

**MINUTES of a Meeting of Tatsfield Parish Council held on the 9<sup>th</sup> March 2020 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr David Pinchin (in the chair)  
Mr Jason Syrett Mr Ashley Clifton Mr Ian Hayman Mr Stephen Mittins

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

And 5 parishioners.

The meeting commenced at 8.04 pm

David Pinchin began the meeting by informing those present of the sad news of the passing of Carol Jordan and Tina Miles.

Carol Jordan was a long-standing friend to many in Tatsfield. She was devoted to the village and was one of the founding members of the Village Hall Management Committee and Secretary for many years. Carol was a leading figure of the Food and Wine Society, as well as the Book Club, and the monthly cinema showings at the Village Hall. One of Carol's passions was Citizens Advice and she served as a Trustee. Carol was a Parish Councillor from 2007 – 2011 and also a school governor. Carol will be sadly missed by the whole village community.

As will Tina Miles, one of Kim's very best friends, who sadly passed away the previous day.

The Parish Council offers its thoughts and prayers to the friends and families of both Carol and Tina.

#### **1. APOLOGIES**

3043/0320 Kim Jennings and Alex Davies had sent their apologies. These were received and accepted by members

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

3044/0320 Jason Syrett declared an interest in item 11a – Tatsfield Green, Boundary Dispute. This item was discussed under Part 2 and Jason Syrett left the meeting room prior to the Part 2 meeting commencing and did not therefore take part in the discussion or agreement for this item.

#### **3. Approve and sign the MINUTES of the previous meeting held on 10<sup>th</sup> February 2020**

3045/0320 It was resolved that the minutes reflected a true and accurate record of the meeting held on 10<sup>th</sup> February 2020. They were duly signed by the Chair.

#### **4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 21<sup>st</sup> January 2020**

3046/0320 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group held on 21<sup>st</sup> January 2020.

#### **5. Public Participation**

- Closure of Ricketts Hill Road due to SGN works. The road only appears to be shut during the day as there were vehicles passing up and down the road after 5pm. The alternative routes are along Lusted Hall Lane and Tatsfield Lane – which are very congested and cannot accommodate the bus. The contractors refused to let the bus pass on Monday morning, despite there being the space to do so and the bus was forced to turn around in the entrance to Paynesfield Road. Diversion signs are in place for motorists but these lead all the way to Westerham which seems extreme. It was also felt that a five-day closure for the proposed works was excessive and a full-road closure was not, in fact, required.  
Cllr Becky Rush was in attendance and noted the parishioner's concerns and agreed to follow up with Highways. She also stated that the Cabinet Member for Highways was looking into ways to improve road closure issues caused by utility company works. Cllr Rush would report back to the Clerk.

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

- i) The posters advertising the APM are up around the village and the event has been advertised in the Parish Magazine.
- ii) The pavement reinstatement at the corner of Westmore Road / Crossways has been completed. This project has been possible with the cooperation and funding from SCC, TDC and the PC – with thanks. This will be reported in the next PC magazine article. The Clerk had also submitted a request in the parking review for double yellow lines on Westmore Road near the Crossways junction to enable large vehicles turning left to swing out wider and avoid damaging the new corner.
- iii) The new recycling bin for CCT has been delivered. Stickers marking the CCT bin and PC bin (for other tenants, AMB users and the PC) have been affixed. Other tenants have been notified.
- iv) The Clerk and Niall Kells had delivered training to Jason Syrett and Stephen Mittins for the fire alarm system and Legionella monitoring.
- v) ICO certificate renewal has come through and the Clerk has published this on the PC website.
- vi) Following a request from James Longley, the Clerk has been in contact with Park wood Golf Club and it has agreed to trim back the hedge which is starting to encroach across the Scout Hut footpath.
- vii) The Clerk had followed up the road closure by SGN (9<sup>th</sup> – 16<sup>th</sup> March) along RHR. The closure is for new services to be laid outside The Ingle. SGN is hopeful that should the weather be favourable, the works may be completed ahead of schedule.
- viii) Boiler at AMB – there is a small leak in system causing loss of pressure and affecting heating of radiators. This should be resolved in the next week or so.

**7. PLANNING:****(a) Planning Team for March: Ashley Clifton and Ian Hayman**

3047/0320 It was resolved that the planning team for March would be Ashley Clifton and Ian Hayman.

**(b) To determine the Parish Council's position on Appendix A:****TA/2020/167 Clacket Lane Services, Motorway Service Area South, Clacket Lane, Westerham TN16 2ER**

Erection of a 4m x 2m Digital advertising unit located near to the entrance of the amenities building at Clacket Lane Southbound services.

- Green Belt

This application for a digital screen located between the car parking area and the service area at Clacket Lane South, providing advertising to customers of the service station. The screen is raised above head height on a frame but is not going to be visible from the M25 or from Clacket Lane itself.

3048/0320 Comment: No comment

**TA/2020/202 Clacket Lane Services, Motorway Service Area North, Clacket Lane, Westerham TN16 2ER**

Erection of a Digital 4m x 2m advertising unit located near to the entrance of the amenities building at Clacket Lane North (East) services.

This application for a digital screen located between the car parking area and the service area at Clacket Lane North, providing advertising to customers of the service station. The screen is raised above head height on a frame but is not going to be visible from the M25 or from Clacket Lane itself.

3049/0320 Comment: No comment.

**TA/2020/283 47 Paynesfield Road, Tatsfield TN16 2BG**

Demolition of existing rear extension and erection of replacement single storey rear extension.

This application proposes the replacement of the existing single storey conservatory with a larger conservatory which is longer into the back garden. It maintains the same width and distance from the boundary with the neighbour. As it is also single storey and two metres away from the neighbouring fence, there should be no issue of overlooking or overshadowing to the next-door property.

3050/0320 Comment: No comment

**TA/2020/265 Westwood Farm Barn, Clacket Lane, Tatsfield Westerham TN16 2EP**

Alterations to existing agricultural building and change of use to class B1. (Certificate of Lawfulness for a Proposed Use or Development)

- General Policy: Green Belt
- Landscape: AGLV
- Landscape: AONB and AGLV

This application relates to the change of use of an existing small timber barn located directly adjacent to Clacket Lane, opposite the main buildings of Westwood Farm. The proposal is to bring it in to B1 business(office) use, replace windows and doors, but without changing the form or character of the existing building.

The building has not been in use for approximately 8 years. There is suggestion of creating a small parking area adjacent.

3051/0320 Comment: No comment

**TA/2020/359 29 Westmore Road, Tatsfield TN16 2BD**

Erection of single storey infill extension between house and garage, erection of front porch. Conversion of garage to habitable accommodation.

- Within the defined village in the Green Belt
- A previous application TA/2019/1740 for a side extension to replace the garage was refused.

This application is for the conversion of the existing garage - located adjacent to this existing bungalow - to a study and bedroom. The small passageway between them is infilled and becomes an extension of the hallway. Minor adjustments to the roof profile to link the two together.

3052/0320: No comment

3053/0320 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

**TA/2019/1711 50 Crossways, Tatsfield TN16 2BW**

(PINS Appeal ref: APP/M3645/X/19/3242945)

Erection of fencing and changes to fenestration (Application for a Certificate of Lawful Development for a Proposed Development)

This application was given a split decision on 29/11/19 (approving window changes but refusing the fence).

3054/0320 Members resolved to send the following statement in support of our previous objection and a copy of the objection letter from Surrey CC:

Tatsfield Parish Council objected to this application on 12th November 2019. The content of this application is broadly consistent with TA/2019/1145 which was also refused planning permission by Tandridge District Council on 6<sup>th</sup> September 2019. The background to our objection is as follows:

Firstly, the application site sits on a rural village bridleway/highway where mature hedge boundaries are dominant. Up until around 2 years ago there was also a mature hedge forming the street boundary to the appeal property with only a single point of access for vehicle parking and a grass verge forming part of the highway to the front. This hedge was removed and replaced with sleepers and planting which are out of context. The Parish Council considers that the proposed decorative fence on this prominent street corner is out of context with the rural village setting and the existing character of native hedge boundary treatments along Crossways and Goatsfield Road.

Tandridge District Council Local Plan Detailed Policy states under DP 9.1:

*'The provision of walls and tall or ornamental gates at the entrances to properties can give a hard appearance and are generally considered as out of character in rural areas. The use of native hedging, shrubs and low wooden fencing will usually be more in keeping with the informality of such areas.'*

Though we support the rationalisation of the parking area to the side elevation and the completion of the front boundary along Crossways, the erection of a decorative fence is considered out of context with the rural village setting

and the predominant character of native hedge boundary treatments along Crossways and its extension into Goatsfield Road. It is our interpretation that this proposal is not in accordance with Tandridge District Council Local Plan Detailed Policy 9.1.

Secondly, the Parish Council is concerned that when the previous hedge was removed, approximately two years ago, and the current sleepers laid down, the grass verge forming part of the public highway was encroached upon, narrowing the road width and causing obstruction. The street signage for Greenway was also removed and relocated by the owners. This difference is evident when comparing the current arrangement with that seen on Google Street View.

Tandridge District Council Local Plan Detailed Policy states under DP 5 states:

- A. Development will be permitted subject to meeting the requirements of all other appropriate Development Plan policies and where the proposal:*
- 2. Does not unnecessarily impede the free flow of traffic on the existing network or create hazards to that traffic and other road users;*

It is our interpretation that this proposal is not in accordance with Tandridge District Council Local Plan Detailed Policy DP5.A.1 as it would result in an obstruction to the public highway.

Surrey County Council also objected to this previously under application TA/2019/1145 due to encroachment upon and loss of the grass verge and the obstruction of the highway (copy of correspondence enclosed). The proposals under this appeal seek to locate the proposed fence on Surrey CC highway land that would lead to permanent loss of the grass verge and highway obstruction.

For the above reasons we ask the Planning Inspector to dismiss this appeal.

**Further recommended action:** Tatsfield Parish Council Clerk to raise the issue again with Surrey CC to seek enforcement of the replacement of the grass verge.

3055/0320 The Clerk was requested to submit the Parish Council's comments to the Planning Inspectorate.

## 8. Finance:

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

3056/0320 It was resolved that the Finance Team for March would be Ashley Clifton and Ian Hayman

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

3057/0320 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for March.

## 9. Notified Items

### (a) Closure of the PC, Village, Neighbourhood Plan and History Group websites

Alex Davies had provided the following report:

There was a meeting at the AMB on 14<sup>th</sup> Feb 2020 at 3pm. Those present:

Alex Davies - Parish Councillor

Sam Head - Parish Clerk

Trevor Sykes - Village Website Administrator

Chris Mitton - Website Designer

Ian Mitchell - History & Neighbourhood Plan Websites Administrator

All is proceeding well with the Village, Parish Council and History websites. Chris is going to have a look at the Neighbourhood Plan website next. In the meantime, he asked if Ian could arrange for it to be transported to eVoice (as has been done with the History website) as a holding space until the new website is ready.

Sam reported that getting the .gov.uk domain name for the Parish Council is proving very complicated so that is being put on the back burner until after the March 31<sup>st</sup> deadline for transferring to all the new websites.

We need to change the current account with 123reg for tatsfield.org.uk from it simply being a forwarding domain name to full website hosting with editing capabilities. Chris had investigated this and £4.79 per month gives hosting and editing with 100 Gig of storage. Sam to contact 123reg and get this set up.

The same will need to be done for tatsfieldparishcouncil.org.uk which is with 1and1 but currently under control of Mr Computing. Sam to contact Mark at Mr Computing and sort out getting the full web hosting and to discuss taking back full control of the website in the future.

Next meeting set for Friday 20<sup>th</sup> March at 3pm at the AMB.

**(b) Request for permission to use Westmore Green for Tatsfield Beer Festival**

The organisers of the Annual Beer Festival have written to the PC to request permission to use Westmore Green again this year on Saturday 12<sup>th</sup> September from midday to 21:00. The organisers would like to use the Green on Friday 11<sup>st</sup> September for setting up, Saturday 12<sup>th</sup> for the event and Sunday 13<sup>th</sup> for the main clear up, with the last items being removed on Monday 14<sup>th</sup> September. As in previous years, the organisers would like to display banners to advertise the event a couple of weeks in advance.

3058/0320 Members agreed to the request – the Clerk to email the event organisers with conditions of use.

The Parish Council requests that users adhere to the following conditions:

1. You must ensure that as little damage as possible is done to the Green, especially around the Pond area and that any damage caused is repaired immediately in such a way as to ensure that no damage is done to grass cutting machinery;
2. You must ensure that no litter or objects are left on the Green, again to prevent damage to grass cutting machinery;
3. You are entirely responsible for any injury or accident occurring whilst you are using the Green and you must take out Public Liability Insurance accordingly;
4. A copy of the Insurance Policy showing full details of the cover must be produced to the Clerk not less than 14 days before each of the events;
5. You must keep the Clerk fully informed of all events that are to take place and of all arrangements that are being put in place;
6. You are to be responsible for putting in place all necessary precautions to satisfy Health & Safety regulations;

Regarding advertising the event, the Parish Council is happy for the Beer Festival organisers to advertise the event, but, in accordance with the PC's season ticket holder conditions, signs not larger than A1 size may be placed on Westmore and Tatsfield Greens. One sign per green. Please pass the sign to a member of the PC who will ensure it is displayed in the PC's freestanding advertising frame. These signs can be displayed for two weeks prior to the event and must be removed by the Monday following the event.

**(c) Social Media Policy**

The Clerk had circulated a draft Social Media Policy.

3059/0320 Members approved and adopted the Social Media Policy. The Clerk would publish this on the PC website.

**(d) Document Retention Policy**

The Clerk had circulated a draft copy of the Document Retention Policy.

3060/0320 Members approved and adopted the Document Retention Policy. The Clerk would publish it on the PC website.

**(e) Risk Assessment reports and review**

This item was deferred until the April meeting.

**(f) TIB volunteer insurance**

The PC (David Pinchin, Stephen Mittins and the Clerk) met Jon Allbutt, Bob David and Pam Bishop on Friday 6<sup>th</sup> March. What was clear is that TIB was not insured and they need insurance. The PC reiterated that it cannot answer 'yes' to the three conditions set by its insurers (particularly condition 3, and possibly not condition 2) and therefore could not add TIB to the policy. TIB stated that having their own policy was not the preferred option but agreed to do so (subject to the policy offered by Zurich). Stephen Mittins, as a volunteer and TIB liaison, has agreed to contact Zurich to initiate enquiries and will complete any paperwork necessary for TIB. Jon had also requested clarification from the PC regarding the PC's position on whether the PC is or isn't TIB's employer.

A question was asked if the PC would pay for the volunteers' insurance every year. Jason Syrett noted that it may be the case that TIB would need to include this in its annual grant request.

3061/0320 Members resolved to fund this year's volunteers' insurance, setting a maximum budget of £200.

3062/0320 Members resolved that TIB is a volunteer group that carries out horticultural activities within the parish with the gratitude and grant-based financial support of the Parish Council but are NOT employees of the council.

**(g) Parishioner request for one-way system for HGVs at Westmore Road / Crossways junctions**

Jon Allbutt had made this request and David Pinchin asked him to provide further details:

Jon Allbutt stated that the recent double-height kerb and pavement reinstatement works only partly addressed the issue of the junction at Crossways and Westmore Road. Large vehicles that try to turn left from Westmore Road into Crossways are being impeded by vehicles parked near the junction. He suggested that a one-way system be put in place for HGVs, delivery vans so that they can only enter and exit the unmade section of Crossways by travelling straight across the junction and turning into Paynesfield Road.

Members felt that a one-way system for one type of vehicle would not be practical and that introducing a one-way system for all traffic would not prove popular with local residents. Cllr Rush (SCC) confirmed that a one-way system would only be introduced with consent from the police, as they would be responsible for enforcement.

The Clerk and Cllr Rush confirmed that they had both submitted three sections of this junction to the parking review (to have double yellow lines painted). This had already been to the TDC Local Committee. The next step would be public consultation. Jon Allbutt queried if residents in all surrounding roads would be notified of the public consultation. Cllr Rush and the Clerk confirmed that only residents in the named roads would be notified but the PC would alert the wider community once the public consultation went live. Any resident is able to comment.

**(h) SES Water – Every Drop Counts Tandridge**

Members felt that the parish had already taken steps to maximise water saving measures e.g. water butts.

3063/0320 Members agreed no further action was needed and requested that the Clerk email the SES Water Communications Officer to thank him for the offers of attending PC meetings etc.

**(i) Emergency Plan – adoption of final document**

3064/0320 Members resolved to adopt the Emergency Plan. David Pinchin (meeting Chair) and Ashley Clifton and Ian Hayman (EmPlan co-ordinators) signed the plan. This would be circulated to the key people listed in the document.

**(j) Art Group – request for permission to display notices**

The Parish Council had received a request from the Art Group asking for permission to display posters advertising the forthcoming Art Exhibition. The group requested to place posters at the bottom of Ship Hill, one on Westmore Green outside The Olde Ship and one on Approach Road.

The Clerk advised that the PC could grant permission for signs to be displayed on Tatsfield and Westmore Greens but not at the bottom of Ship Hill or on Approach Road as both verges were SCC-owned.

3065/0320 Members resolved to approve posters at two sites – Westmore and Tatsfield Greens. The Posters could be displayed for two weeks prior to the event but must be removed on the Monday after the event.

**10. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

Cllr Rush gave the following report:

- Verge cutting and linear meadows – Cllr Rush had arranged a meeting (10<sup>th</sup> March) to discuss verge cutting and weed spraying schedules for Tatsfield, as well as ideas on whether any verges could be changed to linear verges. A multi-way discussion is needed. SCC is, in principle, happy to agree linear meadows but will not provide the meadow grass seed nor man power. Regarding the cutting / spraying schedule, this will give TIB an idea of when SCC's contractor will carry out these tasks and will mean that TIB could undertake its own weed spraying should this not fit with the SSEIB judging dates.
- Pot holes – pot holes are prolific at the moment, due in the main to the recent terrible weather. The adverse weather also means the pot holes cannot be properly filled so, in the worst cases, the holes are being temporarily filled (this washes out within a few weeks). Cllr Rush will be driving around the area at the beginning of April with a Highways officer to assess. There are lots of Highways emergencies at present e.g. a sink hole in Woldingham, and all reported issues need to be prioritised. There is a lot of investment going into Highways this year - £92m and Cllr Rush is continuing to lobby for money to be spent in East Surrey.
- The new yellow road junction signs have now been installed on Clarks Lane.
- Double yellow lines – already discussed in item 9g.
- Hedge by Tatsfield Primary school – the hedge has been replanted. TIB has complained that the mixed hedge has been planted in groups rather than different varieties being mixed. Jon Allbutt requested that SCC sends a contractor out to replant. A fence has been offered to protect the newly planted hedge from strimmer damage but this was turned down.
- Cllr Rush had attended a briefing session on a new Community Project Fund. This will be used to invest in local communities. It will be £100m spent over 5 years. SCC is developing the criteria and Cllr Rush will notify the PC when this opens for public consultation.

**b) District Councillor**

Cllr Allen gave the following report:

The Local Government Association is continuing to work with the Council on Governance and Strategic Planning to ensure better transparency and trust in the future.

A Councillors' working group was held on 13th February and an improvement strategy workshop on the 14th February.

Council tax bills have just arrived on doorsteps.

Cllr Allen will attend an emergency staffing meeting with CEO/TDC on 10<sup>th</sup> March and a Group Leaders update on 11<sup>th</sup> and Housing Committee on 12<sup>th</sup>.

Cllr Allen attended Kemsley Copse with Thames Water and TDC regarding the flooding issue.

Thames Water to come back with their response.

Cllr Allen is still working on an update on the outstanding enforcement issues in the village and will report this at the next TPC meeting.

Cllr Allen is still receiving reports of multiple "overflying" which he is checking and will pursue with the CEO/BHA. Cllr Pinchin and Cllr Allen are attending a meeting at BHA in April.

**c) Village Hall Management Committee**

David Pinchin had attended the recent meeting.

**d) Airport**

There will be a meeting on 8<sup>th</sup> April. Those attending will be: BHA CEO David Winstanley, Cllr Allen, David Pinchin, Jon Allbutt and Mike Teague.

**e) Fairtrade**

Jason Syrett gave the following report:

As part of this year's Fairtrade Fortnight, Tatsfield Fairtrade Group held a Chocolate Morning at Tatsfield Village Hall from 10 am to 12 noon on Saturday 29 February. A brunch featuring Fairtrade chocolate was served. A selection of cakes and waffles with chocolate were on offer alongside Fairtrade tea and coffee to a very busy village hall. A talk was given by a lady called Rosine Bekoin from the Cote D'Ivoire about her drive and passion to establish her own cocoa farm on land given to her by her mother. She talked about the challenges she has faced and the journey that she has been on to establish her plantation, join a co-operative and to achieve the Fairtrade Premium. This was achieved alongside being a mother of 5 children and learning along the way. She has seen the benefits of Fairtrade to her family and to her community through the investment of the Fairtrade premium that they receive. Her talk was humbling and inspirational. There was also an opportunity to buy Fairtrade and Traidcraft products. Thank you to the Tatsfield Fairtrade Group for organising a very nice morning.

**f) THS**

Stephen Mittins gave the following report:

The next Committee meeting will be held on Wednesday 11<sup>th</sup> March. The next THS Garden Club meeting will be in the WI Hall on Tuesday 10<sup>th</sup> March at 8pm. Mr Bryan Everest will be speaking about preparing vegetables and flowers for the spring show. The spring show this year will be on Saturday 18<sup>th</sup> April at 3pm in the Village Hall. The THS yearbook, which will cover 18 months, is now on sale and volunteers will be selling the books. They are great value at £5.00. Stephen Mittins will be preparing another report for TIB 2020 for the next PC meeting. The next TIB Committee meeting will be on Wed 25<sup>th</sup> March at 5pm in the AMB.

**g) Neighbourhood Plan**

Martin Allen gave the following report:

Kim Jennings and Martin Allen held a Chairman's NP meeting on the 17<sup>th</sup> and 24<sup>th</sup> February.

At the Steering Group meeting on the 18<sup>th</sup> February, it was agreed that the following would be put forward for development:

TNP01: SCC – Land east of Tatsfield School and south of Ship Hill;

TNP18: Reeves – availability unknown – but interest has been declared in the past – opposite the entrance to the allotments (approx.);

TNP19: Whelan's – availability unknown – land adjacent to Gresham Close.

TNP12: Mitchells Land to the Rear of 2 -3 The Parade.

The Housing Group proposed writing to the landowners of TNP18 and TNP19 asking them if they are interested in their land becoming rural exception housing sites.

The Housing Topic Paper is now complete and is with the group members for final approval and any grammar or clerical amendments that may be needed.

As is the Strategic Environment letter that has been put together to be sent to Tandridge District Council along with some "other group" Topic Papers.

The 'Red' letters have now been completed and drafted and will be posted out to the site owners on Friday 13<sup>th</sup> March.

Neighbourhood Plan Public Consultations will be held in the A.M.B. on Saturday 28<sup>th</sup> March and Monday 30<sup>th</sup> March - details are being finalised.

## 11. Parish Council Land/Property

**a) Tatsfield Green**

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

**12. Meetings to attend/ correspondence**

- Verge cutting / linear verge meeting -SCC / TDC / TPC / volunteers – Tuesday 10<sup>th</sup> March 1 – 2.30pm at the AMB. Stephen Mittins to attend as PC liaison.

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

- PC position on overhanging trees/ hedges. Also issue of verges.
- PFA / Furze Corner

Final public participation:

- Has the PC considered the vulnerability of Tatsfield and Westmore greens re travellers?

The meeting closed at 9.29 pm