

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> February 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 Jason Syrett Ms Alex Davies Mr Ian Hayman

**In Attendance:** Samantha Head (Clerk)

And 3 parishioners

The meeting commenced at 8.00 pm

**1. APOLOGIES**

3491/0222 David Pinchin and Ashley Clifton had sent their apologies. These were received and accepted by members.

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

3492/0222 Jason Syrett declared an interest in item 12a – Tatsfield Green, Boundary Dispute. He took no part in the discussion for this item.

**3. Approve and sign the MINUTES of the previous meeting held on 10<sup>th</sup> January 2022**

3493/0222 It was resolved that the minutes reflected a true and accurate record of the meeting held on 10<sup>th</sup> January 2022. They were duly signed by the Chair.

**4. Receive and accept the MINUTES of the Neighbourhood Plan Steering Group meeting held on 19<sup>th</sup> January 2022**

3494/0222 It was resolved to receive the minutes of the Neighbourhood Plan Steering Group meeting held on 19<sup>th</sup> January 2022.

**5. Receive and accept the MINUTES of the Neighbourhood Plan Steering Group meeting held on 2<sup>nd</sup> February 2022**

The minutes from the 2<sup>nd</sup> February meeting had not yet been approved by the Neighbourhood Plan Steering Group. This item would be deferred until the next meeting.

**6. Public Participation**

- A parishioner spoke on her planning application and the reasons behind the proposals.

**7. Officer's report**

- The Clerk had managed to negotiate the gas and electricity supplier transfer date. This would take place on 24<sup>th</sup> February.
- The Clerk confirmed that the new salt spreader had been delivered. The Clerk had circulated photographs.
- The Clerk confirmed that the whips from SCC had been delivered. The PC had been given approx. 50 more than originally allocated. The majority of the whips and all the feathered trees were planted last Friday. The Clerk arranged for the 20-25 left over to be delivered to TIB to be planted in the nursery bed at the allotments.
- Lloyd Gulley had completed the cut to the 2-metre strip of Millennium Wood. He would be cutting back the Laurel and the entrance to the footpath this coming week.

**8. PLANNING:**

**(a) Planning Team for February: Ian Hayman and Jason Syrett**

3495/0222 It was resolved that the planning team for February would be Ian Hayman and Jason Syrett.

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

**TA/2021/2179 Neville House, Edgar Road, Tatsfield TN16 2LL**

2 no. new external air source heat pumps with enclosing white painted hit & miss external enclosure.

This proposal is not in the sightline of any neighbours and it is a large house, set back from the road.

3496/0222 Comment: No comment

**TA/2021/2174 Wayside, Ninehams Road, Tatsfield TN16 2AJ**

Demolition of existing front left hand side chimney stack. Erection of extension to the north west elevation, part raising of roof and dormer windows in association with conversion of loft space to habitable accommodation. Installation of roof lights and changes to fenestration.

This appears to be changes to planning permission (ref: TA/2021/191) which was approved on 01/04/2021. The house has no history of planning except for a garage. The house is a remote property.

3497/0222 Comment: No comment

**TA/2021/2201 Sixpenny House, 105 Paynesfield Road, Tatsfield TN16 2BQ**

Replacing existing front elevation porch, replace existing decking, replace garden chalet and hot tub with a pergola, replace 5 windows with French doors and Juliette balconies, 2 thick insulation to the exterior walls, paint existing roof tiles black. (Application for a Certificate of Lawful Development for a Proposed Use or Development).

This house is towards the bottom end of Paynesfield and is inside the defined Village. It was extended in 2004 with a small side storey extension. It is not overlooked by neighbours.

3498/0222 Comment: No comment

**TA/2022/32 Heath House, Ricketts Hill Road, Tatsfield TN16 2NA**

Rebuilding of existing attached garage and false pitched roof to front elevation, construction of single storey rear extension.

Property is in the green belt. Previous approved extensions in 1997, 2002 & 2008. Modest extension to the existing house and will not have a major impact on its character or overall size and massing.

3499/0222 Comment: No comment

**APP/M3645/D/21/3282530 TA/2021/681 Thistledown, Shaw Road, Tatsfield TN16 2BX**

Retention of former chicken shed as ancillary residential accommodation.

Due to an IT glitch, the PC's comment on the original application was not uploaded by TDC. The Clerk followed this up and had the comment added in September 2021. In light of this, the Clerk had forwarded the PC's comments on to the Planning Inspectorate within the four-week deadline.

3500/0222 Members agreed no further comment was needed.

**9. Finance:**

**(a) Finance Team for February: Ian Hayman and Jason Syrett**

3501/0222 It was resolved that the Finance Team for February would be Ian Hayman and Jason Syrett.

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

3502/0222 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for February.

**(c) Internal audit – Mid-year audit**

The Clerk met the Internal Auditor on 13<sup>th</sup> January at the AMB. The Auditor checked the Council's Standing Orders, Financial regs, Asset Register, Risk Registers, Insurance policy and financial position to date. The Auditor send the following report:

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2021 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

There are not any matters to raise – well done.

## 10. Notified Items

### (a) Parish Councillor vacancy

The Clerk had drawn up a public notice regarding the vacancy. This had been posted on the village noticeboard, Tatsfield Talk and the PC website. There had been no expressions of interest.

### (b) Platinum Jubilee

The Platinum Jubilee working group were due to hold a meeting with village organisations / businesses on 21<sup>st</sup> February.

The outline (at present) is:

2<sup>nd</sup> June – Beacon lighting – Bakery lawn. A resident had offered to make the beacon for cost only.

3<sup>rd</sup> June – possible children's event (tbc)

4<sup>th</sup> June – Tatsfield Singers will stage a concert in the VH.

5<sup>th</sup> June – A street party style picnic on Westmore Green with music, activities for the children, food vans, drinks etc.

### (c) APM 2022

BHA CEO and his team have confirmed their attendance at the APM on 4<sup>th</sup> April. The Clerk has booked the VH. The Clerk has asked Becky Rush and Martin Allen to attend and give reports on SCC and TDC – she is waiting to hear back. The Clerk has ordered the APM poster to the printers and has sent a digital copy to the Parish Magazine to go in the March edition. Alex Davies agreed to arrange drinks and nibbles for the 7.30 refreshments.

### (d) EV charging points

The Parish Council has briefly discussed the installation of EV charging points in Tatsfield at previous meetings. It has also been included in the draft Neighbourhood Plan. There are lots of schemes available which offer a pay-up-front or turnkey long-term packages with zero cost based on revenue share. Of course, there are additional installation requirements.

Could the PC potentially install 1 or more in the Village Hall Car Park and basically offer it as a service for people to plug in whilst using the hall or visiting the Bakery/Pub/village? What about other local businesses? Kim Jennings and Ian Hayman would hold preliminary talks with owners of the Bakery and the Old Ship.

A parishioner had contacted the PC as he had noticed this was an agenda item and wished to raise his concerns about EV charging points and the stress they would put on the village's power network. Even the fast charge points would only draw the equivalent of x7 small kettles. The charging point cannot be plugged into the domestic supply and needs a particular socket and cable (as for a cooker).

### (e) Community Library

This has been discussed as a possible 'Jubilee project'. Suggested locations were the old bus shelter or the front porch at the Village Hall.

Members noted that the old bus shelter option would be a bigger renovation project.

3503/0222 Members agreed to measure up and cost shelves/cupboards for one side of the VH porch. It was felt that starting with 'free access' would be a good idea but would be monitored. Once plans had been drawn up, the proposal would be presented to the VHMC.

3504/0222 Members further agreed to look at putting maps of suggested walks in Tatsfield inside the old bus shelter.

### (f) CCTV

Kim Jennings had met Simon Evans in the village to discuss CCTV / ANPR. He stated that there was no funding left for any further CCTV. In any case, the required funding from the PC would be prohibitive. Tatsfield is not a high crime area. Kim Jennings drew attention to the anti-social behaviour in the car park and Mr Evans offered to highlight this to the Tandridge Safer Neighbourhood team. Additional patrols are now being carried out. The police have spoken to several young people already. Signage is also being provided. It was felt that once the VH and AMB returned to pre-pandemic levels of use, the frequent 'traffic' through the car park would deter many from lingering in the car park.

### (g) Furze Corner – accident spot

Kim Jennings had been contacted via Facebook by a concerned resident. A number of accidents had occurred along Approach Road, one on the bend. The main problem was the fog but the signage, recently installed by SCC, were too high to be visible in heavy fog. One suggestion was to fix reflective tape onto the posts or to install black and white bend signs. A question for Becky Rush.

### (h) Blue heart verges

Becky Rush had put this project on hold and would contact the PC in due course to discuss locations for the blue heart verges.

### (i) VAS sign

This has been installed above the 20mph sign by the village pond. The Clerk to order two batteries, cables and padlocks. The SCC officer has kindly offered to change the batteries, when required, and move the sign to other locations in the village. Ashley Clifton is undertaking training to do these tasks.

**(j) Neighbourhood Plan – PC to receive and approve draft Neighbourhood Plan and agree to move to Regulation 14 consultation**

The Clerk noted that the Neighbourhood Plan Steering Group minutes from 19<sup>th</sup> January meeting had neither recommended nor agreed to send the draft plan to the Parish Council for approval. It had not recommended to ask the Parish Council to agree to move to Regulation 14 consultation. The Clerk advised that the PC could still receive the draft plan and approve it and the Regulation 14 consultation but recommended that the NP Steering Group includes this item for approval on its next agenda and ratifies both proposals.

Jason Syrett gave the following report:

The Neighbourhood Plan Steering Group met on 19<sup>th</sup> January and 2<sup>nd</sup> February. Kim, Martin, Ian Mitchell and Jason Syrett have also met with Anna Cronin from Tandridge District Council on 28<sup>th</sup> January, who has reviewed our progress on the draft Plan. As you are aware from our Parish Council meeting on 10<sup>th</sup> January, the Neighbourhood Plan has reached an advanced draft stage – a stage where we can progress with the next round of community consultation to seek feedback from the public. The January draft was also agreed by the Parish Council to be issued to Natural England as part of our response to the Surrey Hills AONB Boundary Review. At the NP Steering Group meeting on 19<sup>th</sup> January, we agreed to recommend to the Parish Council that we should now proceed with this next round of public consultation, subject to their being no major issues raised by Tandridge District Council. At the Steering Group Meeting on 2<sup>nd</sup> February, we reported a positive meeting with Anna Cronin and agreed we could continue as previously approved. We also approved the minutes of the 19<sup>th</sup> January (which are for your approval tonight at Item 4) The Neighbourhood Plan remains in draft and is not final and will go through two rounds of public consultation (this coming one and a further one led by Tandridge District Council) before it then goes to examination by an inspector and then finally to a public referendum. It will be updated with each stage as feedback is received. It will be shaped by the community responses.

The following recommendation was made:

To proceed with a 6-week public consultation on the current draft Neighbourhood Plan. This is a formal consultation on the Pre-Submission Tatsfield Neighbourhood Development Plan in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. This consultation would run from 20<sup>th</sup> February 2022 until 5pm on 4<sup>th</sup> April 2022. We would then give initial feedback on this at the Annual Parish Meeting on the evening of 4<sup>th</sup> April and explain the next steps. There will be clear information added in the March Parish Magazine, posters around the village and information added to the Village website and Facebook pages. There will be an Online comments form to easily return comments. There will be the opportunity to discuss the plan with a member of the Neighbourhood Plan Steering Group in person before submitting a response via two drop-in sessions at The Aileen McHugo Building on March 12<sup>th</sup> and March 13<sup>th</sup> 2022 from 11am to 3pm. Parishioners can further view printed copies of the draft Plan at either Sheree's Store, Tatsfield Village Hall or The Bakery and fill in a paper version of the comments form. All documents will also be available on the NP website: <https://e-voice.org.uk/tatsfieldneighbourhoodplan/>

3505/0222 Members resolved to approve the draft Neighbourhood Plan in its current form and also to proceed to Regulation 14 consultation.

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

### a) County Councillor

Cllr Rush was unable to attend the meeting and therefore there was no report.

### b) District Councillor

Cllr Allen gave the following report:

- Cllr Allen has attended many meetings at TDC which all aimed at improving governance and working towards a leaner and more efficient council.
- TDC is currently under a boundary review, the first since 1998. The presumption will be for three-member wards – currently there are 4x1 member, 10x 2 members and 6x 3 members – and change out elections. This would be effective from 2024.
- TDC's accounts for 2019/20 have now been signed off. The 2020/21 accounts are still being reviewed.
- The Inspector's response to the Local Plan junction 6 and garden village proposals is expected soon.
- Cllr Allen attended the BHACC and AGM.
- Cllr Allen highlighted the Surrey 2050: Place Ambition consultation which is running until 4<sup>th</sup> March.

- At a full council meeting on 10<sup>th</sup> February, members agreed the budget for 2022/3, which Cllr Allen voted against. A Council Tax increase of £5 a year for a Band D property was agreed. Band D council tax share for TDC would be £230.98 which equates to just over £4 a week and will pay for vital services like recycling and waste collections, developing town centres, parks and open spaces and supporting the district's most vulnerable residents.

**c) Neighbourhood Plan**

Jason Syrett that he had no further update as this had already been covered under item 10j.

**d) VHMC**

The Clerk noted that the VHMC Chairman was chasing the decorator regarding the exterior decorating. Concerns were raised over the anti-social behaviour in the car park and the Initial-Rentokil contract. David Pinchin had updated the committee regarding police advice on reporting all incidents. The Clerk was continuing to follow up new contractors for waste disposal.

The VHMC had asked if the PC wished to reserve all four days over the Jubilee weekend. Kim Jennings would follow up with the bookings secretary after the working party had met interested local organisations / businesses on 21<sup>st</sup> February.

**e) Airport**

David Pinchin had provided the following report:

The Airport Consultative Committee met on Thursday 27th January.

Good news for the airport as a whole has been the continued bounce back following COVID, particularly in business aviation. As mentioned before this is key for Biggin Hill and the local economy.

Discussions again took place regarding Tatsfield and the NSA (noise sensitive area). I am pleased to report that David Winstanley, the CEO and Colin Hitchins, Head of CSR and Sustainability have now accepted our invitation to attend our Annual Parish Meeting in the Village Hall on Monday 4th April when they will deliver a keynote presentation on the overflying exercise conducted in conjunction with the village last November. After the PCs annual business reports, it will be the main event of the evening and in the light of so much local interest in the subject we will ensure there is plenty of time for questions and discussion. Let's hope for a good attendance.

Mention was also made of the agreement to site a noise monitor in the garden of one our resident's houses. This has now happened although it has only been made available for two weeks. We await the outcome.

**f) PFA**

Ian Hayman and Jason Syrett would be having informal discussions with the Chair of the PFA. They would report back at the next meeting.

**g) THS**

Kim Jennings reported that the new yearbook was in production. The spring show would take place on 9<sup>th</sup> April in the Village Hall.

**12. Parish Council Land/Property**

**a) Tatsfield Green**

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

**b) AMB**

- Redecoration – kitchen and toilets – a quote had been submitted for the painting of the toilets and the entrance room.

3506/0222 Members approved this quote. Kim Jennings would arrange a schedule with the decorator.

Kitchen – this item was deferred until the next meeting.

- Window cleaning and gutter clearance (and gutter clearance at the Village Hall) – Alex Davies knew of a window cleaning that may be able to take on the cleaning of the AMB windows and the VH / AMB gutter clearing. She would meet him on 22<sup>nd</sup> February to discuss.

**c) Kemsley Wood**

- Request for kissing gate at top of footpath (Toronto House) and Kemsley Road entrance – Kim Jennings and David Pinchin had inspected both gates. The Kemsley Road gate was in good overall condition. The middle section needed resiting and a padlock needed to be put on the gate adjacent to the kissing gate itself. The gate by Toronto House is in slightly worse condition and needs further examining but it appeared that this could be repaired or a section made and fitted. Ian Hayman was looking at this and would report back at the next meeting.

**d) Westmore Green**

- Old Ship sign request – the PC had been asked for permission to erect a new post for the original sign.

3507/0222 Members agreed to this request.

**e) MUGA**

- Tennis coaching request – a resident had requested PC permission to hire a tennis court to run tennis lessons on a Saturday morning. The Chairman noted that similar requests had been received in the past and had been declined as this proposal ran against the ethos of the MUGA being for use by the community.

3508/0222 Members declined this request. Alex Davies would inform the resident who had contacted her with the request.

**13. Meetings to attend/ correspondence**

- PCC meeting on 4<sup>th</sup> March – to be advertised on noticeboards, village website and Tatsfield Talk.

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

None

Final public participation: None

The meeting closed at 9.30pm

The next Parish Council meeting would be held on Monday 14<sup>th</sup> March 2022 at 8pm.