

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th March 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 David Pinchin Mr Jason Syrett Mr Martin Elmer Mr Simon Cook Mr Dave Mitchell

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

And 2 parishioners

The meeting commenced at 8.00 pm

1. APOLOGIES

None.

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

3942/0324 Jason Syrett declared an interest in item 10a – Tatsfield Green, Boundary Dispute.

3. Approve and sign the MINUTES of the previous meeting held on 12th February 2024

3943/0324 It was resolved that the minutes reflected a true and accurate record of the meeting held on 12th February 2024. They were duly signed by the Chair.

4. Public Participation

None

5. Officer's report

- The Clerk noted that the new security alarm system will be installed on 5th April.
- Kim Jennings and the Clerk had completed and submitted the ROW questionnaire from SCC.
- The Clerk had been informed that there was a large amount of litter along the edge of Millennium Wood (Ricketts Hill Road) and it might be prudent to carry out a litter pick before the vegetation grew back.

6. PLANNING:

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

3944/0324 It was resolved that the planning team for March would be Jason Syrett and Kim Jennings.

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

TA/2024/36/EIA Moorhouse Sandpits, Westerham Road, Westerham TN16 2EU

Periodic review of the conditions attached to the extant planning permission 98/0054, GO/R639 and GO/R938A (a review of Minerals Planning Permission or ROMP) for the continued operation of the established quarry. (EIA scoping)

The Moorhouse Sandpits are an established soft sand quarry situated to the north of the A25 covering around 52 hectares with three pits with permissions dating back to 1948.

This is a Surrey County Council's Environmental Impact Assessment 'Scoping Report' for the periodic review of the Moorhouse Sandpits on Westerham Road, approved in Jan 2001. The purpose of the future application (for which this sets out the scope) would be to agree updated conditions for the control of mineral working at the established Moorhouse Sandpits quarry site. This Scoping Opinion sets out the information the Authority considers should be included in the Environmental Statement (ES) submitted with the proposed application.

Pit A has been restored with placement of Gault clay from the other parts of the Site and is covered in mature scrub and trees following natural regeneration. Pit B is largely worked out and contains the processing area, screening plant and silt lagoons which would be retained throughout the proposed ongoing extraction from Pit C.

Soft sand is currently extracted from Pit C with processing undertaken in the Pit B area of the quarry. The quarry yields sand of different qualities, excavated from different vertical horizons, so is effectively worked on three levels.

The expected completion date for excavation is currently 2030 with 2-3 years for completion of restoration by 31st Dec. 2033. Around 225,000 tonnes of soft sand are extracted annually with 20,000 two-way HGV movements per year.

Key Issue:

With current soft sand supply, the operator is seeking to extend the date at which extraction must cease to February 2042 – an additional 8 years and 2 months (to provide some additional flexibility should the rate of extraction be slightly lower at around 200,000 tonnes per annum), so extending the extraction period by 11 years and 3 months.

Consultation appears to have already happened across key bodies including the Environment Agency, Historic England and SCC officers.

The Scoping opinion covers key environmental impacts to be assessed that might be impacted by the potential extended licence – Landscape and Visual Impact, Hydrogeology and Hydrology.

Ecology, Heritage impact and Local community (Noise, Dust and Highways) have been scoped out of the EIA as they are already covered by extant conditions.

We need to await to see the content of the application and the Environmental Statement in due course.

– No comment or response required from TPC at this stage.

TA/2024/95 1 Park Farm Cottages, Rag Hill Road, Tatsfield TN16 2LS

Erection of a first-floor side extension, floor plan redesign and all associated works.

Located in the Green Belt outside of the Defined Village.

This proposes a first-floor extension providing a bedroom, walk in wardrobe and en-suite.

Permission was granted in 1978 (TA/78/301) to extend the house sideways with the addition of a double garage, cloakroom, kitchen and utility room. Further, in 1996, under application TA/96/764 permission was granted to erect a detached double garage.

It would now appear that the previous 1978 garage extension has been turned into bedroom accommodation as part of the house. (No drawings are available on the TDC website for the two previous applications).

3945/0324 Comment: Objection.

Taking into account previous planning approvals granted for a grounds floor extension and a detached garage and as built out under application refs. TA/78/301 and TA/96/764, this further extension would lead to the cumulative overall built form of the house being 'disproportionate additions' to the built form of the original house and therefore contrary to Local Plan Detailed Policy DP13 (E) as follows:

DP13: Buildings in the Green Belt

Unless very special circumstances can be clearly demonstrated, the Council will regard the construction of new buildings as inappropriate in the Green Belt. However, subject to other Development Plan policies, exceptions to this are as follows:

Extension & Alteration

E. The extension or alteration of buildings within the Green Belt (outside the Defined Villages), where the proposal does not result in disproportionate additions over and above the size of the original building as it existed at 1 July 1948 (for non-residential buildings) or 31 December 1968 (for residential dwellings), or if constructed after the relevant date, as it was built originally.*

TA/2024/189/NH 4 Sunnybank, Tatsfield TN16 2LH

A single storey rear extension extending the full width of the existing property, which would extend beyond the rear wall of the original house by 8.00 metres, for which the maximum height would be 3.20 metres, and for which the height of the eaves would be 2.80 metres (Notification of a Proposed Larger Home extension)

A proposal for a single storey extension under the larger home extension policy to an existing single storey 1 bedroom bungalow on Old Lane. Located in the Green Belt outside the Defined Village.

Though proportionally this is a large extension to a small house – essentially doubling its footprint, it follows the rules of the permitted development rights under this Larger Home Extension policy and would not have any impact on adjoining property amenity.

3946/0324 Comment: No comment

7. Finance:

(a) Finance Team for March: Jason Syrett and Kim Jennings

3947/0324 It was resolved that the Finance Team for March would be Jason Syrett and Kim Jennings.

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

3948/0324 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 March.

(c) To ratify quotes for carpet in rooms 1 and 3 and corridor outside rooms 1, 2 and 3: hallway = £365.00, Room 1 = £475.00, Room 3 = £470.00

To ratify expenditure for Tea Party of up to £200.00

3949/0324 Members ratified these quotes.

8. Notified Items

(a) Furze Corner

Jason Syrett gave the following report: The final draft lease had been sent through by TDC. Several things were noted: the date on the lease will be amended to read 2024 insurance through the Parish Council's policy will need to be arranged once the lease has been signed, the critical date under clause 36.3 will be extended to be 2 years from the date the lease is signed. Members were then asked to approve the following:

3950/0324 Members agreed to the attestation clause being as follows:-

'Executed as a Deed by Tatsfield Parish Council acting by two Councillors in the presence of the Clerk'.

3951/0324 Members approved Nichola Stokoe of Cameron Clarke Lawyers having written authorisation to accept service of the legal documents on behalf of the Tenant (Tatsfield Parish Council).

3952/0324 Members approved the proposal that two members of the Parish Council can sign and execute the lease when ready in line with the above agreements.

(b) EV charging points

This item had been raised at the last meeting as an initiative being run by SCC. Members discussed possible locations for EV charging points in the village. Simon Cook offered to look further into it.

(c) Footpath 21 Proposal – update

Jon Allbutt had sent a report (received the day of the meeting) outlining his proposal to improve footpath 21. The Chairman thanked him for the report and said that the report needed to be circulated to the other councillors before it could be discussed. Jon Allbutt stated that he had been exchanging emails with Adrian Riddle (SCC) and was hoping to organise a site visit with him in the near future. He also enquired about the maps for the walks in Tatsfield. The Clerk advised that they were all available on the Village Website.

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:

- TDC's external accounts for 2021/22 had still not been signed off, although they were expected to be before the next Audit & Scrutiny Committee meeting on 11th April. Immediately after the 2021/22 accounts being signed off, work will get underway on the 2022/23 accounts – although the DC was receiving conflicting advice on whether or not to begin reviewing the accounts.

- TDC's CFO has already been in discussion with the new auditor (Grant Thornton) regarding the scale fee for the 2023/24 accounts which is anticipated to be £151k instead of £36k.
- The PSAA is still reviewing the claims / rebuttals regarding the additional audit fees of £345k for the 2019/20 and 2020/21 audits.
- The internal auditor is suggesting that TDC undertakes quarterly internal audit planning.
- The Independent Group recently had a meeting with the CEO.
- Martin Allen and David Pinchin met David Winstanley to discuss the inconsistencies in some of the reporting regarding complaints relating to the NSA and to continue to encourage BHA to move the NSA further south and away from the village centre.
- Martin Allen attended a Planning Committee meeting at which the Manor Road Stables application was heard. The application was refused which was a good start towards the protection of the Greenbelt in Tatsfield.
- Elections – 2nd May 2024. These are for the DC, PCC and Tatsfield's NP. Martin Allen confirmed that he would be standing again.

c) Neighbourhood Plan

Jason Syrett gave the following update: TDC has confirmed that the Tatsfield Neighbourhood Plan can proceed to referendum on 2nd May. All relevant information has been updated on the TDC website and will be uploaded on the Tatsfield Neighbourhood Plan website shortly. Announcements have been put on Tatsfield Talk. Further promotional ideas were: the APM, the Parish Magazine.

d) VHMC

The Green Belt relay (Stragglers) have requested to use the VH on 19th May but the hall is already booked. Instead, they have asked to use the AMB. The Clerk is arranging for the VH floor to be scrubbed and resealed – ideally in February 2025 (half term). Martin Elmer and Dave Mitchell cleared up a large oil spill in the VH car park.

e) Police

Simon Cook reported that he had submitted feedback from the Police / PCC meeting at Lingfield Racecourse. He had had no response to his feedback. There was a reported increase in catapult incidences, as well as scams around TV licences and NatWest bank, and road rage incidences in Tandridge. There had been only two crimes reported in Tatsfield (Old Lane) since the last meeting. There were 5x webinars being delivered w/c 18th March. Simon Cook will try to attend as many as he can.

10. Parish Council Land/Property

a) Tatsfield Green

Boundary Dispute (Under Part 2)

There was no update.

b) AMB

Fire Risk Assessment - The Clerk gave the following update: Martin Elmer and the Clerk met Rob Anderson (Complisafe) on 1st March to review the FRA and the actions from the last review in late 2022.

He was satisfied with all the work undertaken so far.

Things he pointed out that would good practice included:

- Bins being kept on the concrete plinth away from the AMB – this should be continued.
- A combination lock fitted to the external gas meter cupboard.
- The Emergency Lighting has been fixed and tested.
- Combustible materials have been removed from the boiler room.
- The new alarm and smoke detection system installed in spring 2023 was excellent. Bonus points for having a zone map displayed above the alarm panel in the corridor.
- Extinguishers – all maintained and wall mounted.
- Fire Safety Plan in place and to be shared with tenants.

Nothing was flagged on the inspector's 'critically high recommendations list'.

One item was flagged on the inspector's 'medium risk list' – installation of intumescent strips on the fire door at the bottom of the stairs to / from 1st floor. NB: Martin Elmer is arranging this.

Three items on the inspector's 'low risk list':

- Contractor vetting system needs to be put in place and followed. The Clerk already does some of the actions but will follow up with the rest.
- Manual call pint signs needed by each red alarm break glass in case of fire point. The Clerk has already ordered these and they just need to be put up.
- Fire drills in the AMB need to be carried out twice yearly and a record of the drills must be kept. Martin Elmer to undertake the fire drills and record details.

Outstanding actions:

The ones mentioned above. Plus, Clerk and Martin Elmer to finalise the fire safety plan, share copies with tenants and request copies of their own plans. Also Clerk to amend the terms and conditions for hiring AMB (paid and FOC) and add to online booking form.

11. Meetings to attend/ correspondence

- The Parish Council had received a message expressing concern about the closure of the 464 bus route. It has been confirmed that it is the temporary 464 shuttle bus (for the duration of the Thames Water works on Ship Hill) that will cease running on completion of the works. This update has been put on Tatsfield Talk.
- The APM will be held on 25th March.

12. Matters for reporting or Inclusion in a Future Agenda

- THS Spring Show
- Neighbourhood Plan drop-in sessions.

Final public participation:

- Neighbourhood Plan – concerns that, despite the NP being started in 2016, many residents are still unaware of it and so it does need lots of advertising.
- 464 – the PC should remain vigilant that the 464 service is not withdrawn in the future.

The meeting closed at 9.19pm

The next Parish Council meeting would be held on Monday 15th April 2024 at 8pm.