

MINUTES of a Meeting of Tatsfield Parish Council held on the 14th March 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 David Pinchin Ms Alex Davies Mr Ian Hayman Mr Ashley Clifton Mr Jason Syrett (arrived at 8.10pm)

In Attendance: Samantha Head (Clerk)
Cllr Becky Rush (SCC)
Cllr Martin Allen (TDC)

And 4 parishioners

The meeting commenced at 8.01 pm

1. APOLOGIES

None

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

3510/0322 Jason Syrett declared an interest in item 11a – 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 14th February 2022

3511/0322 It was resolved that the minutes reflected a true and accurate record of the meeting held on 14th February 2022. They were duly signed by the Chair.

4. Receive and accept the MINUTES of the Neighbourhood Plan Steering Group meeting held on 2nd February 2022

3512/0322 It was resolved to receive the minutes of the Neighbourhood Plan Steering Group meeting held on 2nd February 2022.

5. Public Participation

None

6. Officer's report

- The Clerk confirmed that the energy supplier switchover to Octopus Energy is complete. The switch over meter read for the gas has yet to filter through to E.On Next and the PC continues to be billed. The Clerk has been assured that any overspend will be refunded once this update has been completed.
- TDC has notified the Clerk that the first CIL payment of £463.97 in respect of the development at 34 Westmore Road (ref: TA/2021/52) has been received and will be paid to the PC at the end of April.
- The VH flag has now been replaced.
- The Clerk reported that she set up online billing for the PC's business rates. She is experiencing difficulty in adding the second business rate account as the system does not seem to allow for two business rate accounts to be allocated to one email address. The Clerk has reported this issue to TDC (twice) and on both occasions, TDC has responded to say that the latest bill is available online! The Clerk will escalate to Cllr Martin Allen.

7. PLANNING:

(a) Planning Team for March: David Pinchin and Ashley Clifton

3513/0322 It was resolved that the planning team for March would be David Pinchin and Ashley Clifton.

(b) To determine the Parish Council's position on Appendix A: The planning reports were discussed between items 10 and 11 as Jason Syrett had arrived late to the meeting. The original order of agenda items is maintained here for ease of reference with the published agenda.

TA/2022/169 Florence Villa, Parkwood Road, Tatsfield TN16 2LT

Erection of single storey side and rear extensions and erection of front extension to form a porch.

Florence Villa is a semi-detached house on Parkwood Road, looking across fields to the front as you walk from Rag Hill Road towards the 'bluebell wood' of Park Wood. It is within the Green Belt outside of the defined village.

The proposals comprise a small garden room extension to the rear and a minor extension to the rear of the attached side garage to form a WC/shower.

The proposals are modest in scale, proportionate to the existing house and unlikely to have an impact on the neighbour's amenity.

3514/0322 Comment: No comment

TA/2022/171 Peach House, Shaw Road, Tatsfield TN16 2BX

Demolition of existing dwelling and erection of replacement dwelling to include solar photovoltaic panels, the insertion of 6 no. rooflights and landscaping.

The site currently accommodates a two-bedroom bungalow, a single detached garage, a greenhouse and a shed. It is proposed to retain the garage and demolish the house and outbuildings. It is within the Green Belt outside of the defined village.

The replacement dwelling is a low height single storey rectangular building with three bedrooms that appears to be a little larger than the footprint of the existing house.

It proposes a planted sedum green roof with 12 sq.m of low pitch solar panels that will generate approx. 25% of the electricity on site. External walls are horizontal sandstone planks with black powder coated windows. A small shed is proposed for bins and bike storage.

Volumetrically the proposed house does not appear to be materially larger than the dwelling it is replacing and is located adjacent to the existing dwelling position.

3515/0322 Comment: Tatsfield Parish Council have no objection to these proposal in principle. We refer the applicant to the Regulation 14 Consultation draft of the Tatsfield Neighbourhood Plan and make the following comments:

We would strongly encourage the applicant:

- to install Mechanical Vent Heat Recovery (MVHR) in lieu of individual extract fans (as noted in the Energy Statement) to prevent risk of internal damp and condensation and improve energy efficiency.
- To install triple glazing not double glazing to all windows, glazed doors and skylights.

If approved, Tatsfield Parish Council request that Tandridge District Council add planning conditions to the decision notice that cover the following important points:

1. Tree protection measures to protect the roots and canopy of the existing mature oak tree on the site are to be submitted and agreed with the local authority tree officer and installed in accordance with agreed details prior to commencement of any demolition or building works (– to ensure that the existing tree is protected).
2. Demolition of the existing house and outbuildings as shown on the proposed plans must be completed prior to occupation of the replacement dwelling (– to ensure that they do not get left in place).
3. 12 sq.m of solar panels are to be installed and connected (as shown on the proposed plans) prior to occupation of the replacement dwelling.
4. Details of materials and typical details for the external cladding, windows and external doors are to be submitted to and approved by the local authority prior to construction.

3516/0322 The Clerk was requested to inform Tandridge Planning Department of the Council's decisions.

8. Finance:

(a) Finance Team for March: David Pinchin and Ashley Clifton

3517/0322 It was resolved that the Finance Team for March would be David Pinchin and Ashley Clifton.

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

3518/0322 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for March.

(c) Items for expenditure:

- To cut back a 2m corridor along edge of Millennium Wood, adjacent to Ricketts Hill Road and to continue this down towards the footpath entrance to maintain good access - £290
- To cut the thorn hedge at top of Maesmaur Road and trim back the land that fronts Ship Hill and to strim down grass and weeds on plot at corner of Maesmaur and Ship Hill – early July – £210
- To strim down grass and weeds on plot at corner of Maesmaur and Ship Hill – in November - £119
- Trim hedge between VH and Old Police House and hedge at back of Old Police House – early July - £140 and in November - £140
- Batteries x2, charger and padlocks for VAS sign - £80 x2, £29.95, £60 and £7.50 P&P (excl. VAT)
- Surrey Hills Society – Membership renewal - £25
- Window cleaning AMB - £40
- Gutter clearance AMB - £60
- Gutter clearance VH - £85
- VH roof moss removal – total: £2150

3519/0322 Members approved all items except of the last one – VH roof moss removal – total: £2,150

(d) Approve salary increase for Clerk as per NALC National Pay Award to be backdated to April 2021

3520/0322 Members approved the salary increase as per NALC National Pay Award – to be backdated to April 2021.

9. Notified Items**(a) Parish Councillor vacancy**

There had been two expressions of interest. Both candidates had sent in a short bio to introduce themselves to the PC and both were present at this meeting.

(b) Platinum Jubilee

Kim Jennings and Ian Hayman are meeting with a local resident who has offered to build the beacon at cost. They will also meet representatives of village organisations and local businesses to finalise the programme of events for the Jubilee weekend. This can then be presented at the April meeting and submitted for publication in the May edition of the Parish Magazine.

(c) APM 2022

The Clerk confirmed she had sent out formal invites to the TDC CEO, the TDC Chairman and Consort, and Claire Coutinho MP- they were all unable to attend, although Claire had offered to send Richard Biggs as her representative. The Clerk had also sent an invite to the Chair and Clerk at Westerham Town Council but had not received a reply.

The Clerk has also sent out invites and requests for reports to all the village organisations. So far, only five have been submitted.

Chris Mitton confirmed that he would be checking the portable projector is fully functioning.

Kim Jennings would buy the Fairtrade soft drinks and nibbles.

(d) Community Library

This item was deferred until the April meeting.

(e) Limpsfield Village Conservation Area Appraisal and Management Plan – consultation

3521/0322 Members agreed they had no comment to submit.

(f) The Boundary Commission for England – 2023 Boundary Review

3522/0322 Members had no comments.

(g) Parishioner request for PC to post on Tatsfield Talk 2, as well as Tatsfield Talk

Members said that recently posts had been put on Tatsfield Talk 2 as well as Tatsfield Talk, particularly in respect of notices about the Neighbourhood Plan.

3523/0322 Members resolved that in future all posts would be put on both pages.

(h) PCC visit to Tatsfield – 3rd March

David Pinchin gave the following report:

Lisa Townsend, Surrey's Police and Crime Commissioner, attended the village on Thursday 3rd March. This was her first visit to Tatsfield since her election to the role in May 2021. Accompanying her was her deputy Ellie Vesey-Thompson. She was met by Becky Rush, Martin Allen, our Chairman Kim Jennings and myself. We gave her a brief tour of the village before an informal private meeting in the Old Ship during which Tina kindly laid on a welcome afternoon tea for us all. There then followed a public meeting in the AMB when Lisa gave an informative presentation about her role and police activity in Surrey finishing with a valuable Q and A session involving all those residents present. Unfortunately, our designated local Neighbourhood Specialist Officer, Tom Warwick and his colleague PCSO Danusia Maltby, both of whom Kim and I had finally met for the first time the

previous week, were unable to attend at the last minute due to an urgent police call elsewhere. However, their absence did reinforce our concerns about the difficulties we have had in making contact with police colleagues during the last few years since the previous PCSO who was well known in the village had suffered a serious accident. Lisa was well aware of the local situation regarding the lack of communication and would do all she could to ensure a firm working relationship is established including regular reporting to the Parish Council and visits to the village to speak to residents. Lisa's main message was that, although our village was a relatively crime-free area, incidents of low-level crime and anti-social behaviour do cause anxiety and should always be reported to build up information on the police database. With the resulting knowledge that incidents are occurring there is a greater likelihood of police patrolling particular areas such as our Village Hall car park. She also did make the point that so much crime is less visible these days than in the past with so much being perpetrated on-line that there is much less need for on-the-beat policing

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

a) County Councillor

Cllr Rush gave the following report:

- Roadworks – Tatsfield had suffered a torrid time over the past few weeks. BR had been speaking to officers at SCC and had raised a formal complaint about the BT contractors. She had requested that SCC officers carry out a site visit to better understand the unusual challenges faced in Tatsfield – looking at a map simply does not show the true picture on the ground. Unfortunately, SCC has less control over works that are being carried out by non-SCC contractors.
- Furze Corner, Approach Road – Highways did look at the viability of putting chevrons on the bend but the verge was not deep enough. There is a county-wide speed review being carried out, looking to revise some road limits from 60mph to 40mph. For this to happen, a traffic order is required. Drivers must remember that the speed limit is a guide – all drivers should drive to the conditions. BR will continue to push for a reduction in the speed limit along Approach Road.
- Your Fund Surrey – the current application has some outstanding questions that need to be answered. Alex Davies confirmed that she was dealing with this. BR advised that the next Advisory Ctte meeting was scheduled for 28th April – all papers needed to be received before 4th April.
- Parking Review – this was open for comment.
- VAS – this was up and running.
- Blue Heart Verges – this has been postponed until the next wild flower season but it would be lovely to get the hearts painted soon. BR to visit the school, LA and the Scouts.

b) District Councillor

Cllr Allen gave the following report:

- Cllr Allen has attended two group leader meetings, one to discuss the boundary and the other to discuss the new strategy. Further meetings in the coming week, including: Finance Transformation, Audit and Scrutiny, Customer Service.
- Lots of time is still be devoted to improving governance and the Council's financial position.
- The Inspector's response to the Draft Local Plan TED51 outlined the options open to TDC: either progress with the examination of the existing plan (following a strict timetable to satisfy the Inspector that meaningful progress is being made) or withdraw the draft plan.
- Cllr Allen attended the PCC meeting on 3rd March and also dined with the PC Chairman, Revd Vince Short and his wife, Veronica, as a thank you and to celebrate his forthcoming retirement.
- Crossways – Sheltered Accommodation – It is no longer sustainable for this support to continue and so the decision has been taken to complete the withdrawal of this service from April this year. Affected residents have been aware of this since 2017 and are being supported, where needed.
- There is a tree down in Old Lane which is stopping the refuse / recycling being collected. A TDC officer is chasing UK Power Network to get this attended to.
- SCC confirmed that TDC is responsible for road name signs and so the Clarks Lane sign has been reported.

c) Neighbourhood Plan

Jason Syrett gave the following report:

A public consultation took place over the weekend of 12th and 13th March. On 12th there were only 4 visitors but more on 13th. The consultation now runs until 4th April and people are being asked to comment. The plan has also been emailed out to 120 organisations but very few responses have been received.

d) VHMC

No report

e) TIB

Kim Jennings gave the following report:

All planting schemes have now been confirmed by the Committee.

Planting under the new noticeboard will start soon.

A survey had been carried out and volunteers had expressed an interest in litter picking. The Committee was due to follow this up.

Inclement weather had halted a few of the Saturday morning sessions recently.

Kim Jennings had reported that the PC was considering removing the noticeboard on Tatsfield Green. Jon Allbutt is organising the removal of the attached trough.

f) PFA

Ian Hayman and Jason Syrett held a meeting with the Chair of the Tatsfield PFA last week. Tatsfield PFA did not have enough support to continue to run / manage the site and were happy for the PC to try to take over the lease. If this was the case, the PC would need to be granted a long lease in order to be able to progress with plans to develop the site (funding possibly coming from Your Fund Surrey and TDC CIL). Questions needed to be asked about what TDC would contribute towards maintaining the site and also whether a rebate of the rates would be granted. Members suggested that an approach is made to TDC to begin these discussions.

11. Parish Council Land/Property

a) Tatsfield Green

- Boundary Dispute (Under Part 2)
This was discussed under Part 2.
- Noticeboard – it was noted that the noticeboard was damp and rotting and no longer fit for purpose.

3524/0322 Members agreed that the noticeboard should be removed and perhaps a bench would be set in its place.

b) AMB

- Redecoration – toilets will be painted in the next couple of weeks.
Kitchen – Alex Davies had measured the kitchen and sourced one design but two more designs / quotes were needed. She was also due to meet Stuart Farmer to enquire about installation costs of a new kitchen.
- Window cleaning and gutter clearance (and gutter clearance at the Village Hall) – the window cleaning and gutter clearance quotes had already been approved in item 8c.
- Request from Little Acorns to hire the meeting room – LA had emailed the PC to request hire of the meeting room for a staff meeting every half term and also to use the meeting room for breakfast club on 5th May as the VH would be used as a Polling Station.

3525/0322 Members approved a FOC use of the meeting room for breakfast club on 5th May. Members further agreed that Little Acorns should be charged for their staff meetings as the discounted hire rate.

c) Village Hall

- Roof cleaning and repairs (storm damage) – moss was growing on the roof of the VH. Alex Davies had met a contractor who said that he could remove the moss and clean the roof from the ground and that if this work was undertaken, it would be unlikely that the moss would grow back in any great quantity. He had supplied a quote for each section of the roof.

3526/0322 Members agreed to have the small front section of the roof cleaned as a trial.

Chris Mitton would send the clerk photographs of the recent storm damage to the VH roof.

d) Westmore Green

- Horses – a parishioner had written to David Pinchin to complain that horses had been ridden across Westmore Green. Members agreed that this was not acceptable but no one could recall this happening before and expressed the hope that this was a one-off incident.

3527/0322 Members resolved to install signs (currently stored in the office) on Westmore green and also Tatsfield Green (by the footpath). The Chairman would also include a reminder about not riding on the greens in the Parish Magazine.

- Request for footpath from Hedgerows to Village Centre – further to the PC's decision at the last meeting, the parishioner had appealed the decision and asked the PC to reconsider and submitted a proposed plan for a footpath.

3528/0322 Members declined the appeal and requested the Clerk write to the parishioner.

- Extend power supply to trees along edge of Westmore Green – in planning for the Jubilee celebrations, a quote to hire a generator had come in at £400. It was noted that there were an increasing number of events on Westmore Green that required electricity and it was suggested that power could be extended from Memorial Green through the trees along the edge of Westmore Green. So far, one quote had been sourced and it was for around £1,900.

3529/0322 Members agreed that this was a good idea and would benefit not only the Jubilee celebrations but also the Beer Festival, the Picnic on the Green, Remembrance Service etc. Two further quotes were required.

- Improvements to grassed area outside Sheree's tea Room and by old bus shelter – due to the high footfall, the grass around the area between the picnic benches and the shop had worn away and was very muddy. It was suggested that perhaps some native hedging could be planted and then matting laid in certain areas for the grass to grow through. Members liked this idea and informally agreed that designs should be drawn up and costed.

e) Ashen Shaw

- Trees – a local resident had highlighted two dead trees on PC-owned land in Ashen Shaw. They had not been blown down in the recent storms but did need attention during the next round of tree work.

12. Meetings to attend/ correspondence

- Email from a local resident to complain about the damage being done to the environment, roads and verges by utility contractors.
- CA Oxted is merging with Caterham and will then be known as Tandridge CA. Staff and assets will transfer over to the Caterham site.

13. Matters for reporting or inclusion in a Future Agenda

MUGA / tennis

Final public participation: None

The meeting closed at 9.45pm

The next Parish Council meeting would be held on Monday 11th April 2022 at 8pm.