

**MINUTES of a Meeting of Tatsfield Parish Council held on the 8th January 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 Jason Syrett Mr Martin Elmer Mr Simon Cook Mr Andrew Moore Mr Dave Mitchell

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

And 0 parishioners

The meeting commenced at 8.03 pm

**1. APOLOGIES**

3918/0124 David Pinchin had sent his apologies. These were received and accepted by members. Members noted their sincere best wishes to David Pinchin and his family.

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

3919/0124 Jason Syrett declared an interest in item 10a – Tatsfield Green, Boundary Dispute.

**3. Approve and sign the MINUTES of the previous meeting held on 11<sup>th</sup> December 2023**

3920/0124 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11<sup>th</sup> December 2023. They were duly signed by the Chair.

**4. Public Participation**

None

**5. Officer's report**

- The Clerk confirmed that she had submitted the Parish Council's precept request for 2024-25.
- The Clerk had, in the last few days, received a quote from Lloyd Gulley for hedge cutting on PC-owned land. These figures reflected only a very small increase on last year's costs.

**6. PLANNING:**

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

3921/0124 It was resolved that the planning team for January would be Jason Syrett and Kim Jennings.

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

**TA/2023/1426 The Bakery, Westmore Green, Tatsfield TN16 2AG**

Change of use to Residential C3 and redevelopment of the existing building to provide 8 new residential apartments (6x 2bed and 2x 1 bed) and 1 new standalone residential bungalow / chalet with associated parking, access and landscaping arrangements.

The Parish Council had been contacted by several concerned local residents re this application to outline worries regarding the parking and overlooking. In particular that there did not appear to be sufficient parking allocated for the number of units proposed and that there was currently an informal arrangement with the garage on Paynesfield Road for them to park vehicles in the Bakery car park. The loss of this facility would potentially have an impact on the on-street parking along Paynesfield Road.

The parking spaces layout is also concerning as two of the spaces seem to be positioned in such a way that they would be virtually inaccessible and there is limited space to turn to be able to access and exit the car park in forward gears.

3922/0124 Comment: Objection. It would be a real loss to our village if The Bakery restaurant and rooms were to close. It has been a locally run business that has, for many years, contributed positively to local amenity and the setting of our village centre. It is however recognised by Tatsfield Parish Council that The Bakery has been struggling as a business for some time and the statement from the owner and reasons behind this application are noted.

The Bakery is a local landmark building within the village of Tatsfield. We have included below some historical images of the building from the inter-war period. The principle of the building's retention as a building of important local character, contributing to the setting of Westmore Green and the village centre is supported.

The broad principle of its proposed conversion to residential use is also supported however this must be considered carefully in terms of design and character and must provide exemplar high quality residential homes that are truly sustainable and designed for lifetime use.

Tatsfield Parish Council object to the application in its current form on the following grounds:

1. The submitted Renewable Energy Statement is poorly written and rejects appropriate current technologies that are suitable for the project for no good reason. It is no longer appropriate to build nine new homes with nine individual gas boilers - this is very outdated and not sustainable. The applicant has rejected Air Source Heat Pumps (ASHPs) because there is an existing gas supply to the property – this is no good reason. This strategy needs to be reassessed to consider all-electric systems with ASHPs and Mechanical Vent Heat Recovery systems to ensure that the project delivers de-carbonised low energy modern standard homes. A commitment to Solar PV should also be secured that delivers at least 10% renewable energy generation on site in line with TDC policy - these could easily be fitted to both to the large top flat roof of the main building and on the new standalone dwelling. The applicant should demonstrate commitment to meet the objectives of Section 08.6 and Policy TNP08B of the Tatsfield Neighbourhood Plan.
2. The design of the new dormer roof windows needs to be reconsidered as they are too large for the elevation and proportion of the building. They will also lead to significant overheating in the 2<sup>nd</sup> floor apartments. Their width should be narrowed so that they are proportionate to the width of the existing first floor windows. They should also be shown with cheeks and roof detailing that are complementary to the existing building.
3. The ground floor windows as a whole have not been properly considered as part of the overall design of the project. They are a mix of existing restaurant shopfront and new windows that make no positive contribution to the street scene and elevational composition overall. There are a number of bedrooms that have large windows directly onto the public footpath. The ground floor window arrangement should be reconsidered to suit the new layout, providing a balance of residential privacy and good street elevations to properly ground the building.
4. The South elevation (front) and West street elevation at ground floor level fronting Westmore Road do not match the proposed ground floor plan – windows and doors are shown in differing configurations on both elevations to the plan.
5. Opening lights should be shown on all elevations to demonstrate which windows will be openable for natural ventilation to the new homes and that they will meet ventilation standards.
6. None of the residential units have demonstrated spatial compliance with wheelchair accessibility standards with Building Regulations part M. At least one of the units (10%) should be shown with spatial configuration suitable for a wheelchair occupier and carer. An accessible parking space should also be provided.
7. The bin storage area shown does not appear to be adequate for the storage and recycling requirements of all nine homes and is currently accessed down steps. Demonstration to be provided for adequate number of wheelie and/or eurobins and a clear route to the footpath without steps to be negotiated.
8. There is no bin storage area or cycle storage shown for the new standalone dwelling.
9. We are concerned that a number of the proposed parking spaces towards the back of the plot are very difficult to access with insufficient room for turning and may lead to cars potentially backing out onto the bend of Paynesfield Road – a road safety issue. We are further concerned that in a rural community such as Tatsfield, 9 parking spaces for 9 dwellings is insufficient provision.

Historic inter-war photos, The Bakery:



**7. Finance:****(a) Finance Team for January: Jason Syrett and Kim Jennings**

3923/0124 It was resolved that the Finance Team for January would be Jason Syrett and Kim Jennings.

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

3924/0124 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 January.

**8. Notified Items****(a) Furze Corner**

Jason Syrett noted that he had been liaising with Nichola Stokoe regarding the draft lease from TDC. Final comments had been sent to TDC's legal department but are still waiting to hear back. The land boundaries and those of neighbouring land have been checked. It appears that there is still a strip of land behind the pavilion that does not quite match the plans but it is noted that when a new building is erected, nothing is built on this strip.

**(b) TRO Ship Hill (water main replacement)**

Following the notice for these works and the associated road closure being received by the PC on 11<sup>th</sup> December 2023, there has been a lot of toing and froing with SCC, Cllr Becky Rush, Claire Coutinho MP, Thames Water, TfL and Metrobus.

Matters had not been helped by the Christmas break but the PC had now received communication from Claire Coutinho's team that she would like to visit and meet with some local residents who would be affected by the road closure. The PC has not been asked to organise the meeting. It was noted that Claire's team have been in communication with the Borough Commander who had suggested, due to security concerns, that the meeting should be a 'closed' one. So far, around 25-30 people had expressed an interest in attending the meeting. Thames Water, TfL and Metrobus have been invited but not yet confirmed attendance. Members of the CC team, parish councillors, TPS Headteacher, Vice Principal of Oxted Secondary School and parents from various other schools have confirmed they will attend.

Thames Water has said that the works are necessary and cannot be delayed. TfL has said that they were not given enough notice of the works to be able to make alternative arrangements for the 464 route.

Cllr Rush has escalated this to the leader of SCC, Tim Oliver, to ask him to rescind the licence for the works.

One of the biggest concerns is children getting to and from school, elderly people reliant on the bus as they no longer drive, carers coming to and from the village and the safeguarding of those having to walk along unlit roads in the dark in lieu of a bus service.

Andy Moore asserted that the PC was wrong not to hold a public meeting. Jason Syrett stated that the PC was not the right body to be organising a public meeting but that they were doing all they could to assist Claire Coutinho's team in visiting the village and putting pressure on the water board and the bus companies to provide alternative transport options. The emphasis was on Thames Water and the bus companies to provide information and solutions.

**(c) SCC – Rights of Way Improvement Plan**

The Clerk had circulated details of this consultation. Parish Councils have a different link from the general public via which to respond. SCC is beginning a review of its Rights of Way Improvement Plan (ROWIP).

3925/0124 It was agreed that Andy Moore would download the questions in the consultation and circulate to all councillors for agreement on responses at the February meeting.

**(d) Footpath 21 Proposal – update (for info only)**

There was no update.

**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:

- It has not been a particularly busy time at TDC over the Christmas and New Year holidays.
- Had met with the CEO regarding Union recognition. The EMT structure is now saving over £200k per annum. At a Full Council meeting, it was voted to allow a McDonalds plan for Quadrant House in Caterham.
- Was involved in interviewing for the role of independent person on the Audit and Scrutiny Cttee.
- Arranging a meeting with the CPO to discuss application 2023/775 and The Grasshopper, as well as current enforcement issues.
- Is more confident that the DC is getting to grips with its financial problems. Officers are still looking at ways to save a substantial sum in the 2024-25 budget. However, the wage bill continues to grow and significant amounts are having to be set aside to fight planning appeals. Cllr Allen will continue to fight the proposed increases to Council Tax for as long as the DC continues to seek more funds from residents before addressing its financial problems effectively.
- The new telephone system is now up and running.
- The elections team have now begun planning for the 2<sup>nd</sup> May elections.
- Cllr Allen confirmed he would stand again in the forthcoming elections.

**c) Neighbourhood Plan**

Jason Syrett gave the following update: the plan was still out to Regulation 16 consultation. The Steering Group was looking at the responses received so far. An examiner had been shortlisted and subsequently selected. Key members of the Steering Group would have a meeting at TDC on 29<sup>th</sup> January.

**d) VHMC**

No report.

**e) Police**

Simon Cook reported that he had yet to hear back from Sgt Wayne Stephens. He noted that there had been an uptick in the number of keyless car thefts and moped thefts. Also, a larger number of cases across the district of shoplifting over the Christmas period. A big concern is card courier fraud targeting older, vulnerable people. A local resident has been banned from driving. There is a virtual meeting – Tim De Meyer, PCC etc – on 17<sup>th</sup> January.

**10. Parish Council Land/Property****a) Tatsfield Green**

Boundary Dispute (Under Part 2)

There was no update.

**b) Westmore Green**

Vehicles turning on the green.

It was suggested that 4x signs needed to be put up along the edge of Westmore Green. Dave Mitchell offered to send images of suitable signs and also a map to show where the signs might be positioned. The Clerk suggested that the PC liaise with Ian Hudson before installing any signage.

**c) AMB**

Redecoration request – the PC had received a request for the carpet outside room 1 to be replaced and for a new front door. 3926/0124 Members agreed to redecorate the corridor and get a new carpet laid (as per the carpet tiles in the meeting room).

**11. Meetings to attend/ correspondence**

- Thanks to Tatsfield Helpline for donation of funds following the dissolution of the group.
- Thanks from the following organisations for agreement of grant requests for 2024-25: NYSC, Parish Magazine, Composting Group, TACG.
- Correspondence received from a local resident asking for the PC to stop people smoking in the old bus shelter / book share.

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

- TRO – Ship Hill
- Fire Risk Assessment

Final public participation:

None

The meeting closed at 9.40pm

The next Parish Council meeting would be held on Monday 12<sup>th</sup> February 2024 at 8pm.