Close – rubbish from one of the houses being thrown over fence onto Ship Hill.

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

- i) The Clerk confirmed that she had submitted the road closure requests for the Remembrance Service and the Christmas Carol Singalong. She hoped that these would be confirmed shortly.
- ii) The Clerk noted that the annual fire alarm maintenance/ fire extinguisher checks had been carried out.
- iii) The Clerk confirmed that despite the 5-year tenancy agreements in place, annual invoices needed to be issued. These are all at different times during the year but had now been done for all tenants.
- iv) All documents from the external audit are now on the website. This was done in line with regulations and before the deadline of 30<sup>th</sup> September.

**8. PLANNING:****(a) Planning Team for October: Kim Jennings and Stephen Mittins**

2048/1019 It was resolved that the planning team for October would be Kim Jennings and Stephen Mittins.

**(b) To determine the Parish Council's position on Appendix A:****TA/2019/1643 109 Paynesfield Road, Tatsfield TN16 2BQ**

Use of the extension granted permission under reference 12/0202 as a self-contained separate dwelling house. (Application for a Certificate of Lawful Development for an Existing Development)

The house is in the defined village within the Green Belt.

The planning history for this site is:

A significant extension to the property was approved in 2012 (ref: TA/2012/0202). This showed the addition of a single bedroom, storage area and small hall extension added on to the front of the house adjacent to the existing former garage, with the garage converted as a home office space. The previous application on this property (ref: TA/2012/0202) was approved. Erection of a single storey extension to the front elevation and erection of porch to the side elevation. Conversion of existing garage into habitable accommodation.

There was no mention in the application forms, drawings, officer's report or decision notice about this creating a separate dwelling unit, therefore, it was permitted as an extension to the existing dwelling house.

This new application is seeking to gain Lawful Development permission of the use of this extension as a separate dwelling house, which the owners now want to rent out for commercial gain.

2049/1019 Comment: Tatsfield Parish Council objects to this application. The Parish Council believes that the Certificate of Lawful Development, if granted, would provide permission for a small and inadequately sized separate dwelling unit. No kitchen or living space is shown in the submitted plans and only a very small toilet is shown located off the converted garage / home office. The Parish Council does not support this application.

**TA/2019/1654 Waylands Farm, Tatsfield Approach Road, Tatsfield TN16 2JT**

Demolition of existing zoo buildings, including a former education centre, café, animal enclosures and fenced ponds and their replacement with a children's play barn with an internal café and storage space.

2050/1019 Comment: No comment.

**TA/2019/1738 Holly Cottage, Barnfield Road, Tatsfield TN16 2LG**

Two-storey rear extension, single storey side extension and porch to front.

- Application for Lawful Development
- Located within the Green Belt outside of the defined village
- The property was recently refused planning permission under application TA/2019/1432 for erection of two-storey rear extension, single storey side extension and replacement porch.

This is an application for extensions to an existing two-storey detached house located on Barnfield Road. The proposed two-storey rear extension represents the size of a large living room plus a second unnamed room adjacent at ground level and two bedrooms and a bathroom at first floor level. The side extension is an increase from the existing utility room in this location, now creating a kitchen, utility and cloak room.

The alterations / extensions are proposed in complimentary materials and da 'barn style' mansard roof design that are complimentary in design to that of the existing house.

As this property is located within the Green Belt, the key consideration here is whether the proposed extensions are 'disproportionate' to the original house as existing at 1<sup>st</sup> July 1948 or as originally built since. (NPPF Section 13 and Tandridge Local Plan policy DP13 (E) are the relevant Green Belt policies).

Members concluded that the proposed extensions are significant in size and create a disproportionate addition to the original house. As a result, the development is inappropriate and causes harm to the openness of the Green Belt. It is contrary to NPPF and Tandridge Local Plan Green Belt policies.

2051/1019 Comment: Tatsfield Parish Council objects to this application. The Parish Council concludes that the proposed extensions are significant in size and create a disproportionate addition to the form and size of the original dwelling. As a result, the proposals are inappropriate development and therefore cause harm to the openness of the Green Belt. The proposals are contrary to NPPF Section 13 (para. 145) and Tandridge Local Plan Part 2: Detailed Policies DP10 and DP13(E).

There are no obvious very special circumstances that would outweigh the harm identified.

2052/1019 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## 9. Finance:

### (a) Finance Team for October: Kim Jennings and Stephen Mittins

2053/1019 It was resolved that the Finance Team for October would be Kim Jennings and Stephen Mittins.

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

2054/1019 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for October.

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

- James Longley – Hayes Pasture – tidy up/ cut back - £250.00 to be done this autumn and regular grass cutting / maintenance on monthly basis (March to October) fortnightly grass cutting and continued maintenance to path to stop encroachment – £120 p/m
- Dave Bishop – Remembrance Service Grant – £550.00
- CPRE subscription - £36.00
- Donation to RBL for Remembrance Service wreath - £50.00
- Nick Knox – installation of posts for signs – £475.00
- Nick Knox – refurbishment of pavement at corner of Westmore Road and Crossways (work to be shared between PC/ DC and CC) - £3950.00

2055/1019 It was resolved to approve the above expenditure.

### (d) External Audit

The Clerk reported this had been signed off by the external auditor with no matters to report.

### (e) Neighbourhood Plan financial support

The Parish Council has received a bill for just over £1,000 for the period April to September 2019, which the PC has agreed to pay as part of the original agreement to make up any small shortfalls in the grant. Going forward, if the latest grant application isn't successful, then the PC will have to review its position.

## 10. Notified Items

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

Alex Davies confirmed that the project is moving forward. It was agreed that this item would be on each main meeting agenda until the new websites had been set up.

### (b) Emergency Plan

Ashley Clifton and Ian Hayman will finalise the Emergency Plan and liaise with Jon Allbutt, if needed.

### (c) SSEIB results

The Chairman congratulated all involved in the recent success – Gold and best in category. She noted that hopefully this would encourage new volunteers.

### (d) Tatsfield In Bloom – Community Volunteers Report / Meeting

Stephen Mittins and Kim Jennings met Jon Allbutt and Bob David to discuss the TIB report.

Stephen Mittins gave the following report:

#### The Tatsfield Community Volunteers

- **Hours and Workload** – so far this year the volunteers have accrued over 3,000 person hours; the workload seems to increase every year. Over the years TIB has taken on tasks that are either not done by others, or not done to the standards needed for Tatsfield in Bloom. There is now a large Litter Team (TDC also do some litter picking); TIB manages the car park shrub beds because the school contractor was incompetent, no one manages the VH car park shrub beds; TIB is trying to help manage the Community Orchard to a better standard but is failing due to lack of time and funds; the volunteers have planted a new hedge to replace the wooden fence of the Community Orchard, which is already deteriorating; the volunteers also sweep the village centre areas not covered by the infrequent TDC sweep e.g. the shops; they also try to sweep the car parks but are failing due to time and equipment. In the autumn, much time is spent clearing the village centre and Westmore Green of leaves. In the winter, the volunteers help to clear snow and ice from key parts of the village centre. All of this is in addition to the core tasks of planting and maintaining a floral display for the village throughout the year. Whilst the volunteers enjoy all of these tasks it is becoming clear that volunteer numbers are falling and there are no newcomers to replace them. **TIB would ask the PC if it would work with the volunteers to review what is currently done and to explore what**

tasks might be undertaken by paid labour using local contractors; Jon Allbutt has offered to prepare a maintenance specification for these tasks to help with obtaining quotes.

- **Response: Action** Jon Allbutt to contact Ian Hayman to set up a meeting with the school to discuss the following:
  - Car park shrub beds.
  - Community Orchard
  - School Car Park Sweeping.
- **Future Projects** – the volunteers are keen to continue the work of making improvements to some areas of the village but are aware of the limitations on their time.
  - The previous PC agreed to defer a decision on the proposals for two rose beds, plus Daffodil bulbs, at two locations in The Square – at that time TDC offered to clear and prepare both sites, the PC would fund the plants and the volunteers would plant and maintain the two new borders – **TIB would like to ask the PC to consider this proposal with a view to planting it in the autumn of 2020.** If the PC is agreeable to this proposal in principle, the TIB group would consult with local residents
    - **Response: Action:** Jon Allbutt and Bob David to canvass the residents on the following:
      - 1. Do you want the two rose beds and Daffodils?
      - 2. Would you be willing to contribute to the cost?
      - 3. Will you help to maintain?
    - Timescale for results: end of 2019 to allow PC time to consider the proposal.
  - TIB proposes a scheme of short growing shrubs to be planted around the 'Village Gates' to set them off to better effect, protect them from damage by strimmers and to protect them from splashes and road dirt. It is estimated that each side of the road would require eight plants at a cost of around £10.00 each = £160.00 plus the cost of Black Gold as a planting supplement and mulch, say a total cost of £200.00 – **TIB is asking the PC to consider funding this proposal should the possibility of it being funded by SCC not succeed**
    - **Response:** PC agreed to fund as per figures above.
  - TIB also proposes that the triangle of grass between the path and wall of The End on Westmore Green be made into a shrub and perennial border with a grass verge alongside the path. If the purchase of the plants and preparation could be funded by the PC, the volunteers can plant and maintain it thereafter – **if the PC would indicate that it is interested in this idea, Jon Allbutt will prepare detailed costings for a mixture of shrubs and perennials.**
    - **Response:** It was discussed that a suggestion from the last PC meeting was to plant a tree with a plaque to honour Mr. Ian Mitchell's 34 years' service to Tatsfield Parish Council.
    - Jon Allbutt suggested a Japanese Cherry Tree (Prunus TAI Hacku)
    - It was agreed that Jon would purchase the tree. The Volunteers would prepare the ground. A ceremonial planting would then be arranged at which Ian would be invited to plant the tree.
- **Finances** – over the years, the TIB team has been successful in obtaining sponsorship for its projects. This year TIB has bought new self-watering troughs and some more self-watering hanging baskets - all aimed at reducing the workload and the amount of water used each year; one of the hose reels has also been replaced with a heavier duty unit that will cope with the heavy use during the summer months. The volunteers already know that financial support from SCC will be much reduced next year and are unsure if they can command the support in 2020 from other sponsors (a new appeal will commence in March 2020). **TIB proposes to 'carry over' any surplus from this year's budget to help with any shortfall next year.**
  - **Response:** Jon Allbutt is going to contact the CEO of Biggin Hill airport to ask for sponsorship for the Tatol bed.
  - This is in line with next year's TIB theme **80<sup>th</sup> Anniversary of the battle of Britain.**
  - PC agreed to consider the request for funding in line with the previous year.

#### Green Space Management (Grass)

The TIB volunteers manage the grass areas on the 'Bakery Lawn' and the Tatol Bed but have no influence over the management of the other grass areas. There is a lack of consistency in the management of grass areas from the neglected areas at the bottom of Ricketts Hill Road to the generally good management of Tatsfield and Westmore Greens. Over the years we have enjoyed very good cooperation from TDC especially in the run up to the visits by the South and South East in Bloom judges.

The pressure on local authorities to make savings is resulting in a reduction of the frequency of the various cutting regimes; successive PCs have not been able to influence decisions made by TDC and SCC. It seems that there is no ongoing assessment of the likely impact of a lower cutting regime on the appearance of our green spaces, or the

impact on the local environment. Jon Allbutt believes that this situation offers opportunities to re-assess each area of our green spaces and set out what is wanted and then discuss (with the community and TDC/SCC) how this might be achieved. A good example of this would be to identify where greater biodiversity could be developed by meadow management (two cuts per year) and consider the TDC offer of help in this respect (Ian Hudson has offered up to 1,000 square metres of meadow – prepared and sown at no charge to the PC); could also encourage the adoption of the national highway verge initiative (Plantlife).

**TIB asks the PC to carry out a review of greenspace (grass) management so that there is a basis for discussion on a programme of grass management for the future.**

**Response:** It was agreed that Stephen Mittins would contact Ian Longley and help with the Bakery Lawn' and the Tatol bed.

The PC would contact Ian Hudson at TDC (01883 722000) to request a specification for grass cutting.

It was agreed the PC is monitoring all green spaces and the cutting regimes. This is ongoing.

The PC is going to discuss the offer from Ian Hudson TDC of 1,000 square metres of meadow. This will be discussed next PC meeting on Monday 14<sup>th</sup> October 2019 under the notified items agenda no10 k.

### **Tatsfield's Street scene Trees, Woodland, Hedges and Weed**

Tatsfield is very lucky to have such a diverse street scene throughout the village but must not be complacent. In nature, trees and hedges grow old and lose condition; without management and a programme of replacement it is very likely that, over time, the rural views could look very different. Loss of trees and hedges by storm damage, unwise actions by landowners and housing development are also contributing to a net loss resulting in some parts of the village taking on a more urban view. TIB is in discussion with Cllr Martin Allen about TDC policies and note his comments in the September Parish Magazine

There are many, mostly privately owned, mature hedges around the parish that make a vitally important contribution to the landscape view and also as important wildlife habitats. Hedges are a vital link between areas of grassland, copses and woods; in the main they are maintained in line with the advice on cutting back. There is a need to be alert to the threat of a loss of hedges in the event of some of the sites in the recent "Call for Sites" being granted planning permission for housing. There has also been a loss of garden hedges in recent developments in the village centre and this is a cause for concern

Over the years TIB has struggled to achieve a consistent approach to the control of weeds in the kerb and channels of roads in the village centre; there is also a good deal of discussion nationally about whether the practice of using herbicides to control weeds should cease. It is unclear whether SCC has ceased to carry out herbicide treatments to Clarks Lane this year but this road is a good example of how the streets will look if weed control ceases.

**TIB asks the PC to take the initiative on these matters to secure our rural street scene for the future**

**Response:** The PC was asked to look into and consider the following:

1. How does the PC want the rural street scene to look.
2. Consider County responsibility
3. Investigate County wide contracts re weed spraying
4. Look at adopting a hedge cutting strategy

**It was also noted that the Tatsfield Neighbourhood Plan is also looking at open spaces.**

2056/1019 Members agreed with the above proposed actions.

**(e) Chartwell Cancer Trust – request to change name sign on AMB and permission to run additional wiring to room 3**

The tenants have requested to install additional wiring to room 3 so that full use can be made of the room.

2057/1019 It was resolved to approve the above request.

**(f) Ramblers – request to use car park on Sunday 27<sup>th</sup> October**

The Parish Council had received the above request.

2058/1019 It was resolved to approve the above request.

**(g) Stained glass windows from Borough Road**

These windows were from the Institute. They in quite a poor state of repair. Ian Mitchell had deposited the windows in the AMB office. Members discussed whether to investigate possible repairs and incorporation in the décor of the AMB.

2059/1019 Members agreed to investigate possible repair costs. It was further agreed that a request would be put on Tatsfield Talk to appeal for any skilled craftsman who may be able to help out.

**(h) PCC David Munro meeting – report**

David Pinchin gave the following report:

Kim Jennings, Martin Allen and I met Surrey Police and Crime Commissioner David Munro on Thursday 26 September. We spoke about the few recent incidents of crime in the village and the support given to the village by our local PCSO Rupert Kelley despite the challenge of his ever-increasing workload. David Munro emphasised to us the importance of evidence in the case of criminal incidents, commenting that residential cameras and dashboard cameras can be used to great effect in identifying offenders, also in crime prevention.

He reminded us of changes currently taking place both nationally and locally about police recruitment as a result of increased Government funding; this was already having a positive impact on police numbers in Surrey despite the loss of many experienced officers in the last few years. He also spoke of the major resiting of Surrey police headquarters in Leatherhead. A new site has been purchased in the town and will replace outdated buildings in Guildford, Woking and Reigate. The new site will be in a more central location in the county. Neighbourhood policing teams will continue to operate from all eleven boroughs.

It was a helpful and constructive meeting, to be repeated in a few months' time.

**(i) Remembrance Service – Saturday v Sunday**

This item has been raised following some comments on Tatsfield Talk. It had been suggested that many other communities hold a combined church and village / parish event on the Sunday. It was questioned why there were two in Tatsfield.

Members felt that the Saturday service was very accessible to all and appealed to a wide demographic. Both services were well attended. It was also noted that Dave Bishop (the Saturday event organiser) had consulted with Revd Vince Short who was happy for a separate event in the village centre to go ahead and offered to officiate.

No further action needed.

**(j) Parishioner request for more frequent Tatsfield to Oxted bus**

A parishioner had raised this at a recent Bakery drop in session. Members discussed the viability of the request. It was also suggested that increased services may encourage more residents to visit Oxted on public transport. Cllr Becky Rush agreed to ask SCC about the possibility of increasing the service frequency.

**(k) TDC offer of 1,000sqm of bee friendly meadow planting**

Members noted that this was a limited time offer. Ian Hudson had indicated that the ground would need to be prepared in the autumn for planting in spring.

Overall, members thought this was a good idea, which built on the plan of retaining verges as grass meadows which was discussed earlier in the year.

Possible sites were discussed: RHR / Old Lane, near the children's playground, Approach Road – opposite the allotments.

It was also suggested that it would a good idea to ask TDC what costs would be involved in creating a further meadow area next year – would TDC do the work if the Parish Council funded the materials?

2060/1019 Members resolved to meet Ian Hudson to discuss further. Kim Jennings, Stephen Mittins and representatives from TIB would attend. Stephen Mittens agreed to arrange the meeting.

## 11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations

**a) County Councillor**

Cllr. Rush gave the following report:

- Community Fund – BR had received a request from the Community Composting Group to fund wood for further compost bins. TIB had also made a request. BR currently had about £1,500 left and asked if any community groups or the PC had any ideas, to contact her as soon as possible. Expenditure not possible for highways / road signs.
- CRC, Bond Road, Warlingham – the Taskforce paper was approved at Select Committee and will go to Cabinet on 29<sup>th</sup> October. The suggestion to combine the Bond Road and Chaldon Road CRCs in order to offer more services, e.g. wood at one and rubble at the other. There was also the proposal to extend the opening hours / opening days. The Taskforce loved the Community Composting scheme and this model is being considered in other locations around the county.
- Sue Smale – Sue has been awarded the Chairman's Volunteer Award. She has ben invited to an evening reception on 30<sup>th</sup> October at County Hall. BR is willing to donate here ticket to someone else who would like to attend.

**b) District Councillor**

Cllr. Allen gave the following report:

TDC's Chief Executive has stood down.

After 6 and a half years as the Council's Chief Executive, Louise Round has stood down with effect from the end of September in order to seek opportunities elsewhere. This leadership void will be adequately covered during the replacement process by an extremely good Management team all of whom MA has met recently in his role as a Group leader.

This has resulted in MA having more meetings recently, than is normal as a Group Leader, to find a way forward and he hoped his input to the continued change that is needed would be helpful.

Of normal meetings, MA has attended a Housing meeting, an O&S Call over meeting to agree the cancellation of it, Strategy & Resources committee at which the full implication of over budget funds was

discussed and a Planning Meeting where MA unsuccessfully tried an appeal against the White House refusal.

From next week, Jett will start delivering the new wheeled rubbish bins or green bin bags to all households in the district. Each bin will have a bin hanger on its hinge which details why TDC is doing this and how to use the new bin. There is also an advisory sticker on each box of bin bags. There will be costs for replacement or additional bins.

MA has been advised that due to a bereavement in the Local Plan Inspector's family, week 2 of the hearing sessions (due to commence on 22 October 2019) will now be postponed, date to be agreed. MA and a TDC officer attended a meeting at Thistledown regarding further complaints and with the aim to get the demolition of the outbuildings undertaken.

MA, along with Kim Jennings and David Pinchin, met the Police and Crime Commissioner. David Munro has been deselected from the Conservative party and will stand as an Independent PCC in May 2020 with MA's full support.

MA reported the Clacket Lane Service Area exit gates on to Clacket Lane had been constructed.

Church Hill Tatsfield was to be closed on the 16<sup>th</sup> and 17<sup>th</sup> for patching.

The gullies, Clarks Lane, are now within their target cleaning period so should be cleared / cleaned within the next few weeks.

White Lane – The area on the right from Clarks Lane has now had a bund put in place to stop vehicles parking and littering this area.

MA has had a follow up meeting with the CEO of Biggin Hill Airport over the 'over fly issue' in Tatsfield and he attended a Noise and safety Meeting at BH as part of the BHA improvements to the Noise Sensitive area problems over Tatsfield. David Pinchin and MA have communicated with BH/CEO over an advice note for Tatsfield residents which David Pinchin will present at the next PC meeting.

MA and Kim Jennings attended a private launch event at the Barn Botley Hill.

MA attended a meeting with officers from TDC and SCC and the Vice Chairman of Community Service regarding the feasibility of the Surrey County Partnership due to the usual financial restrictions in place. It was pleasing to note that both officers seemed to be willing to address the green issue especially limiting the number and type of cuts for the benefit of nature.

Thames Water, Westmore – Kemsley Road – MA received a call today regarding the issue of a fallen tree and flooding in these areas and was advised that Thames Water have now updated their record of ownership and acknowledge their responsibility to this area in the future.

c) **Horticultural Society**

Stephen Mittens gave the following report:

At the THS / Composting meeting on 9<sup>th</sup> October, there was a review of recent events such as:

Autumn show on Saturday 7<sup>th</sup> September and suggestions for future shows, Garden Club 10<sup>th</sup> September – Ian Hudson gave a talk on roses - this went very well, Garden Club 8<sup>th</sup> October – Jon Allbutt gave a talk and slide Show on France – disappointing attendance (12) but an otherwise good event and it was suggested publicity could have been better.

Forthcoming events:

AGM / Big Talk 12<sup>th</sup> November – talk by Caroline Halfpenny on Monet's Garden at 7.30pm. Tickets now on sale. Tickets can be purchased in advance from any member of the THS committee or at the door on the night.

Spring Show – 18<sup>th</sup> April 2020.

Autumn Show – September 2020.

Regular updates including:

Community Composting from Phil Brett, TIB update from Bob David. Members congratulated the TIB volunteers on the outstanding results in SSEIB – best large village, with gold award. The theme for 2020 would be the 80<sup>th</sup> anniversary of the Battle of Britain.

George Hadden was continuing to update the website.

Membership:

A decision has now been taken to do one at 18 months, followed by the normal 12 months. This will ensure that deliveries of the THS book are completed in warmer weather.

Committee membership:

Martin Hazelwood had resigned and the group was looking for new members.

Community composting site:

Stephen Mittens visited the composting site on 12<sup>th</sup> October to help out. He spoke to Phil Brett regarding applying for a grant.

The next THS meeting would be 20<sup>th</sup> November 7.30pm in the AMB.

Jason Syrett suggested that THS events could be widely advertised on social media.

d) **Village Hall Management Committee**

David Pinchin attended the VHMC meeting on 2<sup>nd</sup> October. There was lots of praise for the new kitchen. The VHMC queried the No Overnight Parking signs and Christmas lights testing. The Chairman noted that these were in hand.

**e) Neighbourhood Plan**

Martin Allen provided the following report:

The Steering group met formally on the 18<sup>th</sup> September minutes of which will be circulated shortly.

MA listened in to an AECOM webinar (one hour) regarding Affordable Housing within a Neighbourhood Plan.

MA has met and discussed the NP with a resident and past PC councillor and the previous email correspondence is in the Dropbox for all to see.

A very good Housing Group meeting occurred on the 8<sup>th</sup> October where members were asked to take away and complete a section for the Topic paper.

Unfortunately, attendees were still unable to agree the Housing Target figure which varied from 167 to 154 to 100 but this figure has still to be agreed by either the Housing Group or the Steering Group or the TPC.

AECOM has issued its first formal draft for consideration and members have gone through most of the content, raising the queries and these will be reported back to AECOM this week. The TPC also has to respond to the report if they choose to within 14 days of the 30<sup>th</sup>. The report will then have to be ratified by Locality.

The PC Chairman noted that the PC would need to review the new draft once it has been issued.

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

- Floor – expansion gap work. The Clerk confirmed that she had booked the work for 6<sup>th</sup> January, starting at 8am. She had notified members of the VHMC and asked the bookings secretary to book out that date.

**b) Tatsfield Green**

- Boundary Dispute (Under Part 2)  
This item would be discussed under Part 2.
- Signs – this item refers to the complaint raised about the number of temporary signs advertising local events.

2061/1019 Members resolved to form a working group to look at how to monitor the number and size of advertising signs.

**13. Meetings to attend/ correspondence**

- Surrey Hills – Community Forum – Friday 8<sup>th</sup> November 10am – 12 noon – no members to attend

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

- Reports for next meeting: Airport, Fairtrade, Emergency Plan, Speedwatch, CA
- It was noted that there would be a short presentation from CA at 7.30pm on 11<sup>th</sup> November.

Final public participation:

- Concern raised by parishioner regarding the non-slip surface repairs to Church Hill to Chestnut Avenue (a bridleway)
- Parishioner concern that if the Westmore Road/ Crossways pavement repair goes ahead, dustcarts and large vehicles need to 'swing' wide at the junction. Unfortunately, it seems there is often a car parked on the right-hand side of Westmore Road which impedes this manoeuvre.

The meeting closed at 9.34pm