

YOU ARE HEREBY SUMMONED TO a Meeting of TATSFIELD PARISH COUNCIL which will be held in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG on Monday the 20th May 2024 at 8.00p.m. when the following agenda will be discussed: -

Samantha Head – Clerk

Signed *Samantha Head*

Issued on Tuesday 14th May 2024

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND AND WILL BE ABLE TO PARTICIPATE DURING SHORT ADJOURNMENTS. IF THE BUSINESS OF THE MEETING RENDERS IT NECESSARY, THE COUNCIL MAY, BY RESOLUTION, ASK MEMBERS OF THE PUBLIC AND PRESS TO WITHDRAW**

## **AGENDA**

1. Election of Chairman
2. Declaration of Acceptance of Office of Chairman
3. Election of Vice-Chairman
4. Declaration of Acceptance of Office of Vice-Chairman
5. APOLOGIES
6. DECLARATIONS OF INTEREST\* (relating to items on this agenda)
7. Approve and sign the MINUTES of the previous meeting held on 15<sup>th</sup> April 2024
8. Approve the Code of Conduct for Parish Councillors
9. Proposal for and agreement on Committees for the coming year and their members
10. Proposal for and agreement on Terms of Reference for Committees
11. Proposal for and agreement on sub-committees / advisory groups for the coming year and their members
12. Proposal for and agreement on Terms of Reference for item 11
13. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors
14. Reviews of leases and property agreements
15. Review of Standing Orders
16. Review of Financial Regulations
17. Review of Financial Risk Assessment
18. Review of Asset Register
19. Public Participation – there will be a period of 5 minutes at the beginning of the meeting, to hear questions or statements from members of the public. The public are requested to keep their question(s) brief. There will also be an opportunity for the public to ask questions at the end of the meeting. This will be a period of 5 minutes. In addition, it will be at the Chairman's

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discretion to invite comment from any member of the public at any point during the meeting, should the Chairman feel it helpful to the item under discussion.

## 20. Officer's report on actions outstanding since the previous meeting

### 21. Planning:

a) **Planning team for May: Jason Syrett and Kim Jennings**

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

**TA/2043/380/NH Ashkirk, Maesmaur Road, Tatsfield TN16 2LD**

Erection of a single storey rear extension and installation of roof light which would extend beyond the rear wall of the original house by 8 metres, for which the maximum height would be 2.87 metres, and for which the height of the eaves would be 2.5 metres. (Notification of a Proposed Larger Home Extension).

**TA/2024/400 Beech Cottage, Parkwood Road, Tatsfield TN16 2LT**

Conversion of existing garage to habitable space and changes to fenestration.

**TA/2023/1061 Motorway Service Area North, Motorway Service Area, Clacket Lane, Westerham TN16 2ER**

Construction of a drive thru lane and the associated civils works with extensions to provide the pay and collect locations. (to be ratified)

**TA/2024/398 Meadow Bank, Goatsfield Road, Tatsfield TN16 2BU**

Use of building and land for agricultural purposes. (Certificate of Lawfulness for Existing Use or Development)

**TA/2024/439 Maesmaur Cottage, Maesmaur Road, Tatsfield TN16 2LE**

Erection of front extension to create a front porch.

**TA/2024/393 Lochiel, Ricketts Hill Road, Tatsfield TN16 2NB**

Demolition of existing dwelling and erection of new dwelling.

**TA/2024/458 Brambledown, The Avenue, Westerham Hill TN16 2EE**

Alterations to existing house including alterations to and replacement of windows, replacement of existing pergola structure including changes to existing terrace to suit, and replacement of existing porch with oak-famed structure.

**TA/2023/938 The Grasshopper Inn, Westerham Road TN16 2EU**

Demolition of the existing building and erection of a new 64-bed care home. (Amended plans and additional information).

**TA/2024/457 Tavira, Parkwood Road, Tatsfield TN16 2LT**

Erection of a two-storey rear extension. (Lawful Development Certificate for a Proposed Use or Development)

**KCC/SE/0495/2018 Covers Quarry, Westerham, Kent**

Stabilisation and restoration of Covers Farm Quarry using imported engineering materials to restore the site to grassland, including landscape planting and an ecological receptor area together with a temporary road and ancillary buildings.

\*"DECLARATIONS OF INTEREST – All Members present are required to 2declare, at this point in the meeting or as soon as possible thereafter:

(i) any Disclosable Pecuniary Interests (DPIs) and / or

(ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business."

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## 22. Finance:

- a) Finance Team for May: Jason Syrett and Kim Jennings
- b) Authorise payments (including authorisation of internet banking) detailed in Appendix B
- c) Items for expenditure: R Thorpe Heating and Plumbing Ltd – removal of dead leg pipework in room 3, AMB - £372.00 plus Vat £74.40 – Total: £446.40  
JS Windows: ongoing window cleaning costs for AMB – price per clean changing from £40.00 to £45.00
- d) Appoint Internal Auditor

## 23. Notified Items

- a) Furze Corner – signing new lease
- b) Offer of donation of land to the Parish Council
- c) Resident request for Parish Council support to start petition to reduce speed limit on Ricketts Hill Road
- d) Parish Council risk assessments

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

- a) County Councillor
- b) District Councillor
- c) Neighbourhood Plan
- d) Airport
- e) Fairtrade
- f) Police

## 25. Parish Council Land / Property

To receive updates, discuss matters and, where relevant, agree on proposals relating to:

- a) **Tatsfield Green**
  - Tatsfield Lodge – Boundary Dispute (under Part 2)
  - Request to clear tree debris on verge along Rag Hill Road
- b) **Westmore Green**
  - Little Acorns request to plant Silver Birch

## 26. Meetings to attend / correspondence

## 27. Matters for Reporting or Inclusion in a Future Agenda

**Part 2** – To consider passing a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public remain, there would be a disclosure of exempt information.

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  - (ii) other interests arising under the Code of Conduct
- in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business.”