

MINUTES of a Meeting of Tatsfield Parish Council held on the 22nd May 2023 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 Dave Mitchell Mr Simon Cook Mr Andrew Moore
Mr Jason Syrett (arrived at 8.34pm)

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

And 3 parishioners

The meeting commenced at 8.01 pm

1. Election of Chairman

3757/0523 Kim Jennings asked for nominations for the office of Chairman from the members present. David Pinchin proposed Kim Jennings and this was seconded by Simon Cook. There were no other nominations and all were in agreement with the proposal. Kim Jennings was duly elected as Chairman.

2. Declaration of Acceptance of Office of Chairman

Kim Jennings signed her declaration of Office of Chairman witnessed by the Clerk.

3. Election of Vice-Chairman

3758/0523 Kim Jennings asked for nominations for the office of Vice-Chairman from the members present. Kim Jennings proposed David Pinchin and this was seconded by Dave Mitchell. There were no other nominations and all were in agreement with the proposal.

4. Declaration of Acceptance of Office of Vice-Chairman

David Pinchin signed his declaration of Office of Vice-Chairman witnessed by the Clerk.

5. APOLOGIES

3759/0523 Martin Elmer had sent his apologies. These were received and accepted by members.

Jason Syrett had said that he would be arriving late.

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

3760/0523 Jason Syrett declared an interest in item 25a – Tatsfield Green – Boundary Dispute.

3761/0523 Kim Jennings declared an interest in item 21b TA/2023/411.

7. Approve and sign the MINUTES of the previous meeting held on 17th April 2023

3762/0523 It was resolved that the minutes reflected a true and accurate record of the meeting held on 17th April 2023. They were duly signed by the Chair.

8. Approve the Code of Conduct for Parish Councillors

3763/0523 Members approved and adopted the Code of Conduct for Parish Councillors.

9. Proposal for and agreement on Committees for the coming year and their members

3764/0523 It was resolved that there would be one committee for the coming year. Finance Committee- this would be comprised of the following councillors: Kim Jennings, David Pinchin, Jason Syrett and Dave Mitchell.

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

3765/0523 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

There would be a working group for the Furze Corner project. The details of which are yet to be confirmed.

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

None, as yet.

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

3766/0523 It was agreed that the following roles would be undertaken by these Parish Councillors:

Representatives on outside bodies:

Kim Jennings: TIB / THS / TACG

David Pinchin: Airport Consultative Committee / VHMC

Simon Cook: Fairtrade / Police Liaison / (VHMC)

Committees:

Finance: Kim Jennings, David Pinchin, Jason Syrett, Dave Mitchell

Neighbourhood Plan: Kim Jennings, Jason Syrett

Projects:

AMB redecoration: Kim Jennings, Dave Mitchell, Martin Elmer, Simon Cook

Affordable Housing: Kim Jennings, Jason Syrett

Responsibilities:

Kim Jennings: Risk Assessments, PC Facebook Posts and Updates, Nitrous Oxide Canisters

Jason Syrett: Risk Assessments, Legionella Monitoring/Fire Alarm Testing/Emergency Lighting Testing/ Fire Risk Assessment, PC Facebook Posts and Updates

Dave Mitchell: Volunteers incl. Snow Angels, Risk Assessments, CCTV Monitoring, VAS

Martin Elmer: Emergency Plan Organiser, Risk Assessments, Legionella Monitoring/ Fire Alarm Testing/Emergency Lighting Testing/Fire Risk Assessment

Simon Cook: Volunteers incl. Snow Angels, MUGA monitor

Andrew Moore: Youth, Health & Wellbeing (incl. village school) and Little Acorns, CCTV Monitoring, MUGA monitor

Working Groups:

Furze Corner: Jason Syrett, Dave Mitchell, Martin Elmer, Andrew Moore

14. Review of leases and property agreements

3767/0523 The list of leases and property agreements had been reviewed by the Parish Council in a document that had been circulated by the Clerk.

15. Review of Standing Orders

3768/0523 It was resolved to accept the Standing Orders and that they would remain unchanged from those circulated by the Clerk.

16. Review of Financial Regulations

3769/0523 It was resolved to accept the Financial Regulations and that they would remain unchanged from those circulated by the Clerk.

17. Review of Financial Risk Assessment

3770/0523 The Parish Council carried out an annual review of its financial management policies and processes. Kim Jennings signed and dated the member check.

18. Review of Asset Register

3771/0523 The Clerk had circulated an updated Asset Register and this was agreed by members. Kim Jennings signed and dated the member check.

19. Public Participation

- A request for the PC to look into EV charging points.

20. Officer's report

- The Clerk noted that through signing up to the Octopus Energy Savings scheme, a total of £6.37 had been saved (209.94g of CO2)
- The Internal Audit was passed last week, with no matters to report.

- The Clerk had submitted the PC's Vat reclaim for 01/10/22 – 31/03/23.

21. PLANNING:

(a) Planning Team for May: Jason Syrett and David Pinchin

3772/0523 It was resolved that the planning team for May would be Jason Syrett and David Pinchin.

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

TA/2023/459/TPO 82 Paynesfield Road, Tatsfield TN16 2BQ

01) 9x Yew – As per map – Reduce overall size of crown by 1m. (To be ratified)

This application involves a modest amount of crown reduction to a group of trees along Paynesfield Road.

3773/0523 Comment: No comment

TA/2023/445 6 Rag Hill Close, Tatsfield TN16 2LR

Erection of single storey side extension and external alterations and improvements to the existing elevations. (Certificate of Lawfulness for a Proposed Use or Development)

This provides a modest single storey side extension to the existing house to provide a gym/study and store. Permission was recently granted on 24.02.2023 for the 'Erection of Part Single Storey, Part Two Storey Side and First Floor Rear Extension' under application TA/2022/1563. This permission has not begun or been implemented, therefore all existing rights under the Town and Country Planning GDPO 2015 remain intact.

3774/0523 Comment: No comment

TA/2023/411 Crystal House, Hillside Road, Tatsfield TN16 2NH

Demolition of rear storeroom. Erection of single storey side extension and double storey rear extension.

Summary:

- Located in the Green Belt.
- No planning history on TDC planning portal.
- This application proposes proportionally significant sized extensions to this existing house.
- This proposes a two-storey extension within around 1-1.5m of the boundary with the existing house to the north (currently around 4-5m away from the boundary). Though it says to the rear, it is actually to the side when viewed from Hillside Road.
- Concern around 7m high extension within 1m of adjacent neighbouring property, to the south and impact on sunlight to adjacent residents.
- In design terms, the extension does not feel complimentary to the existing house.

3775/0523 Comment: Objection. This application proposes proportionally significant sized extensions to this existing two-storey house in Hillside Road which, when considered together, are disproportionate to the size of the existing dwelling and contrary to TDC Adopted Detailed Policy DP13.

The proposed two-storey extension (which is a side extension when viewed from Hillside Road, not a rear extension as noted) extends to within only 1 metre of the boundary with the existing property to the north (it is currently around 4m-5m away from the boundary). At around 7m tall and approx..1m from the boundary hedge just south of the adjacent neighbouring residential property, there will evidently be a significant impact on sunlight and overshadowing, impacting on the adjacent residents' amenity. This is contrary to TDC Adopted Core Strategy CSP18.

In design terms, the extension and proposed alterations also do not feel complementary to the existing house. The two-storey extension is lumpen in form and the roof forms and new window proportions feel very inappropriate when compared to the existing dwelling design. This proposal represents bad design and is, as a result, contrary to TDC Adopted Core Strategy CSP18 and the emerging Tatsfield Neighbourhood Plan.

TA/2023/430 Charlscot, Cudham Road, Tatsfield TN16 2NJ

Erection of a single storey rear extension. (Certificate of Lawfulness for a Proposed Use or Development)

This is a modestly proportioned extension to this existing house, absorbing existing outside toilets and pantry into a new kitchen extension.

3776/0523 Comment: No comment

3777/0523 The Clerk was requested to inform Tandridge Planning Department of the Council's decisions.

KCC/SE/0495/2018 Covers Quarry, Westerham, Kent

Stabilisation and restoration of Covers Farm Quarry using imported engineering materials to restore the site to grassland, including landscape planting and an ecological receptor area together with a temporary road and ancillary buildings.

This application submits further updates on cut and fill levels in the proposed infill of the quarry and a restoration plan drawing. The infill for this quarry will demand huge numbers of HGV movements every day for several years. One of the proposed routes would be along Clarks Lane, Croydon Road and Pilgrims Lane and the PC has previously submitted strenuous objections on those grounds.

This latest application does not address our previous objections with regard to the impact on local roads and traffic of these significant works and the PC is both disappointed and angry that their views have not been considered.

3778/0523 Comment: Objection. Tatsfield Parish Council reconfirms its previous strong objections to this application, last made in September 2022 and also previously in February 2021. The Parish Council is extremely troubled that its previous concerns have been completely ignored in the revised documents recently submitted. Previous objections highlighted the major impact these significant works would have on local roads and traffic, particularly the completely unacceptable use of Croydon Road and Clarks Lane for large numbers of daily two-way HGV vehicle movements for up to 5 years. Not only have the council's objections not been addressed, they have not even been mentioned which is discourteous in the extreme on such an important matter for the local community. This proposed use of the B 2024 must not be permitted.

The Parish Council has copied below its objections from February 2021 and September 2022 for reference.

Objection -February 2021:

Tatsfield Parish Council wishes to reconfirm its previous objections which it made in response to the Covers Farm Quarry applications in 2018 and 2020. The Parish Council strenuously objects to this application on the basis of the harm such proposals, if approved, would have on the parish, its residents, its roads and also the surrounding areas. Were this application accepted, a substantial amount of HGV movements transporting infill materials to the site would occur. An approximate calculation (using data provided by the applicant) would mean that around 800,000m³ (1,280,000 tonnes) of materials would be transported to the site involving about 15,000 lorry loads every year passing through the roads of Tatsfield Parish. This would continue for up to 6 years. The B2024 Clarks Lane is completely unsuitable for HGVs particularly as it narrows towards the severe bend and pinch point at the junction with Pilgrims Lane. Such vehicles would, in the opinion of councillors, constitute a severe danger to other road users. They would also cause unacceptable bottlenecks and traffic congestion both there and also on the surrounding road network. The country roads would simply not be able to support this volume of traffic.

The Parish Council is similarly concerned about the impact of high traffic flow on road surfaces in the area. Many of the roads and lanes in the area suffer from pot holes and erosion. Sustained use of these roads by HGVs would only markedly accelerate that process of deterioration.

Another unacceptable consequence of such large numbers of HGV traffic movements would be the detrimental effect on the environment – pollution from HGV emissions, dust and fumes would all negatively affect the air quality within the parish. It would also affect the area's AONB status as one of outstanding natural beauty.

Members of the Parish Council also wish to draw attention to the need for the Cross Valley Dyke scheduled earthwork monument to be protected. It is sited just south-west of Covers Farm and there is a severe risk of harm to this ancient monument if this application were to succeed.

The Parish Council's objection, submitted in September 2022:

Tatsfield Parish Council re-confirms its previous strong objection to this proposal.

The report outlines the need to import of 0.8million cubic metres of fill over a 5-year period. The proposal contained within the Transport Assessment of 200 daily two-way HGV movements (including 10 daily two-way movements in the peak hour) is totally unacceptable.

The junction designs for the new proposed crossing of Croydon Road are actively now promoting a left turn out, allowing for departing HGV vehicles to travel north up Croydon Road and towards Clarks Lane. The B2204 Clarks Lane/Croydon Road is absolutely unsuitable for any routine large HGV lorry movements because of the hill and bend approaching the junctions with Pilgrims Way and the narrowness of the carriageway between Church Hill and Pilgrims Way.

Section 3.4 of the Transport Assessment does not sufficiently assess the safety of the highways in the vicinity of this

proposal. It looks at accident frequency but does not go on to look at the width and forward visibility for the movement of 200 two-way haulage vehicles on the affected road network.

Figure 4.1 only appears to show the entry routings of vehicles towards the quarry and does not show the left turn of vehicles departing the quarry, contrary to that allowed in the junction design. The junction designs for the new proposed crossing of Croydon Road should therefore be redesigned to prevent HGVs traveling up Croydon Road.

22. Finance:

(a) Finance Team for May: Jason Syrett and David Pinchin

3779/0523 It was resolved that the Finance Team for April would be Jason Syrett and David Pinchin.

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

3780/0523 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for May.

(c) Items for expenditure:

- Lawnmower – price tbc

3781/0523 Members agreed to move discussion on this item to later in the meeting until Jason Syrett arrived at the meeting.

23. Notified Items

(a) New Councillor training

The Clerk has circulated details of new councillor training sessions offered by Surrey ALC. These are either in person or on Zoom. The new councillors were asked let the Clerk know which date they would prefer and the Clerk will book the course.

(b) Tandridge Corporate Plan meeting

The PC has been invited to attend a workshop about the District Council's emerging Corporate Plan. The workshop will be held on 8th June 10:00 – Midday at the Council offices in Oxted.

3782/0523 Kim Jennings and Simon Cook volunteered to attend on the PC's behalf.

(c) Noticeboard for village centre to advertise events

Martin Allen had suggested more permanent fixing points for a noticeboard on Westmore Green that all village organisations could use as the PC's A-boards often get blown over (and damaged) in windy weather.

It was suggested that the fixings could be similar to those for the Silent Soldier. This should also be fixed on Tatsfield Green as well as Westmore Green.

3783/0523 Dave Mitchell agreed to look into arranging this.

24. 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. Becky had indicated that she would attend the June meeting.

b) District Councillor

Martin Allen gave the following report:

Martin Allen noted that he was re-elected as the Tandridge District Councillor for Tatsfield and Titsey. Although it may only be for one year due to the upcoming Boundary Review within Tandridge that will almost certainly affect the make-up of the wards within the district.

He has just been advised that the Local Government Boundary Commission for England will be publishing their draft recommendations next Tuesday, 30 May and they will be available on their Tandridge webpage. The draft recommendations are subject to public consultation until 7 August.

The polls closed at 10pm on the 4th May and Martin Allen eventually got over to the count at De Stafford School the following morning. It was not quite as exciting as the first time to witness the count and Tatsfield and Titsey's votes did come last in the rotation so it was a considerable wait, but at least it was not 4am in the morning like the first time.

Martin Allen's fellow Independent Councillors told him that his numbers looked good as they were being sorted and as decreed by the votes he secured the role of District Councillor for a further year with a total of 371 votes against 48 for Labour and 125 for the Conservatives. (4 years ago, the numbers were 316 votes against Conservative 132 UKIP 63 and Labour 34 in a 36.3% turnout.)

It was sad to note that 64.5% of the villagers did not vote at all. That was very disappointing

Overall it was a "Hold" result with two seats swapping Independent for Conservatives and vice versa and an Independent gain over Conservatives. It is confirmed though that there will still be a No Overall Control Council. One of many across the country.

One of Martin Allen's previous duties was completed on the same morning. When acting as Chairman of the Audit & Scrutiny meeting that approved the Councils Accounts for 2020/2021 he got to sign off the annual

accounts with Mark Hak-Sanders, the Chief Financial Officer. Now the focus shifts on to the 2021/2022 accounts.

Political balance and committee membership 2023-2024

There is a minority administration led by the Residents' Alliance. (New name for the OLRGA).

The political balance of the Council is 18 Residents' Alliance, 11 Liberal Democrats, 9 Conservative and 4 Independent Group councillors. Helena Windsor decided to join the IG so it is now 4 strong .

The Residents' Alliance used to be called the Independents and Oxted and Limpsfield Residents Group Alliance and has recently changed its name.

The Leader of the Council and The Leader of the Residents' Alliance is Councillor Catherine Sayer and the Deputy Leader, Councillor Chris Farr.

The Leader of the Liberal Democrats the opposition is Councillor Jeffrey Gray and the Deputy Leader is Councillor Alun Jones.

The Leader of the Conservatives is Councillor Robin Bloore and the Deputy Leader, Councillor Matthew Groves.

The Leader of the Independent Group is Councillor Martin Allen and the Deputy Leader is Councillor Jeremy Pursehouse.

In his response to the Leaders speech on Thursday Martin Allen intends to bring up the Green Belt, Fly tipping and of course the fact that the Council to stay on Budget.

In Tatsfield he is dealing with a complaint regarding the garage in Paynesfield Road and the Parking issues at the Doctors in Stock Hill.

He has also reported the breaking up of the tarmac in Old Lane and various drains around the village.

c) Neighbourhood Plan

Jason Syrett gave the following report:

Tatsfield NP now has a contact at TDC, although this officer only works 2 days a week. It was looking increasingly positive that the plan will soon be out for public consultation. Martin Allen is in regular contact with TDC over the plan.

d) Airport

David Pinchin gave the following report:

The Airport consultative committee met on 27th April.

The CEO referred to the presentation he gave to the Tatsfield Annual Parish meeting and said how useful he had found it, thanking the PC for setting it up. He referred to the various initiatives we had jointly put in place in recent times and the successful affect they had had on rules governing light aircraft flying in the district.

The Noise and Safety Committee reported on the number of complaints received in the first quarter of 2023.

There had only been one submitted complaint from Tatsfield and 4 auto-detected track violations. Those violations were all minor, clipping the edges of the NSA. This was a significant improvement on previous quarters, it will be interesting to see if the situation is maintained during the summer months.

The airport itself has continued to perform well with various training and development opportunities attracting new businesses to the area. Several successful recruitment days have also been held. The Landing Hotel formally opened on 6th March and in addition to steady residential bookings for visiting aircrew, it has also attracted a good deal of non-resident interest from the locality for meals in the wine bar and restaurant. A new multiple user training and meeting facility has also been opened in the old JOTA building, recently renovated, with resident companies using the unit to conduct all kinds of personnel development and training. Progress is now also being made on plans for the development of West Camp which is a conservation area with numerous listed buildings. It is understood that positive meetings have recently been held with Bernie Ecclestone and Heritage England, so hopefully plans can be agreed in the near future and with LBB regarding the next steps.

The Committee itself is currently undergoing some revisions to its constitution with several proposals on the table including expanding the membership to include more community representatives from the north of the airport. This is causing some disagreement regarding the overall balance of membership resulting in some interesting discussions.

e) Furze Corner

This item was also combined with item 22c – purchase of lawnmower.

Tatsfield PFA are the former leaseholders of Furze Corner. The Parish Council is however in consultation with TDC to take over the lease. The Parish Council has agreed a Heads of Lease but is still awaiting a copy of the draft lease. TDC has cut the outfield in the past few days, as it is still responsible for doing this until the PC formerly takes over the lease.

The PFA proposal is to donate funds to the PC to facilitate the purchase of a sit-on lawnmower. The PC would then add the mower to its insurance policy and add it to its Asset Register, and it would be kept in secure storage.

3784/0523 Members agreed in principle to purchase the mower, pending confirmation that the storage facility is suitable.

f) Police

The Clerk had notified the police of the PC meeting and sent the agenda. The Clerk had received an email from Stuart Wren to confirm that there would be a 'Meet the Beat' session in the village club on Saturday 10th June between 10:00 and Middy.

25. Parish Council Land/Property

a) **Tatsfield Green**

- Boundary Dispute (Under Part 2)
There was no update.

26. Meetings to attend/ correspondence

- PTA – request to advertise the school fete

27. Matters for reporting or Inclusion in a Future Agenda

- EV Charging Points
- InPost
- Picnic bench area revamp
- Playground revamp
- MUGA gates

Final public participation:

- It should be remembered that the garage is a long-standing village institution and is a well-used and much appreciated facility.
- Congratulations were offered to the new council.
- Police – new online portal has launched.

The meeting closed at 8.56pm

The next Parish Council meeting would be held on Monday 12th June 2023 at 8pm.