

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th February 2024 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG commencing at 8.00 p.m.

Present: Ms Kim Jennings (in the chair)
Mr David Pinchin Mr Jason Syrett Mr Martin Elmer Mr Simon Cook Mr Dave Mitchell

In Attendance: Samantha Head (Clerk)
Cllr Martin Allen (TDC)

And 5 parishioners

The meeting commenced at 8.00 pm

1. APOLOGIES

None.

Kim Jennings noted that Andrew Moore had decided to step down from the Parish Council due to family and work commitments. Members thanked him for all the work he had done during his time as a Parish Councillor.

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

3927/0224 Jason Syrett declared an interest in item 10a – Tatsfield Green, Boundary Dispute.

3. Approve and sign the MINUTES of the previous meeting held on 8th January 2024

3928/0224 It was resolved that the minutes reflected a true and accurate record of the meeting held on 8th January 2024. They were duly signed by the Chair.

4. Public Participation

- A parishioner complained about several aspects of the Thames Water works on Ship Hill. He said the closure of the road was a disgrace. On the 1st day of the closure, they arrived at 08:00. Every single piece of equipment is brand new and much of it is still in the packaging it was delivered in. All of it is marked 'Thames Water'. Two weeks later, some of it has still not been unpacked. Possibly there is too much equipment. The working hours should be 08:00 – 18:00, however, most days work does not start until 09:30 and finishes by 15:00. There are sometimes 4-5 workers on site. On speaking to some of them, they have admitted that they are working on other jobs. For example, on 12th February, one worker was on site, arriving at 08:00, sat in his van all day with the engine running and left at 15:30. He said that he wanted to escalate his complaint to Thames Water.
- Martin Allen queried if the new noticeboard for advertising events on Westmore Green had been arranged.

5. Officer's report

- The Clerk noted that she had contacted Tatsfield Aquatics re the picnic area revamp work and had been advised that this was due to commence early / mid-March.
- The Clerk had been trying over the past five months to get TDC to repair the sleepers on Westmore Green. Several are dangerous so they will be replaced when the picnic area revamp is carried out in March. The cost to the PC will be £366.60.

6. PLANNING:

(a) Planning Team for February: Jason Syrett and Kim Jennings

3929/0224 It was resolved that the planning team for February would be Jason Syrett and Kim Jennings.

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

Jason Syrett noted the recent planning decisions which are listed on Appendix A.

TA/2023/775 Stables, Livery Manor, Manor Road, Tatsfield TN16 2ND

Demolition of existing buildings and erection of three no. single storey dwellings with associated parking and landscaping.

This application was previously considered by the Parish Council in July 2023. An objection was submitted, and a copy has been uploaded to the TDC Planning Portal.

The applicant has recently revised the red line boundary on the application and therefore TDC are obliged to reconsult. There are no changes to the built form of the proposed application. The application was scheduled for committee in January 2024 and then following concerns raised to Councillor Allen by the PC about this boundary change and the need for re-consultation, was withdrawn and the consultations issued by TDC.

When preparing the previous planning report, the PC visited the site and met with adjacent neighbours. It is noted that there are considerable concerns from neighbours about the loss of the stables as a functioning resource to our rural community and the impacts of overlooking to adjacent neighbours. These points were covered in our previous objection.

A representation has also been uploaded by an adjacent neighbour who has provided photographs to show that the trees shown on the plan along the boundary are in their garden, not the application site.

3930/0224 Comment: Objection – Tatsfield Parish Council object to this application. Please refer to our correspondence of 11th July 2023 setting out our reasons for objection to this application. *Clerk to copy the PC's previous comment to TDC planning.

7. Finance:

(a) Finance Team for February: Jason Syrett and Kim Jennings

3931/0224 It was resolved that the Finance Team for February would be Jason Syrett and Kim Jennings.

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

3932/0224 Members approved the Clerk's request. Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for February.

(c) To ratify quotes from Lloyd Gulley Gardening Services: PC land on corner of Ship Hill and Maesmaur Road – July 2024 - £243 and November 2024 - £142, Hedge between VH and Old Police House and at rear of Old Police House and by front metal gate – July 2024 - £162 and November 2024 - £162, 2m corridor along Millennium Wood and Ricketts Hill Road and down to driveway of The Woodhouse and footpath entrance – Jan / Feb 2025 - £320

3933/0224 Members ratified these quotes and requested the Clerk arrange for works to be carried out as specified in the quotes.

8. Notified Items

(a) Furze Corner

Jason Syrett gave the following report: For around 9 months, the Parish Council has been in correspondence with Tandridge District Council to take over a leasehold of the Furze Corner playing fields to enable us to advance a project to replace the old and near derelict cricket pavilion and upgrade facilities for local sport and amenity. We have also agreed a 100% rental grant arrangement with TDC.

In December 2023 we reached broad agreement of the lease terms with the PC advised by a local solicitor. We raised some concerns about a boundary alignment discrepancy along one edge of the site from the leasehold plan and what exists on the land and it seems it has been like that for many years. TDC have confirmed that there is no dispute that they are aware of with the boundary and the adjoining owner. As the boundary fence/hedge alignment does not affect the plans the PC has for the site, the PC have confirmed they are happy to proceed with the lease on the basis that TDC are responsible for maintaining boundaries.

We have now received the following notice from TDC's legal representative:

With regards to circulating engrossments, please be noted that as this demise falls within the definition of "open space" land under English statutory law, the Council is obliged to follow certain statutory procedures under Section 123 of the Local Government Act 1972 before granting the lease, which are as follows:

1. *To advertise in a local newspaper for 2 consecutive weeks re the proposed lease of open space land;*
2. *Following this, to seek consent from the Secretary of State to grant a lease for open space land.*

With the lease in agreed form, we have published notices on the Surrey Mirror. Once the deadline for any public responses to our notices has passed (15 February), we will submit an application to the Secretary of State as per step 2 above.

Once the consent is obtained from the Secretary of State, we will then serve the 1954 LTA Warning Notice and circulate engrossments.

It seems that it will still take some time to reach a point where engrossments are issued for signing. We will continue to update the PC. A copy of the last draft version of the lease agreement has been circulated to members.

The PFA had been in contact as they would like to tidy up the grounds in preparation for cricket in the summer.

(b) APM – date and location

3934/0224 Members agreed the APM would be on 25th March in the village Hall. The main topic would be the Neighbourhood Plan. Kim Jennings would arrange refreshments.

(c) Request from the Neighbourhood Plan Steering Group for permission from the Parish Council to proceed to Referendum

3935/0224 Members agreed that the Neighbourhood Plan would proceed to Referendum.

(d) Neighbourhood Plan – agreement from Parish Councillors for Jason Syrett and Kim Jennings to approve decisions, if required, on behalf of the Parish Council

3936/0224 Members agreed that Jason Syrett and Kim Jennings should approve decisions regarding the Neighbourhood Plan, if require, on behalf of the Parish Council.

(e) Tatsfield Talk – reminder about correct procedure for reporting issues

Kim Jennings noted that many residents were posting issues / concerns / etc on Tatsfield Talk and frequently tagging the Parish Council about issues which do not fall under the PC's remit. There is also sometimes an expectation of an immediate response / resolution.

3937/0224 Members agreed that something should be posted on Tatsfield Talk and put in the Parish Magazine to remind people of the correct procedures for reports issues to the PC – email or telephone the Clerk.

(f) TRO Ship Hill (water main replacement) – For information only

Kim Jennings noted that a large update had been provided during the public participation.

(g) SCC – Rights of Way Improvement Plan

SCC was undertaking a review of all of its Rights of Way across the county. There were separate links for comments for parish councils and members of the public. The questions had been put in Dropbox. Members were asked to review and send comments to the Clerk and Kim Jennings. The Chairman appealed to members of the public to also complete the online questionnaire.

3938/0224 Members agreed that Kim Jennings and the Clerk would collate the responses and respond to the questionnaire on behalf of the PC.

(h) Footpath 21 Proposal – update (for info only)

There was no update. A report was promised for the March meeting.

A local resident had offered to take on the task of clearing vegetation along the first section of the footpath from the Ship Hill end. It was noted that the SCC Countryside Access Officer had been able to release funds for 2x new kissing gates on the basis that footpath 21 is advertised as part of a circular route.

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

a) County Councillor

Becky Rush was not at the meeting and no report was given.

b) District Councillor

Martin Allen gave the following report:

- TDC's external accounts for 2021/22 were due to be signed off at the Audit and Scrutiny Committee on 11th April. The accounts are currently 65% complete. The auditors are suggesting that a delay on starting the 2022/23 accounts in view of Government consultation that a back stop be introduced on 30th September.
- Past audit fees are still be discussed by TDC/Deloittes and the PSSA. The CFO is drafting a letter to DLUHC reagrdign the current audit backlog being experienced by Local Authorities and the cost implications to local tax payers.
- TDC's CFO is forecasting a £343,000 deficit in the Budget, although there appears to be £900,000 of contingencies being held.
- Full Council met on 8th February to agree the 2024/25 Budget – Cllr Allen voted against – with the staff salary representing 69% of turnover. A percentage decrease since 2020/21 but in reality a higher amount in actual money terms.
- Full Council agreed an increase of £7.11 a year for a Band D property. This means an increase for Band D to £244.99 – a 14p a week increase. This will only generate £278,000 of additional income which will most likely only pay some of the additional staff costs but not the vital services – recycling and waste collections, developing town centres, parks and open spaces, as well as supporting the district's most vulnerable residents.
- No enforcement update due to not receiving the monthly enforcement update.
- In speaking to the planning officer and CPO regarding planning applications in the Green Belt.
- Cllr Allen had resolved an issue regarding waste collection for a resident on Ship Hill due to the road closure.
- Cllr Allen attended a meeting regarding the situation at Highview and Beech Farm Road in Chelsham and Farleigh. He had also attended the AGM and BHACC meeting at the airport.

- Having been alerted to a possible enforcement / planning issue close to his residence, Cllr Allen took advice from the Monitoring Officer and has referred it directly to TDC. He will follow up on any outcome.
- After receiving a complaint from a resident about littering, it was discovered that the parking enforcement officer had issued a fine with the wrongly recorded the VRN.
- Cllr Allen had a parking ticket issued for a car parked on yellow lines for over a week.

c) Neighbourhood Plan

Jason Syrett gave the following update: The Tatsfield Neighbourhood Plan process has been running for nearly seven years. On 6 June 2017, the Council designated the Tatsfield Parish a Neighbourhood Area.

Consultation on the Regulation 14 Neighbourhood Plan took place between 20 February 2022 - 4 April 2022.

The Plan was then updated and submitted to Tandridge District Council in October 2023 for Regulation 16 consultations. TDC carried out a consultation on the submission documents (as required under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012 (as amended)) between 1 December 2023 - Friday 26 January 2024. The draft plan and supporting documents were available to view online with hard copies available at the following locations:

- Tatsfield Parish Council, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG
- The Bakery, Westmore Green, Tatsfield TN16 2AG.
- Sheree's Store and Tearoom, 2 The Parade, Westmore Green, Tatsfield TN16 2AS.
- Tatsfield Village Club, Westmore Green, Tatsfield TN16 2AG.
- Ye Old Ship, Westmore Green, Tatsfield TN16 2AG.
- Park Wood Golf Club, Chestnut Avenue, Tatsfield TN16 2EG.

The following representations were received as part of the Regulation 16 consultation:

- Representations on behalf of National Gas Transmission.
- Representations on behalf of Limpsfield Parish Council.
- Representations on behalf of TFL.
- Representations on behalf of Thames Water.
- Representations on behalf of Historic England.
- Representations on behalf of National Highways.
- Representations on behalf of Gatwick Airport.
- Representations on behalf of Southern Water.
- Representations on behalf of Ashton Holdings Limited.
- Representations on behalf of Surrey Council Council.
- Representations on behalf of Tandridge District Council.

Examination:

The Tatsfield Neighbourhood Plan was formally submitted for examination on 7 October 2023. The examination formally started on Monday 29 January 2024. Andrew Ashcroft (of Andrew Ashcroft Planning Limited) has been appointed as Examiner to conduct the examination of the Tatsfield Neighbourhood Plan and publish a Report with recommendations.

The Examiner has been on an unaccompanied site visit to visit Tatsfield Parish in the past month.

Latest updates:

On 2 February 2024, the Examiner sent an Examination Arrangement Note which sets out the basis on which the examination of the neighbourhood plan will be undertaken.

On 8 February 2024 the Examiner's Clarification Note was received. This sets out the points of clarification now required by the examiner. Tatsfield Parish Council, and the associated Neighbourhood Plan Steering Group, as well as Tandridge District Council, will respond to the note on or before 29 February 2024.

Process going forward:

All submitted representations have been sent to the Examiner. It is likely the examination can be conducted solely by the written representations' procedure without the need for a hearing.

The key documents are on the TDC website:

<https://www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Neighbourhood-Plans/Tatsfield-Neighbourhood-Plan-and-Examination>

- TNP 1 - Tatsfield Neighbourhood Plan Regulation 16 November 2023.
- TNP 2 - Basic Conditions Statement.
- TNP 3 - SEA and HRA Scoping.
- TNP 4 - Consultation Statement.
- TNP 4a - Statutory body responses.
- TNP 5 - Summary of Changes from Reg 14 to Reg 16.
- TNP 6 - Local Green Spaces justification.

Next steps:

Once the Examination finishes, the Examiner will issue a report. If successful at Examination, Tandridge District Council will decide whether the Plan should proceed to a public vote (a referendum).

The Neighbourhood Plan Steering Group are working hard with TDC to achieve a referendum date in May 2024 to align with the local council elections.

d) VHMC

No report other than there had been an internal matter regarding consumables under the PHS contract. The Clerk has dealt with this. The tree in the next-door property has been causing issues for the Little Acorns play area. The Clerk had been working hard to resolve the matter and it was hoped it would be resolved shortly.

e) Police

Simon Cook reported that there had been no major crimes in Tatsfield since the last meeting. Neighbourhood alerts had noted an increase in livestock worrying. Farmers were within their rights to shoot dogs worrying livestock and owners were advised to keep their dogs on leads. The PCC report was mostly about increasing the budget and a pledge to maintain a police presence to pursue crime. So far, 3300 people have attended the public consultations. Simon Cook is still trying to get the new PS or PCSO to attend a PC meeting.

10. Parish Council Land/Property

a) Tatsfield Green

Boundary Dispute (Under Part 2)

There would be discussed under Part 2.

b) Westmore Green

Vehicles turning on the green.

Dave Mitchell and Kim Jennings had been to look at locations for the signs. They felt 2x signs stating no parking would be sufficient. The signs should be 300mm x 400mm and set low to the ground. Dave Mitchell would fill the tyre rut marks on the green. The drain would be cleared again this week.

c) AMB

- New security alarm system – The current system has been playing up since before Christmas. At the last service, the Clerk had been advised that it was an old system. It seems to go off randomly and sometimes multiple times a day. Advice has been sought over the phone but no issues have been detected. The Clerk had obtained a quote for a new alarm system which had been circulated to members.

3939/0224 Members agreed the quote for the new system, minus the smoke detectors as they were not needed.

- Request for lock on door in corridor leading to offices 1, 2 and 3.

3940/0224 Members refused this request as the door in question is a fire door and had to remain unlocked at all times.

- Fire Risk Assessment - The Clerk gave a verbal update: Martin Elmer is obtaining quotes for the two fire doors and shelving in the cupboard located between the toilets (to be able to use a storage space and remove all dry material from the boiler room as per the recommendations in the FRA), 'fire exit' door signs have been fixed but the 'keep clear - fire exit' signs on the external doors have been removed so the Clerk will order more. The emergency lights outside appear to not be working – the Clerk will ask the electrician to look at these. The FRA review will take place on 1st March.

11. Meetings to attend/ correspondence

- The Parish Council has received a request from a local resident to support their petition to request a reduction in the speed limit along Ricketts Hill Road.

12. Matters for reporting or Inclusion in a Future Agenda

- EV Charging points

Final public participation:

- ASB – what is being done for young people in the village? They should be included in village life / in the future of the village. Is there any provision for a youth club?
- Is there any law forbidding the removal of hedges or the felling of trees?
- A big effort will be needed to encourage people to vote in the Neighbourhood Plan referendum. Perhaps notices should be put on Tatsfield Talk and in the Parish Magazine.

The meeting closed at 9.12pm

The next Parish Council meeting would be held on Monday 11th March 2024 at 8pm.