

MINUTES of a Meeting of Tatsfield Parish Council held on the 18th July 2022 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 Ms Alex Davies Mr Ashley Clifton Mr Ian Hayman Mr John Rand

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

And 0 parishioners

The meeting commenced at 8.01 pm

1. APOLOGIES

3587/0722 Jason Syrett had sent his 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 13th June 2022

3588/0722 It was resolved that the minutes reflected a true and accurate record of the meeting held on 13th June 2022. They were duly signed by the Chair.

4. Public Participation

None

5. Officer's report

- The Clerk confirmed that Unity Trust Bank has increased the interest rate on the savings account to 1.25%. This was effective from 17th June 2022 and had already been applied to last month's deposit account.
- The Clerk noted that the AGAR and supporting documents had been submitted ahead of the deadline. All required legal notices had been placed on the PC website. The results from the external auditor should be received by the end of September.

6. PLANNING:

(a) Planning Team for July: Kim Jennings and Alex Davies

3589/0722 It was resolved that the planning team for July would be Kim Jennings and Alex Davies.

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

TA/2022/627 Willowood, Ricketts Hill Road, Tatsfield TN16 2NG

Erection of two-storey rear/side extension.

The proposal is for the erection of a 2-storey rear/side extension.

Willowood is a substantial detached property situated near the boundary of Biggin Hill and Tatsfield.

The property has some large outbuildings in the garden to the rear of the house along with a large decking area which appears to be raised to what looks like first floor level.

Previous planning applications:

2005/429 Erection of a single storey side extension which was approved.

2014/1541 Roof dormers front and rear with roof lights, this was refused and there appears to be a mention of an appeal pending?

2021/1172 Resurfacing of existing crossover to the property which is not yet determined and awaiting a decision. The planning states that the proposal volume falls within the limits of the overall percentage for increase to the existing property.

The proposal is unlikely to have an impact on trees, hedges, access and neighbouring properties.

This property does fall within the green belt area and outside of the village settlement.

3590/0722 Comment: No comment

3591/0722 The Clerk was requested to inform Tandridge Planning Department of the Council's decision.

7. Finance:

(a) Finance Team for July: Kim Jennings and Alex Davies

3592/0722 It was resolved that the Finance Team for July would be Kim Jennings and Alex Davies.

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

3593/0722 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for July.

(c) Items for expenditure:

- JS Window Cleaning – AMB roof - £1,200.00
- JS Window Cleaning – Village Hall roof (remaining areas) - £1,800.00
- Tracy Salliss – Painting AMB kitchen - £150.00

3594/0722 Members approved all the above expenditure.

8. Notified Items

(a) Parish Council Risk Assessments

Alex Davies gave the following report:

The annual Risk Assessment was carried out by Kim Jennings, Jason Syrett and Alex Davies on Sunday 12th June 2022. This included a full review and update of the spreadsheets and a walk around all relevant areas of the Village.

The following maintenance work was identified:

- (1) Loose tiles on Village Hall roof need replacing. *This is scheduled to be carried out when the moss is removed from the VH roof.*
- (2) Lines on MUGA courts need repainting (cost to be share with school). *Kim Jennings to arrange meeting with the school to discuss.*
- (3) Footpath on Crossways (between Westmore Road and Paynesfield Road) is in a bad state of disrepair and should be reported to TDC. *The Clerk noted that she had reported this to SCC and had received a response to say that it was not a priority and would be added to the regular maintenance schedule. Members felt this was not an appropriate response and requested that the Clerk escalate this to Becky Rush.*
- (4) Moss on bus shelter needs removing. *This was added to a list of work to be carried out on Westmore Green.*

This maintenance work was identified in 2020 and is still outstanding:

- (5) The metal bollards (12) protecting the lights in the Village Hall Carpark need repainting. *The Clerk confirmed that she had a quote for this and it would be added to the next tranche of exterior works.*

It was noted in 2021 that the moss on the Village Hall roof and the AMB roof should continue to be monitored. Work has commenced on the VH roof to remove moss and treat. *This would be undertaken during August and September 2022.*

All Covid-19 risk assessments have been closed as all government restrictions have ended.

Redecorating AMB continues with new kitchen completed June 2022. Next jobs identified:

- (1) Paint kitchen (priority). *This was due to be undertaken over the weekend of 23rd / 24th July.*
- (2) Complete exterior walls. *Tbc.*
- (3) Varnish exterior woodwork (kitchen window, kitchen door, wooden poles). *Tbc.*
- (4) Restock kitchen (mugs, plates, bowls, teaspoons, cutlery & tray, magnetic noticeboard, shelves). *This had been actioned.*
- (5) Purchase two chairs and a coffee table for lobby space. *This had been actioned.*

The following maintenance work identified in 2020 & 2021 has been completed:

- (1) Noticeboard at the bottom of Ship Hill to be removed.
- (2) Bus-stop on Westmore Green needs cleaning.
- (3) The boiler door on the side of the Village Hall needs to be sanded and repainted (currently underway). *The Clerk confirmed that this had been completed at the beginning of July 2022.*

Updates have been noted above by each item in italics.

(b) Parish Council Bakery Sessions

The following dates had been suggested – all Saturdays between 11:00 and 12:00 in The Bakery:

September 17th
October 15th

November 19th
 December 17th
 January 21st
 February 18th
 March 18th

3595/0722 Members agree the above dates and that if they could not do the allocated date, would arrange to swap with another member.

(c) Community Library

No update. This would be deferred until the September meeting.

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

a) County Councillor

No report.

b) District Councillor

Martin Allen gave the following report:

As of Monday 18 July, at 10.00am, the Home Office online 'Foundry' portal shows that 1,332 (1,307 last Monday) Surrey sponsor households are matched with 3,963 (3,851 last Monday) Ukrainian guests under the Homes for Ukraine scheme, although this does not necessarily reflect the actual numbers of guests that will arrive. There are currently 222 visas applied for, 207 issued and 155 guests have arrived

The Chief Finance Officer presented a report on the closure process being followed for the Tandridge Finance Transformation ("TFT") programme which was due to complete at the end of June 2022.

The key objectives of the closure process were to identify:

- what the programme has achieved, including key deliverables, achievements and benefits that have been delivered
- activities and deliverables that have not been completed and ensure that these are assigned ownership
- activities and deliverables that will form part of a service improvement plan at the close of the programme.

JWA is not affected .

The Chief Finance Officer presented a report on the current status of the Future Tandridge Programme ("FTP").

The aims of the FTP are to:

- transform the operating model for the council;
- create a smaller, more strategic, agile and responsive organisation with resources targeted at council priorities and where need is greatest;
- develop a more business-like approach to the way the council operates; and
- tackle the financial challenges faced by the council going forward.

The report set out the key areas of focus of the current service reviews and common themes emerging from them. The first wave of service reviews focused on support services and the need to add value to the front-line services they underpin and to become more automatic and less onerous. The report set out the intention to move towards an intention to become a 'Commissioning Council'. This meant that the Council would move to an approach where it focused on the needs of residents and how services meet those requirements, the quality and level of service and understanding the Council's involvement in delivering the services and establishing the best delivery model for achieving the required outcomes.

Cllr Allen continues to attend various meetings and is currently dealing with the call in of the refusal for the planning application for the Rear of 2-3 The Parade, which is coming to committee on 28th July.

After hearing building work happening on the Sunday, Cllr Allen checked the Planning

Application conditions and there were none listed regarding the time work could be carried out, but there were other conditions that seem not to have been met, before the demolition, which he will report to TDC.

Cllr Allen will also discuss the various complaints from the village regarding the Firs planning application with the TDC Planning Officer.

c) Neighbourhood Plan

No update.

d) VHMC

David Pinchin gave the following report:

Village Hall Management Committee met on 6th July.

1. It was agreed to waive the hall hire charge to the PC for the Tatsfield Singers on the Jubilee weekend.
2. CCTV proposal discussed in detail, already submitted to PC for agreement. Solar power to be used, WI-FI connected cameras. No wiring required. Should act as a deterrent to ASB in the porch areas of the hall.
3. Reported that the Clerk had now signed new agreement with PHS as sanitary service supplier. Also, that she was now in negotiation with Initial about ceasing that contract.
4. External redecoration now completed. The Clerk and VHMC Secretary have completed the yearly

building survey. Some cleaning was now needed by Derek Rose. LA asked to tidy up play area after use.

e) **PFA**

No update.

f) **Police**

The Clerk had emailed the police to notify them of tonight's meeting. No report.

10. Parish Council Land/Property

a) **Tatsfield Green**

- Boundary Dispute (Under Part 2)
This was discussed under Part 2.

b) **Village Hall**

- Request to have CCTV cameras outside VH
The VHMC Secretary had written to the PC to provide further details of this proposal.

3596/0722 Members agreed permission for the proposal as it may provide additional deterrent for anti-social behaviour and would be funded by the VHMC.

c) **MUGA**

- Kim Jennings confirmed that the lady who has been running a bootcamp session in the MUGA on Saturday mornings had agreed to pay a small fee for use of the space. The first invoice, for June, has been sent.
- Derek Rose would erect the tennis nets once the school broke up for the summer holidays and Kim Jennings would take photographs and post on Tatsfield Talk to advertise the space.
- The Clerk would be submitting the order for No Dogs signs for the MUGA (and the pond) this week.

11. Meetings to attend/ correspondence

None

12. Matters for reporting or Inclusion in a Future Agenda

None

Final public participation:

None

The meeting closed at 8.45pm

The next Parish Council meeting would be held on Monday 12th September 2022 at 8pm.