

**MINUTES of a Meeting of Tatsfield Parish Council held on the 12<sup>th</sup> April 2021 via Zoom commencing at 8.00 p.m.**

**Present:** Ms Kim Jennings (in the chair)  
Mr David Pinchin Mr Ashley Clifton Mr Ian Hayman Ms Alex Davies

**In Attendance:** Samantha Head (Clerk)  
Cllr. Martin Allen (TDC) (arrived at 8.22pm)  
Cllr. Becky Rush (SCC)

And 1 parishioner.

The meeting commenced at 8.02 pm

**1. APOLOGIES**

3300/0421 Stephen Mittins and Jason Syrett had sent their apologies. These were received and accepted by members.

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

3301/0421 Ian Hayman declared an interest in item 10c – Village Hall, LA request regarding flooring outside. Ian Hayman would not therefore take part in the discussion or agreement for this item.

3302/0421 Kim Jennings declared an interest in item 10d – Westmore Green, Mask Makers request – tree on Westmore Green triangle. Kim Jennings would not therefore take part in the discussion or agreement for this item.

3303/0421 David Pinchin declared an interest in item 10d – Westmore Green, Mask Makers request – tree on Westmore Green triangle. David Pinchin would not therefore take part in the discussion or agreement for this item.

**3. Approve and sign the MINUTES of the previous meeting held on 8<sup>th</sup> March 2021**

3304/0421 It was resolved that the minutes reflected a true and accurate record of the meeting held on 8th March 2021. They were duly signed by the Chair.

**4. Public Participation**

- None

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

- The Clerk confirmed that she had submitted the ACV for The Parade.
- The Parish Council had been issued its Business Rates bill. The PC has, as usual, been granted Small Business Relief for the ground floor office space. The PC has also been granted the Coronavirus retail discount for the rest of the ground floor which will only be applicable for a three-month period (up until 30th June 2021). From 1st July 2021 to 31st March 2022, the amount of relief will be reduced to 66% of the annual charge and TDC will request that the PC begins monthly payments to clear this from 1st July - a new bill and installment details will follow in mid-June.
- The Clerk confirmed that she had sent off for a VAT refund for the period 01/10/2020 – 31/03/2021.
- Additionally, the Clerk noted the felling licence had been approved by the Forestry Commission for the tree work required in Kemsley Wood.

**6. PLANNING:****(a) Planning Team for April: Ian Hayman and Ashley Clifton**

3305/0421 It was resolved that the planning team for April would be Ian Hayman and Ashley Clifton.

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

**TA/2021/303 Neville House, Edgar Road, Tatsfield TN16 2LL**  
Erection of single storey side extension and internal alterations.

This property is located in the settlement area.

This is the first application since 1973 and is a modest extension at the rear of the property which will have no impact on surrounding properties.

3306/0421 Comment: No comment.

**TA/2021/368 The Old Granary Forge, Clarks Lane, Tatsfield TN16 2JU**

Use of flat roof area as balconies serving the two dwellings and changes to fenestration.

There was a previous application (2020/1635) for balconies in Sept 2020 that was refused for the following reasons: The reasons for REFUSAL are: -

1. The proposal would result in a greater impact upon the openness of the Green Belt given the size and use of the balcony areas, and the lack of control in relation to the domestic paraphernalia which could be placed upon them. As such the proposal would constitute inappropriate development in the Green Belt to which substantial harm must be attached. There are no very special circumstances present to clearly outweigh the harm by reason of inappropriateness and other harms such as to justify the proposal. As such, the development is contrary to the NPPF and Policies DP10 and DP13 of the Tandridge District Local Plan Part 2: Detailed Policies 2014.
  2. The proposal, by reason of the extent and use of the proposed balcony areas, and the lack of control in relation to the domestic paraphernalia which could be placed upon them, would appear prominent, result in harm to visual amenity and have an appearance which is out of place within the surrounding area. As such the proposal would fail to respect and reflect the character and appearance of the existing property and rural surrounding area contrary to Policies CSP18 and CSP21 of the Tandridge District Core Strategy 2008 and Policy DP7 of the Tandridge District Local Plan Part 2: Detailed Policies 2014.
  3. The proposal, by reason of the height and design of the screening, would result in a loss of privacy and unacceptable degree of overlooking upon each of the two dwellings on the site resulting in significant harm to their amenity. The proposal therefore does not comply with the provisions of Policy DP7 of the Tandridge Local Plan: Part 2 – Detailed Policies 2014 and Policy CSP18 of the Tandridge District Core Strategy 2008.
- It is recommended that decisions on this new application are left to the expertise of the Tandridge Planning Department.

3307/0421 Comment: No comment

**TA/2021/344 The Firs, Maesmaur Road, Tatsfield TN16 2LD**

Erection of single-storey side extension.

Recent previous planning permission:

Reference	Description	Date	Decision	Outcome
2020/1517	Erection of single storey rear extension and rear dormer in association with conversion of loft to habitable accommodation. (Certificate of Lawfulness for Proposed Use or Development)	25 Aug 2020	Decision Determined	Certificate of Lawfulness (proposed use or development) granted
2020/574	Removal of existing front dormer windows. Erection of two storey side extension, single storey rear extension and rear dormer. Installation of rooflights in front roofslope.	19 Mar 2020	Decision Determined	Refused

This application is basically the same scheme as 2020/1517 that we objected to last year, but with a higher roof over the garage now. 2020/1517 did receive notification from TDC that it would be classed as lawful permitted development - but this is now different with more room above the garage.

The Parish Council's concerns were always around risk to the Oak tree adjacent and poor design - both of which still stand.

3307/0421 Comment: Tatsfield Parish Council objects to this application on the following grounds:

**1) Poor design:**

It is the view of the Parish Council that these proposals negatively affect the design of the existing property and the setting of Maesmaur Road and surrounding Green Belt. The property is currently a confident two storey dormered and bay windowed house with a side garage. The proposed omission of the dormers and replacement with six rooflights of varying sizes makes the front elevation incongruous.

The proposals are therefore contrary to TDC Local Plan, Detailed Policies Part 2 DP7:B2

**2) Impact on existing mature oak tree:**

There is an existing and significant mature oak tree in close proximity to the rear elevation of the existing house that is not shown or noted in the applicant's drawings (this is a requirement under policy DP7:B13).

This tree should be protected by a Tree Preservation Order as it makes a significant contribution to the visual amenity of the local landscape in this area of the village due to its size, form and maturity. It is also understood that the tree is very likely to be used for roosting bats.

It is the view of Tatsfield Parish Council that the proposals are therefore also contrary to TDC Local Plan, Detailed Policies Part 2: DP7-B13 and also Key Consideration 4 of the TDC Trees and Soft Landscaping Supplementary Planning Document 2017.

If approved, strict planning conditions and arboricultural and wildlife measures must be put in place to ensure that this tree, its habitants and its root system are properly protected and this significant tree retained.

#### **TA/2021/505/TPO Barleyfields Barn, Park Farm, Tatsfield TN16 2LS**

G1 – All trees within Barleyfields Barn woodland overhanging Avenue Road – lift to approximately 20ft to create clearance for road users.

3308/0421 Comment: No comment.

3309/0421 The Clerk was requested to inform Tandridge District Planning of the Parish Council's decisions.

### **7. Finance:**

#### **(a) Finance Team for April: Ian Hayman and Ashley Clifton**

3310/0421 It was resolved that the Finance Team for April would be Ian Hayman and Ashley Clifton.

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

3311/0421 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for April.

#### **(c) Tenancy Contract (Under Part 2)**

This was nothing to update so this item would not need to be discussed.

#### **(d) Items for expenditure:**

- Down to Earth Trees – replanting trees in KEVII Memorial Garden: supply and plant 4x Oak (at required size) £1160+Vat or 4x Beech (at required size) £1260+Vat

It was noted that under the Council's Financial Regs, any quote in excess of £500 would require three tenders.

3312/0421 Members felt that the quote from Down to Earth Trees was reasonable and requested the Clerk source two further quotes.

### **8. Notified Items**

#### **a) Covid-19 update / TDC Covid-19 Community Support**

Kim Jennings gave the following update: There were no major updates. Tandridge had recorded very low transmission rates. The vaccination programme was proceeding well, with second doses accounting for the majority of injections currently being administered. It was anticipated that there would be a slight slow down in 1<sup>st</sup> doses administered in the coming weeks due to reduced supply. TDC had moved the monthly meetings to six-weekly intervals.

#### **b) PC May meeting – change of date from 10<sup>th</sup> May 2021 to 5<sup>th</sup> May 2021**

The provision to hold remote meetings will expire on 7<sup>th</sup> May 2021.

3313/0421 Members agreed to change the meeting date from 10<sup>th</sup> May to 5<sup>th</sup> May to allow for the meeting to be held remotely. The Clerk would ensure this would be well publicised.

#### **c) Church Farm Services contract**

The current two-year contract has now expired. The Clerk had drafted a new contract which has added the new hourly cost amounts for 2021/22, a clause outlining the 4% annual hourly cost increase and had removed the clauses regarding salt storage as Church Farm was no longer offering that service. The Clerk had sent the draft contract to Church Farm and it had been confirmed that the Fullers were happy with the draft.

3314/0421 Members approved the new 2-year contract with Church Farm Services.

#### **d) 'Patio Bubbles' – request from The Bakery**

Andrew Bond had decided not to proceed with the patio bubbles as they were not Covid safe. Whilst the PC had been happy to support the drive to re-open the Bakery as fully as possible, members fully understood the decision not to proceed with this initiative. No further action needed.

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

Cllr Rush gave the following report:

- The CRC in Warlingham was now taking black bin bag waste (general rubbish) and bulky waste items. This had been arranged on a temporary 12-month arrangement.
- Cllr Rush reported that she had chased SCC regarding the replacement direction sign for Tatsfield on Clarks Lane. No date had yet been confirmed.

**b) District Councillor**

Cllr Allen had not arrived at the meeting before this agenda item but had sent in the following report:

- Cllr Allen had contacted all the outstanding business Covid grant claims (the closing date for the claims was 31<sup>st</sup> March).
- There is a discretionary one-off payment through the Additional Restrictions Grant available to some businesses impacted but not forced to close. The new scheme was launched on 8<sup>th</sup> March. Cllr Allen will ring round both micro and large businesses during this week to ensure all eligible businesses have submitted their claims.
- Businesses could also be eligible for one-off grants under the Restart Grant Scheme – eligible businesses could benefit from a grant of up to £6,000 and businesses in the hospitality, accommodation, leisure, personal car and gym sectors up to £18,000. Further information on this, including details of eligibility and how to apply, can be found on the TDC website.
- TDC held a special meeting on 18<sup>th</sup> March to endorse the appointment of David Ford as the new Chief Executive. He will take up the post on 21<sup>st</sup> June, replacing the Acting Chief Executive, Jackie King. David Ford is currently Director of Commissioned Services at Canterbury City Council. He has extensive experience of transforming services, building effective partnerships and working with communities to enhance and improve local facilities and services.
- TDC is in the process of reviewing a new finance set up – this may involve joining forces with SCC.
- Cllr Allen has recently attended a number of meetings (committee and informative). There will be fewer meetings in the lead up to the election on 6<sup>th</sup> May but the normal schedule will resume immediately after the election.

**c) Village Hall Management Committee**

David Pinchin had attended a committee meeting on 7<sup>th</sup> April. He gave the following report:

There had been no change from last month's report – that reopening of the Hall is still planned for 6<sup>th</sup> June for regular uses. Interest in booking the Hall is gradually building – all subject to Government advice. Currently, the only user was Little Acorns. The Hall had been booked as a polling station venue on 6<sup>th</sup> May. Table tennis club would resume at the end of June and the Cinema at the end of July. The solar panels project had stalled due to a lack of available grant options. All in all, the VHMC had reported that it was in a good financial position.

**d) TIB**

The Clerk had circulated the minutes of the most recent TIB committee meeting. The Committee had queried two items: i) whether the TACG needed to obtain permission from the PC for the TIB Polytunnel project and ii) when the new noticeboards would be installed to understand if planting could be carried out beneath.

**e) Neighbourhood Plan**

Martin Allen gave the following report:

The Housing Group had agreed an amended conclusion to the Housing Topic Paper:

Due to the Covid crisis that disrupted all work on the Neighbourhood Plan with no real prospect or confirmation that the Housing Group or the Steering Group could resume within any prescribed period, it was felt that the proposal of the Housing Topic Paper be amended.

It was suggested and later agreed that the Housing Group should cease any work on the follow up of any sites as laid out within this paper and the concentration of the Steering Group, when it can, should be to concentrate on the completion of the draft plan which has been developing during this lull in the process.

However, it was recommended that the outcomes raised should be retained within this Topic Paper and reference made to and carried forward by the Tatsfield Parish Council that, should an opportunity arise in the future that Tatsfield Parish Council engages with any of the above landowners to discuss the viability of their sites submitted within the Neighbourhood Plan. Then, subject to Tatsfield Parish Council approval, along with Tandridge District Council as the Local Planning Authority, that we pursue the rural sites for Affordable Housing. The one site within the defined village for market housing having already been brought forward to a planning application.

**f) THS**

The Clerk had circulated the minutes of the most recent THS meeting.

Martin Allen added that the Wisley visit on 26<sup>th</sup> June was still scheduled to go ahead, if Government guidelines permit. THS was hopeful of hosting the September show.

Composting site – a parishioner had volunteered to lead the Composting Group and 5/6 TIB volunteers were currently assisting. The site was very busy.

**g) PFA**

Jason Syrett had provided the following report:

- PFA Committee Meeting held on 23<sup>rd</sup> March 2021
- Visit to Furze Corner fields and pavilion held on 28<sup>th</sup> March 2021
- PFA Committee Meeting held on 7<sup>th</sup> April 2021

Summary of recent activities:

- The PFA which operates the lease of Furze Corner has now paid all rent and bills due and, with Covid grants received from TDC, is financially stabilised. They are now preparing for cricket this summer.
- A committee is now established (including JS and IH from the Parish Council)
- Meeting held with TDC asset officer to discuss extending the existing PFA lease (which currently expires August 2021). TDC have initially offered a 15-year lease which may not be enough to secure sufficient project funding. One option could be to agree a much longer lease with TDC.
- Discussion held around whether the Parish Council might approach TDC to buy Furze Corner as an asset for the community. TDC may be open to purchase discussion (as advised by asset officer). Asset value low as restricted to sports use.
- Meeting being arranged with TDC outdoor spaces officer to discuss drainage improvements required to the fields. The outfield is not currently ideal for winter sports. It would ideally also be flattened.
- The grass has not been cut by TDC since September last year.
- There are a number of organisations that are keen to use the space if fit for purpose – and real opportunity to include cricket, 2x winter sports fields, and possibly a bike track at the back.
- A discussion has been held around refurbishing v replacement of the pavilion.
- The PFA committee believe that the pavilion needs replacing and that similar example projects demonstrate a likely cost for this of £1.5m-1.6m. With drainage works, car parking, practice nets etc. and support costs this could be a c. £2.0m major project.
- Need to consider green belt planning restrictions for expanding the pavilion. Desire to have a sports hall/more flexible indoor sports space/hall not just changing rooms and a bar.
- Funding could possibly be secured from Your Fund Surrey (Becky Rush at SCC summarised) to progress feasibility study in advance of full funding application.
- There could also be funding from CIL money at TDC (Martin Allen TDC)
- A business plan showing local support (and ongoing financial income to manage it going forward) will be key to support a larger project.
- Next meeting TBC. Jason Syrett had approached TDC to instigate a discussion on the PC's purchasing the site. An update would follow at the May meeting.

**h) Police**

PC Tom Warwick had sent the following report:

No serious or overly concerning crimes to report within Tatsfield over the last few weeks.

I have noted that fraudulent/scam calls have been on the rise recently (not necessarily targeting our local residents, but as a whole across Surrey). A lot of these incidents seem to involve the people making these calls posing as Police Officers and threatening that the victims may be arrested if they do not pass over personal details/transfer money etc. I can assure everyone that this is not the case, very rarely would we call people and make them aware that we plan to arrest them! It is very important that people understand that they should never pass over personal/banking details over the phone to anyone. The Police, nor the Banks would ever ask for this information over the phone.

There has been a slight increase in the theft of 'keyless' motor vehicles recently. It appears that the suspects involved are highly organised and very professional with regards to how they go about committing these crimes.

Ensuring that vehicles are locked, the keys are kept at a suitable distance away from vehicles and out of view from external windows is very important. Faraday pouches can be purchased at a low cost which block the keyless signals that the criminals use to steal these types of vehicles. Small tins also work just as well.

We have been made aware of some anti-social behaviour that appears to be emerging at the Furze Corner playing fields and club house. I am away next week however Christian will be on duty and is copied into this email, therefore he can incorporate this location into his patrols and will obviously engage with anyone that may be causing issues. This will be monitored and if the issues persist then we will look to take positive action.

On a parting note, I have found since joining the Neighbourhood Team that a lot of communities will report crimes or suspicious activity via social media directly to resident groups. This is a great way of notifying neighbours and other local residents of any issues that have occurred; however, this should always be done after the Police have been notified.

Christian and I look forward to meeting you all in the near future (fingers crossed)!

## 10. Parish Council Land/Property

### a) Tatsfield Green

- Boundary Dispute (Under Part 2)  
There was no update so this item would not need to be discussed.

### b) AMB

- Redecoration – The Chairman noted there was still painting to be done. She asked for volunteers to meet on a Saturday morning to continue with the painting and discuss plans for the kitchen.
- MUGA – grass cutting - the Clerk had not received any updates from the School regarding the new contractor.

### c) Village Hall

- LA request regarding outside flooring  
The LA's Chair had written to the PC. She had updated the PC on how the nursery was going from strength to strength despite the hurdles encountered as a result of the pandemic and lockdowns. Financially, the nursery was in a good position.  
One of the areas which let the nursery down was the outside play area. Therefore, LA was requesting permission from the PC to have a wet pour surface laid. The Chair provided the following information:
  - Wet pour is a porous, impact absorbing, safety surface.
  - There will still be full access to all drains.
  - 25 to 40mm deep is needed to fill in the previous uneven surface.
  - Our preferred choice would be full colour (blue, green, or red).
  - Financially we are in a good position to afford the flooring.
  - A pattern within the wet pour would be visually stimulating for the children, be it a hopscotch or numbers and shapes.
  - The surface would be cut, chased and ramped down around the existing gates and fences which would cover all areas up to the new gates, (no wet pour by the bin area).
  - This will enable us to be in line with our competitors, attracting more parents to use our nursery.

LA, if granted permission to install the wet pour service, would like to have the work carried out during the May half-term holiday.

3315/0421 Members agreed to grant LA permission for the wet pour surface, with coloured surface (green or blue being the preferred colours) and inlaid activity designs. Of course, LA would be wholly responsible for the upkeep of the surface.

### d) Westmore Green

- Mask Makers request – tree on Westmore Green triangle – the Mask Makers had requested permission to plant a blossom tree on the green so that it flowered in March in remembrance of the beginning of the pandemic / first lockdown.

3316/0421 Members agreed to this request.

## 11. Meetings to attend/ correspondence

- A parishioner had contacted the Council regarding the Golf Club.
- Alex Davies would be attending the Fairtrade AGM this week and would give a report at the May meeting.
- Kim Jennings would attend the TIB Committee meeting on 13<sup>th</sup> April and give a report at the May meeting.

- Hustings for CC and PCC election – David Pinchin had offered to Chair the Hustings. Candidates had been invited and three dates offered in the coming fortnight.

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

Risk Assessments – PC owned land – Alex Davies, Kim Jennings and Jason Syrett would review the PC's Risk Assessments.

Final public participation:

None

The meeting closed at 8.39pm

Note: the next meeting will be held on Wednesday 5<sup>th</sup> May 2021