

**MINUTES of a Meeting of Tatsfield Parish Council held on the 14<sup>th</sup> June 2021 in the Village Hall, Westmore Green, Tatsfield TN16 2AG commencing at 8.00 p.m.**

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

**In Attendance:** Samantha Head (Clerk)  
Cllr. Becky Rush  
Cllr. Martin Allen

And 1 parishioner.

The meeting commenced at 8.01 pm

**1. APOLOGIES**

3339/0621 Stephen Mittens had sent his apologies. These were received and accepted by members.

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

3340/0621 Jason Syrett declared an interest in item 10a – Tatsfield Green, Boundary Dispute. He took no part in the discussion for this item.

3341/0621 Ian Hayman declared an interest in item 10c – Village Hall, Little Acorns. He took no part in the discussion for this item.

**3. Approve and sign the MINUTES of the previous meeting held on 5<sup>th</sup> May 2021**

3342/0621 It was resolved that the minutes reflected a true and accurate record of the meeting held on 5<sup>th</sup> May 2021. They were duly signed by the Chair.

**4. Public Participation**

A parishioner thanked the Parish Council for all that it had done for the community during lockdown.

**5. Officer's report**

- The Parish Council's annual CIL report has been submitted to TDC.
- The ACV for The Parade has been submitted and accepted by TDC. A decision is due on or before 22<sup>nd</sup> July.
- The new contract for the FHU at the AMB and other consumables will be delayed until early September as the VHMC is tied to its current contract until then.

**6. PLANNING:****(a) Planning Team for June: Alex Davies and Kim Jennings**

3343/0621 It was resolved that the planning team for June would be Alex Davies and Kim Jennings.

**(b) To determine the Parish Council's position on Appendix A:****TA/2021/519 Shamari, 40 Westmore Road, Tatsfield TN16 2AX**

Erection of a single storey side / rear extension in association with raised decking.

This property is located in the defined village.

This represents a modest single storey infill to an existing semi-detached bungalow built against the boundary wall. Proportionally this is not necessarily out of keeping with the rest of the house.

However, due to orientation and levels, the next-door neighbour will lose sunlight into the back of their property as a result and have overlooking into the back of their house and garden from the new raised deck at the back of the extension.

3344/0621 Comment: Objection. Though this represents a modest single storey infill to an existing semi-detached bungalow, it is built against the boundary wall to the south of the adjoining house and at a raised level to the garden.

Due to orientation and ground levels, the next-door neighbour will lose sunlight into the back of their property as a result and have overlooking into the back of their house and garden from the new raised deck at the back of the extension.

We therefore believe that this proposed extension is contrary to Tandridge Planning policy DP7.

**TA/2021/697 1 Parkside Cottages, Rag Hill Road, Tatsfield TN16 2LP**

Erection of a two-storey side extension, single storey rear extension and front extension.

This property is located in the Green Belt, outside the Defined Village.

This proposal is for a part two and part single storey extension to this semi-detached house on Rag Hill Road.

There is no previous planning history of the house being extended since originally built which the applicant claims was in the 1920s. It is one of a group of similar pairs of semi-detached houses along this stretch of Rag Hill Road.

The extensions proposed are at the upper limits of what might be acceptable volumetrically under green belt residential extensions but are complementary to the existing house.

There are at least half a dozen letters of support from local neighbours and no objections posted on the TDC planning portal.

3345/0621 Comment: Tatsfield Parish Council has no objection but requests that, if approved, three planning conditions are included to:

- a) require demolition of the outbuildings as per the application drawings.
- b) remove further permitted development rights.
- c) ensure brick, window and roof materials/colours match those on the existing house (so that it is complementary to the group of houses).

**TA/2021/681 Thistledown, Shaw Road, Tatsfield TN16 2BX**

Retention of former chicken shed as ancillary residential accommodation.

This property is located in the Green Belt outside of the Defined Village. This relates to a long ongoing matter of enforcement by TDC for buildings that were not demolished when Thistledown / Thistle Cottage were constructed.

The application description for previous TDC application ref: TA/2015/660 is: *'Demolition of existing dwellings, outbuildings and structures. Erection of detached dwelling and outbuilding with associated landscaping and access on to Shaw Road, erection of detached dwelling and garage with associated landscaping and reinstatement of existing access on to Westmore Road, and associated works. (Amended description).'*

Essentially the consent under TA/2015/660 was for the demolition of all buildings and dwellings across the site and the construction of two new dwellings with a reduced overall volume.

This is consistent with the drawings submitted for the approval of planning conditions under TA/2015/660/cond1 where the former chicken shed is shown as demolished.

Thistle Cottage was one of the houses that formed part of the Thistledown approval and is a chalet bungalow property that was further extended in 2019 under TDC Application ref. TA/2019/100.

As a result of the demolition works not being completed as per the description of development, Thistledown is currently the subject to an Enforcement Order ENF 2019/245.

3346/0621 Comment: Objection.

The Chicken Shed should not be retained and should have been demolished in line with the description of development for the previous built development under TDC application ref: TA/2015/660.

The description of development for TA/2015/660 clearly stated 'Demolition of existing dwellings, outbuildings and structures. Erection of detached dwelling and outbuilding with associated landscaping and access on to Shaw Road, erection of detached dwelling and garage with associated landscaping and reinstatement of existing access on to Westmore Road, and associated works. (Amended description).'

This is the subject of ongoing Enforcement action ENF 2019/245 which must now be brought to a conclusion by Tandridge District Council.

**TA/2021/747 2 Sunnybank, Old Lane, Tatsfield TN16 2LH**

Erection of ground floor infill extension, reconstruction of existing front balcony, installation of external flue and alterations.

This property is located in the Green Belt and outside the Defined Village.

This proposal is for minor modifications/refurbishment to the elevations of the property and a small infill within the overall volume of the existing house.

3347/0621 Comment: no objection

**TA/2021/802 Delamere, Maesmaur Road, Tatsfield TN16 2LD**

Erection of single storey rear extension and installation of roof lantern.

Located in the Green Belt outside the Defined Village. Previous side extension and loft conversion permitted in 2000 and it would appear to have been built. No plans available on TDC website to refer to. The proposed extension, when taken with the previous side extension and loft conversion, would appear to be at the very upper limits/possibly beyond of what might be acceptable volumetrically under green belt residential extensions though it appears complementary to the existing house. No expected impact on adjacent neighbours.

3348/0621 Comment: No objection.

Tandridge DC to review whether, when taken with the previous consented side extension and loft conversion, this further addition represents a disproportionate addition and therefore inappropriate development in the Green Belt.

**TA/2021/912 5 Crossways, Tatsfield TN16 2BL**

Erection of single storey rear extension, raising roof height of front gable in association with front hip to gable roof extension, hip to gable roof extensions to the side elevations and front and rear dormers in association with conversion of loft space to habitable accommodation.

This property is located in the Defined Village. With reference to the planning history, the existing bungalow has previously been extended and remodelled a number of times. This application represents significant further extensions, making the property two storeys, with further expansion at ground level and remodelling of the existing house. The form of the new first-floor extension is not complementary to the existing house and is disjointed and incongruous in form with hipped flat roofs and no suggestion of unifying the existing group of roof forms.

3349/0621 Comment: Objection. It is the view of Tatsfield Parish Council that the proposed forms of the extensions (particularly the first storey roof form) as proposed are incongruous, not complimentary to the existing house and represent poor overall design. We therefore object to this application. The various new roof forms are disjointed, do not unify the house and will have a negative impact on neighbouring properties. The character and appearance of the roof extension is inappropriate for the surrounding area. The design of windows and opening lights should also be unified rather than using different styles. As the proposed extensions do not complement and detract from the character of the house, the street scene and the surrounding landscape, it is contrary to TDC Local Plan Part 2: Detailed Policy DP7.10.

**APP/M3645/D/21/3270629 TA/2021/1907 Anhedral, Greenway, Tatsfield TN16 2BS**

Erection of two storey side rear extensions and attached garage. (Amended plans to 2018/1276) (Retrospective)

The applicant has appealed the refusal for retrospective planning consent.

Tatsfield Parish Council set out a clear objection to this application in December 2020.

This planning application was made to regularise work that was part completed under a previous planning consent in 2018, which was also part completed from the previous planning consent in 2017. The main issue here is that the extension was built with a flat roof, not in compliance with the two previous applications. The owner is claiming that they cannot build it with a pitched roof due to personal hardship.

It was the view of Tatsfield Parish Council that the extension as proposed (and already constructed) with a flat roof is incongruous, not complimentary to the rest of the house and represents poor design. We therefore objected to this application.

No further action required.

3350/0621 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## 7. Finance:

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

3351/0621 It was resolved that the Finance Team for June would be Alex Davies and Kim Jennings.

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

3352/0621 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for June.

### (c) Tenancy Contracts (Under Part 2) (ratification of variations)

This item will be discussed under Part 2.

### (d) Grant request CA Oxted

CA Oxted had contacted the PC to request a grant for 2021-22 in line with the PC's continued support. The Clerk noted that £150 had been set aside in this year's budget.

3353/0621 Members agreed a grant of £150 for CA Oxted.

### (e) Internal Audit 2020-21

The Clerk had reported that the PC had passed its Internal Audit, with no matters raised. The Council congratulated the Clerk for a successful IA.

### (f) Annual Governance and Accountability Return – Approval of Annual Governance Statement for AGAR 2020-21

3354/0621 It was resolved to approve the Annual Governance Statement for the 2020-21 Annual Governance and Accountability Return (AGAR). All boxes were ticked and the AGAR was signed as indicated by the Clerk and Chairman.

### (g) Annual Governance and Accountability Return – Approval of Annual Accounts and Annual Return, Balance Sheets and Notes for AGAR 2020-21. Sign as required.

3355/0621 It was resolved to approve the Annual Accounts for the 2020-21 Annual Governance and Accountability Return (AGAR). All boxes were ticked / completed as required and the AGAR form was signed by the Clerk and Chairman.

Jason Syrett noted that it was remarkable that the Council had balanced the budget and managed to support some many in the local community in spite of the challenges faced during the pandemic and the Council's resulting reduced income.

## 8. Notified Items

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

Kim Jennings reported that transmission rates in Tandridge were very low.

The next TDC Covid-19 Community Support meeting was scheduled for 21<sup>st</sup> June and then would move to every three months. Kim Jennings to attend and report back at the July meeting.

### (b) Japanese Knotweed – Millennium Wood

Ashley Clifton reported that he had met a contractor to look at the Japanese Knotweed that had appeared opposite 'Denver'. It was fairly young and could most likely be treated over three years. The contractor has proposed £142 for the first treatment and £82 for each subsequent treatment.

3356/0621 Members approved this quotation.

### (c) Appoint Internal Auditor for 2021-22

3357/0621 Members agreed to appoint the current Internal Auditor, Peter Frost, for the 2021-22 Internal Audit.

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

### a) County Councillor

Cllr Rush gave the following report:

- Cllr Rush thanked Tatsfield residents for voting for her in the recent election. She said she very much looked forward to serving Tatsfield over the next four years.

- Cllr Rush had participated in a drive round the parish the previous week. Several issues were noted. The white lines on Westmore Road would be refreshed this year. A request had been made to carry out repairs to the 20mph section of Approach Road, unfortunately it did not meet the criteria. Cllr Rush would pursue this and possibly fund out of her Highways budget.
- Clacket Lane – barriers. Cllr Rush was chasing a meeting with Highways England.
- Crime in Oxted – this is an ongoing concern. The Borough Commander had put a curfew in place at various times over the next few weeks. The Police is very aware of the situation and taking it seriously.
- Cllr Rush had liaised with the Clerk and arranged for the weed spraying for w/c 14<sup>th</sup> June.
- Covers Farm Quarry – MP Claire Coutinho had sent an objection letter. Cllr Rush was trying to get this letter shared with the PC.
- East Surrey Dial-a-Ride for the area is run from Caterham-on-the Hill. Pat Cannon is the Chairman. Looking to expand into North Tandridge – will contact the Clerk to publicise the scheme.
- A suggestion that TPC might sell wood from any tree work to offset costs involved. Nb – this has been considered but the PC has been advised that wood from trees affected by ash dieback should not be moved from site.
- Cllr Rush outlined a pilot HGV scheme for Tatsfield (Church Hill and Lusted Hall Lane) and would have more details in due course.
- Cllr Rush will speak further to Your Fund Surrey in item 10d.

**b) District Councillor**

Cllr Allen gave the following report:

- The DC elections saw the Conservatives ousted as the majority party and the Council is now I&OLRGA. No common ground over the Local Plan could be found with the Liberals and no common ground on any issues could be found with the Conservatives so no coalition could be formed. Cllr Allen continues as Vice Chair of A & S committee; he will also remain on the Community Services committee and will represent TDC on two outside committees and 1 further internal committee.
- A 'difference in accounting' has been reported and there may be a further £925,000 shortfall in the budget. This has necessitated a GT investigation.
- There are still grant funds available for micro businesses – if these are not claimed, this may affect future availability.
- The new Business Restart Grant is starting to reach businesses in Tatsfield and Titsey.
- The new CEO takes up his post on 21<sup>st</sup> June. He has already been in communication with all group leaders.
- Cllr Allen had joined Cllr Rush and Cllr Pinchin in writing a letter to David Winstanley about the airport proposals for fare paying passengers and expressed their disappointment that the matter had not been raised at the last BHACC meeting. There continues to be over flying issues and Cllr Allen chases these.

**c) Village Hall Management Committee**

David Pinchin gave the following report:

A Zoom meeting of the Village Hall Management Committee was held on 2 June. All current users of the hall are able to return but it was agreed to hold fire on new bookers until after 21 June. Usage will then be reviewed at the July meeting taking govt guidelines into account. Sad to report that Roger and Angela Sawyers will shortly be leaving the village, moving to Wales to be near their godson. He has been a great servant to the village and will be sorely missed. VHMC had moved quickly to seek a replacement for Roger as Treasurer and have been fortunate to interview 3 good candidates. Following the previous meeting, Lloyd Gulley has now spoken to Sam about a list of external maintenance items which need to be dealt with and are likely to fall to the PC to fund. Lloyd will be detailing the jobs required and prioritising them for PC consideration. Loft access has become a safety issue and a quote has been received to install a proper loft hatch and ladder. Currently there is just a free-standing ladder. A request from the VHMC for a contribution from PC funds has been received and appears as a separate item on this agenda. A further request to the PC was made about external redecoration. It was suggested there is a requirement in the terms of the lease for the PC to undertake such work every five years. This has been referred to Sam who will investigate and report back to the PC. Requests had been made by Little Acorns for CCTV to be allowed to cover the outside play area,, also for locks on both gates and a CCTV in Use sign on the external wall. VHMC passed the request onto the PC and these are the subject of a separate item on this agenda

**d) TIB**

Kim Jennings reported that the committee had been updated regarding the weed spraying. Measurements of the new noticeboard had been requested so that a planter could be organised. TIB was asked to hold on the new planter at present as the new noticeboard had yet to be installed. TIB had also requested space in one of the PC sheds behind the AMB to store tools but there was no space available at the present time. An appeal had been issued to ask for volunteers to assist with planting.

\*TIB had requested permission to place the planters, usually located inside the LA play area, just outside

the green railings.

e) **Neighbourhood Plan**

Martin Allen and Kim Jennings continue to review the Housing noted from TDC.

f) **THS**

The Autumn Show will take place on 11<sup>th</sup> September in the Village Hall provided that Covid restrictions are lifted. The Wisley visit will take place on 26<sup>th</sup> June.

g) **Airport**

David Pinchin gave the following report:

A meeting of the Consultative Committee took place on 29 April. Very sad first item was the announcement of the recent death of Chairman John Bowden.

The CEO David Winstanley's report brought us up to date with all matters relating to COVID. He confirmed that only 'legally' essential travel had been permitted and that was still the case. The airport had remained open throughout the crisis in line with Govt guidelines supporting the import and export of goods, medical equipment and supplies. They had been able to operate a full range of business flights and as a port of entry had followed strict quarantine restrictions.

Various works had been continuing including resurfacing of two taxiways, a new instrument landing system (ILS) which was now fully operational and the Bombardier hangar development was now ahead of schedule. Work on the hotel started in March, hopefully opening in Autumn next year. This will be owned and operated by the airport, primarily for airport use but available to the public. The proposed college development might now be switched to the Bromley campus of London South East Colleges (LSEC).

Overflying of Tatsfield was again discussed, there still being a discrepancy between information on the Webtrack recording system and the radar system that feeds it, and what can be seen from the ground. The CEO repeated his commitment to resolving the issue and would be personally undertaking a flight test involving Martin and myself within the next few weeks.

One further matter of interest but not raised at the meeting was the application by the airport to Bromley Council for a minor change to their 'permitted user' rights so that as part of their non-scheduled commercial flights and private flying they could accept individual fare-paying passengers. This caused a local furor with unsubstantiated allegations that the airport was going to soon be operating larger aircraft with the likes of EasyJet and Ryanair and becoming a holiday travel hub. Martin and I are clear that there was never any such intention.

The CEO has apologised profusely for not raising the matter earlier, the report to LBB had mistakenly not been sent to BHACC members.

The proposal has since been turned down by LBB. We understand the airport may appeal that decision.

h) **PFA**

Ian Hayman had attended the meeting on 9<sup>th</sup> June. He reported that the Committee was still pursuing the new lease. However, there are only two PFA committee members.

Martin Allen had spoken to Ian Hudson at TDC top ensure that TDC contractors have a key to access the site to cut the grass.

Jason Syrett would email TDC again to request a meeting between the Dc and PC.

i) **Police**

The Clerk gave the following report:

Unfortunately, neither PC Tom Warwick nor PC Christian Mansfield could attend this evening's meeting. PC Mansfield had sent through a report.

There were no serious or critically concerning crimes to report within Tatsfield over the recent weeks.

With the return to normality there is the concern that more properties will subsequently be left unattended during multiple hours of the day and night as individuals return to a working life and socialising with friends and relatives. With this in mind it is recommended that householders be vigilant that their homes are left secure and any suspicious activity is reported appropriately to Surrey Police, as a means to counter this. It is also advised that, those who can, protect their premises through means such as CCTV and motion sensitive external lighting. Tatsfield is not a hot spot for burglaries within Tandridge but it is best to be prepared and keep your communities safe during a changing time.

The whole of Surrey is being targeted with fraudulent/scam calls/texts. However, the more common occurrence appears to be text messages asking individuals to log into their PayPal account, or that a package from a delivery company is being withheld from their address until a payment is made into an account online. The same advice applies, given before in regards to phishing scams, that people never pass personal details/banking details or make payments over text or phone. Banks never ask individuals to make payments over the phone. If ever unsure of the legitimacy of such a request, contact the company in question directly on their main phone line to enquire.

A continued request from the Police: if anti-social behaviour is occurring within Tatsfield please report it through to Surrey Police on 101 as information so we can accurately record each incident and deal with it appropriately.

## 10. Parish Council Land/Property

### a) Tatsfield Green

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

### b) AMB

- Redecoration – the exterior repainting had been completed to the front of the building. Hopefully the side and back will be completed soon.
- MUGA – grass cutting – the Clerk had now received a phone number for the school’s contractor. She will attempt to obtain a quote from the contractor.
- Re-opening of Meeting Room to hirers – the Government had announced that step 4 on the roadmap had been delayed until at least 19<sup>th</sup> July.

3358/0621 Members agreed to keep the Meeting Room closed to external hirers / users until at least 19<sup>th</sup> July but possibly September.

### c) Village Hall

- VHMC – loft hatch  
The VH loft hatch and ladder need replacing with a better-quality ladder, which involves enlarging the opening. The VHMC has sourced a quote for this. As the loft hatch was part of the structure of the VH, the management committee has requested a grant towards the cost from the PC.

3359/621 Members agreed to provide a grant for £500 to the VHMC.

- LA – request for permission to install CCTV to cover outside play area
  - request permission for combination locks on both gates
  - request to put CCTV in Use sign on exterior wall

Little Acorns had asked permission from the PC to install some CCTV cameras to protect against vandalism of the newly laid play surface and to safeguard the children and staff. All costs will be covered by the nursery. A sign warning of CCTV in Use would also be fixed to the exterior wall, to replace the ‘no ball games’ sign.

Additionally, LA would like to place combination code locks on both green gates (the code would, of course, be shared with the PC and VHMC).

3360/0621 Members agreed to all the above requests.

### d) Westmore Green

- Picnic benches (Your Fund Surrey) – The bid for funding for picnic benches is progressing. It has been suggested that provision should be made for disabled users and another form of funding should be sought. Becky Rush is now assisting with this application. A further update will follow at the July meeting.

## 11. Meetings to attend/ correspondence

- Little Acorns has asked that its thanks are passed to the PC for giving permission for the new surface for the outside play area. It is a great addition to the facilities offered by the nursery.

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

None

Final public participation:

- Cllr Allen will forward the amended proposal for the Housing Topic Paper.
- The next THS meeting will be on 12<sup>th</sup> May at 7.30pm

The meeting closed at 9.55 pm

The next Parish Council meeting would be held on Monday 12<sup>th</sup> July 2021 at 8pm.