

**MINUTES of a Meeting of Tatsfield Parish Council held on the 11<sup>th</sup> November 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

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

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

And 4 parishioners.

The meeting commenced at 8.08 pm

**1. APOLOGIES**

None

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

2063/1119 Jason Syrett declared an interest in item 12b – 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 14<sup>th</sup> October 2019**

2064/1119 It was resolved that the minutes reflected a true and accurate record of the meeting held on 14<sup>th</sup> October 2019. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Finance Committee meeting held on 28<sup>th</sup> October 2019**

2065/1119 It was resolved to receive and accept the minutes of the Finance Committee meeting held on 28<sup>th</sup> October 2019.

**5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 18<sup>th</sup> September 2019**

2066/1119 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 18<sup>th</sup> September 2019.

**6. Public Participation**

- A parishioner thanked the Parish Council for its support of and at the Remembrance Service in the village centre on Saturday 9<sup>th</sup> November. It was roundly agreed that it was a successful event.

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

- i) The Clerk confirmed that she had completed a VAT reclaim for £1789.97. This had now been credited by HMRC.
- ii) Following a request from the VOA, the Clerk had submitted the questionnaire relating to the Parish Rooms, Ground Floor, AMB.
- iii) The Clerk had responded on behalf of the PC regarding the PC's decision not to sign up for a scheme to receive paper plans.

**8. PLANNING:**

**(a) Planning Team for November: Kim Jennings and Alex Davies**

2067/1119 It was resolved that the planning team for November would be Kim Jennings and Alex Davies.

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

**TA/2019/1740 29 Westmore Road, Tatsfield TN16 2BD**

Proposed single storey side / rear extensions including demolition of garage.  
(Application for a Certificate of Lawful Development for an Existing Development)

Located within the settlement area.

This is a proposal for a single storey rear extension. An existing bedroom is being converted into a utility room and the new extension will house a bedroom with en-suite and a study so there is no increase in number of bedrooms (although the study could be considered a bedroom when selling). The property is within the defined village and has had no previous extensions. We believe the proposed extension will have no impact on the neighbouring properties and is proportionate to the existing property.

2068/1119 Comment: Tatsfield Parish Council has no comment.

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

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

House located within the Defined Village.

The content of this application is broadly consistent with TA/2019/1145 which was refused planning permission on 6<sup>th</sup> September 2019.

The changes to fenestration are limited to a few windows and there are no concerns about impact on the street scene or neighbours. Tatsfield Parish Council therefore have no objection to these proposed changes so long as they are in keeping with the design and colour of those within the remainder of the house.

The applicant is also seeking to replace and adjust the front boundary with a timber fence 1.0m tall along the line of some existing timber sleepers. Set back areas of 1.5m tall fencing are proposed

As the boundary is adjacent to a vehicle trafficked road, planning permission is required if the fence is above 1m tall under the National Planning Policy Framework (NPPF).

Tandridge 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.'*

The existing house has two areas of off-street parking with planting and low-level sleepers across the front and wrapping around the side of the property.

Up until around 2 years ago there was a mature hedge forming the boundary to the property with only a single point of access for vehicle parking and a grass verge to the front. In removing the hedge, it would appear that the grass verge has been lost. The Greenway road sign, previously on posts has also been removed and affixed to the sleepers.

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.

2069/1119 Comment: Tatsfield Parish Council objects to this application.

We have no comment on the proposals for changes to fenestration, so long as they are in keeping with the design and colour of those within the remainder of the house.

We are supportive of the relocation of the parking area to the side elevation and the completion of the boundary to the Crossways frontage.

The Parish Council however considers that the proposed decorative fence on this prominent street corner is out of context with the rural village setting and the predominant existing character of native hedge boundary treatments along Crossways and Goatsfield Road.

It is our interpretation that this proposal is contradictory to the aims of Tandridge District Council Local Plan Detailed Policy 9.1.

The Parish Council is further concerned that when the previous hedge was removed, approximately two years ago, and the current sleepers laid down, the previous grass verge adjacent to the road was lost, narrowing the street width. The street signage for Greenway was also removed and relocated. This difference is evident when comparing the current arrangement with that seen on Google Street View.

We refer to correspondence dated 19<sup>th</sup> August 2019 from Surrey County Council on application 2019/1145 objecting to the loss of public highway verges and obstruction of the highway.

If the applicant were to come forward with revised proposals to erect a native hedge in lieu of the proposed fence, with the grass highway verge on the street corner re-established and aligned to allow sufficient visibility splays on the road junction, we would have no further comments.

**TA/2019/678/Cond1 Hawthorn Dene, Ricketts Hill Road, Tatsfield TN16 2nB**

Details pursuant to discharge condition no. 3 (Materials) of planning application ref: 2019/678 dated 30/05/2019 (Variation of condition 2 of planning application TA/2017/260 dated 10/05/2017 to allow for a reduction of footprint to the basement, enlargement of the single storey rear element and fenestration and a proposed detached garage to the rear (Demolition of existing 3 bedroom dwelling and the construction of a new 4 bedroom dwelling with basement)

Condition number 3:

Before any works affected thereby are begun, particulars and /or samples of materials to be used on the external faces of the development hereby permitted shall be submitted to and approved in writing by the District Planning Authority and the development shall be carried out in accordance with the approved details.

This application provides details of the materials being black slate tiles for the roof and white pebble dash for the render which we believe to be in keeping with the character of the area (as per Policy DP7 of the Tandridge District Local Plan 2014 and Policy CSP 18 of the Core Strategy DPD 2018).

2070/1119 Comment: Tatsfield Parish Council has no comment.

**TA/2019/1827 The Linnes, Goatsfield Road, Tatsfield TN16 2BU**

Two-storey rear extension including 2x solar panels and 4x roof lights to side.

This application is much more appropriate and we believe it would be a positive benefit to the street scene for this property to be refurbished and brought back into meaningful use.

2071/1119 Comment: Tatsfield Parish Council has no comment.

**TA/2019/1806 6 Shipfield Close, Tatsfield TN16 2AU**

Erection of fence. (Retrospective)

History: Limehouse Bottom was purchased by residents of Shipfield Close many years ago in order to protect the area. This fence covers what is known as Limehouse Bottom and has an Article 4 direction applied to it. The Parish Council believes that this land should remain open without any fencing, so as to be in keeping with the rural aspect of the land and openness of the public footpath.

8.22pm Meeting suspended for public participation.

The following comments were made in relation to agenda item 8b, ref: TA/2019/806:

- Limehouse Bottom is an open piece of land. Tandridge District Council considered it important enough to keep it as an open space and put in place an Article 4 direction. It was believed that the fence was subsequently erected to prevent fly tipping / vandalism.

8.24pm Meeting resumed.

2072/1119 Comment: Tatsfield Parish Council objects to this fence as the enclosure of this area of land with a fence contravenes the Article 4 direction made by Tandridge District Council.

2073/1119 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## 9. Finance:

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

2074/1119 It was resolved that the Finance Team for November would be Kim Jennings and Alex Davies. NB: Jason Syrett volunteered to authorise payments the following day on behalf of Kim Jennings.

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

2075/1119 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for November.

### (c) Discuss and agree items requiring expenditure:

None

## 10. Notified Items

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

Alex Davies gave the following update: The working group would likely be meeting between now and the next PC meeting in December to discuss progress so far on the new website(s) and the priorities moving forward. Since the last meeting, Voice (an organisation which is the national equivalent of Surrey Community) has contacted the PC and offered to host those websites affected by the withdrawal of the service currently provided by Surrey Community. The village website has been sent over and running, albeit with a few glitches. This is a potential stop gap should the new websites not be fully functional by March 2020.

### (b) Emergency Plan

Ian Hayman and Ashley Clifton have met on several occasions. There has also been a meeting attended by Jon Allbutt. Ian Hayman has written an article for the Parish Magazine and Tatsfield Talk appealing for volunteers. Ian Hayman will update the list when responses have been received. It has been suggested that in the event of an emergency a WhatsApp Group is the preferred method for contacting the volunteers. The private gritting arrangement will continue this winter. The Clerk will contact Church Farm Services and provide Ian Hayman and Ashley Clifton's contact details.

### (c) Remembrance Service

The Chairman noted that it was a great morning. The weather was fabulous. The event had been well attended and there had been 35 wreath layers. The Chairman offered her thanks to all the volunteers and those involved and noted she had already written to Dave Bishop to thank him for organising the event.

Ian Hayman agreed to check and tidy the wreaths each day. Kim Jennings and Stephen Mittens would collect up and store the wreaths on Saturday.

The walkie talkies have new batteries which need to be removed when not in use.

Jason Syrett had attended the Remembrance Service at St Mary's on Sunday morning.

### (d) Furze Corner

The lease for Furze Corner was due for renewal in the next eighteen months. The PFA Chairman had stepped down from the post.

2076/1119 The PC resolved to form a working group (Ian Hayman, Kim Jennings and Jason Syrett) with other members of the PFA. Ian Hayman would liaise with Martin Allen to contact those interested in joining the working group. The Parish Council would then call a meeting for all interested parties.

### (e) Fund Raising Christmas Hamper Raffle

The Chairman proposed to create three Christmas Hampers to be raffled in the Ship, the Village Club and Sheree's Store and Tearoom in order to raise funds for elderly members of the community. The Chairman asked for donations (Christmas food items) for the hampers from members. She hoped to start selling raffle tickets from 1<sup>st</sup> December.

### (f) Post Office

The new Post Office would be opening in the Village Club on 17<sup>th</sup> December. The Chairman thanked Melanie Rose for her hard work and perseverance in bringing the Post Office back to Tatsfield.

### (g) SCC Highways Services Survey

2077/1119 Alex Davies agreed to respond to the survey on behalf of members.

### (h) Approval of the London Biggin Hill Airport Noise Abatement Procedures Briefing Note to Tatsfield Residents

David Pinchin presented the briefing note which had been agreed following a meeting with the Biggin Hill Airport CEO David Winstanley.

2078/1119 Members approved the distribution of the briefing note to Tatsfield residents. David Pinchin agreed to forward to the Parish Magazine and the Clerk would forward to inclusion on the village website.

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

### a) County Councillor

None.

### b) District Councillor

Cllr. Allen gave the following report:

- The Tandridge Magazine was being delivered this week. Advised residents to contact TDC or Cllr Allen if it is not received.
- A survey which had been sent district wide, including to 53 households in Tatsfield, had had the results collated. This related to quality of service and council finances. Cllr Allen provided a copy of the survey results to the PC.
- Rubbish bins – this were due to be delivered to Tatsfield in early December. Old bins would only be collected and disposed of if this had been requested. NB: The Clerk confirmed that she had agreed with TDC that any unwanted bins could be disposed of at the bulky waste collection on Saturday 14<sup>th</sup> December 7.30am – 10.45am in the AMB car park.
- The financial issues at TDC now totalled £1.2m. Piers Mason had also officially left the DC. There are currently just 3 of the 17 managers at TDC.
- Cllr Allen was regularly attending budget meetings and restructuring meetings, alongside all usual meetings.
- Cllr Allen asked if the PC intended to host a Hustings for the forthcoming General Election.

### c) Horticultural Society

Stephen Mittens gave the following report:

The AGM would be held on Tuesday 12<sup>th</sup> November at 7.30pm, followed by a talk on Monet's garden.

### d) Village Hall Management Committee

No report.

### e) Fairtrade

Alex Davies provided the following report:

I attended the Fairtrade Group meeting on 29 Oct 2019 as Parish Council Liaison.

It is wonderful to see such a committed enthusiastic group of local residents working to spread the word on the global issue of fair trade. Barbara had attended the International Fairtrade Towns Conference in Cardiff with 250 others from all over the world and had come away very inspired. The meeting discussed all events (of which there were many) since April 2019 as well as events for the future and the continuing 'shelf' of fair-trade goods in Sheree's which Carol is managing. In terms of finances, I introduced the idea of trying to make the group self-sufficient. This was met with differing opinions, some strongly against and some for. Comments noted that Fair Trade is all about making people self-sufficient so maybe the group should be as well. Others stated that they felt the way the Parish Council show their support for the group is through finances and this benefits the village through events. In the end it was agreed that the Fairtrade group would reduce the amount of grant they applied for and start accepting donations at their events to raise the remaining funds.

As it is the 10-year anniversary of Tatsfield being a fair-trade village they asked if the Parish Council would write a letter to reaffirm their commitment to supporting the group.

### f) Airport

David Pinchin gave the following report:

Noise Abatement Procedures

At the September TPC meeting I reported back from the July Biggin Hill Airport Consultative Committee at which the issue of low flying over Tatsfield village had been discussed in some detail. Particular concerns were that it appeared light aircraft pilots were not adhering to present rules, that there was a lack of clarity about what the rules were, that overflying had recently increased and that the airport's complaints procedure was not being managed appropriately. I also reported that Martin Allen and I had then attended a separate meeting in August with the CEO of the airport and some of his senior colleagues to discuss these matters further at which it was agreed that the CEO would prepare a briefing paper for Tatsfield residents clarifying the rules and explaining how they were to be reinforced. That briefing paper has now been finalised following consultation with Martin and myself and is attached for information. If the Parish Council agrees, it is now proposed to publish the paper in the Parish magazine and to include it on the village website.

The CEO has been very supportive of the need to protect our village from excessive noise and low

overflying and we believe that as a result of his commitment and the work we have undertaken there has been a marked improvement in recent weeks. However, it is inevitable that there will be isolated incidents from time to time and residents should be encouraged to use the complaints procedure referred to in the briefing paper. A summary of any such incidents, follow-up investigations and outcomes will be presented to the Consultative Committee.

Airport Consultative Committee – October 17th

At the most recent meeting of the Consultative Committee, it was reported that Biggin Hill airport continues to perform well commercially despite a relatively flat UK market in the last few months possibly as a result of concerns over Brexit. There has been a slight increase in charter operations but a decline in corporate jet movements. Of most significance to Tatsfield residents perhaps has been the continued reduction in light aircraft movements.

The airport continues to play an important role in the development of the London Airspace Management Programme (LAMP) and also the Government's Aviation Strategy White Paper. Of particular local interest, the go-ahead has now been given for a new aerospace college. This is a partnership project between the airport and London South East Colleges (LSEC). Costing £11m, of which £6m is being provided by the GLA, the college will have places for up to 200 students and will include a hangar and workshop. It is due to open towards the end of next year. The hotel project, which is aligned to the College development, is also on target for construction next year, hopefully commencing in May.

**g) Citizens Advice**

Members thanked Stephen Mittens for organising the presentation this evening. Stephen confirmed that he would be attending the next CA meeting on 25<sup>th</sup> November.

**h) Neighbourhood Plan**

Martin Allen provided the following report:

There would be a Housing Group meeting on 14<sup>th</sup> November and a Steering Group meeting on 26<sup>th</sup> November – both at 8pm in the AMB. AECOM was currently reviewing the comments on its report and would issue the revised copy in due course. Martin Allen confirmed that he was in the process of applying for a grant.

**i) Speedwatch**

Stephen Mittens confirmed that Chris Rowson would be taking over Speedwatch. It was anticipated that Speedwatch would begin sessions in January. There were approximately 7 members of Speedwatch who would work on a rota basis.

**12. Parish Council Land/Property**

**a) Village Hall**

- Christmas Lights dates / times

2079/1119 Members agreed that the Christmas lights would be switched on from 1<sup>st</sup> December until 5<sup>th</sup> January, 4pm – 1am.

**b) Tatsfield Green**

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

Alex Davies had prepared the following report:

An informal chat was had between Alex, Jason and Stephen at the TPC surgery on Saturday 19th Oct 2019 regarding the options for signs on the War Memorial green advertising village events as it had been noted during the year that signs were inconsistent and often looked messy and/or were unreadable.

It is suggested that the Parish Council purchase two pavement signs (initially) that can be used by village organisations. The following signs were thought to look good and be able to withstand weather:

Black was the preferred colour.

Two of these signs are available from ukpos.com for a total cost (inc. VAT) of £164.50.

Village organisations would request advertising as they do currently and a councillor would help insert their advertising into the sign and transport it to the green. As the signs are very heavy once water or sand is put in the base (to withstand wind), Stephen has offered a trolley which could be stored at the AMB with the signs and used to transport.

It was suggested that businesses or organisations outside the village could also use the signs on request for a nominal fee such as £10 per week.

The following points could be put in a Parish document and issued to any village organisation

wanting to advertise on the green detailing the requirements...

Only TPC official signs may be used to advertise on the green.

Requests for using the advertising signs should be made by email to the Parish Clerk at clerk@tatsfieldparishcouncil.org.uk

Signs will be displayed for no more than 2-4 weeks before an event and removed immediately after the event has been held.

A1 signs are recommended with only essential information so as to be easily read from a car but smaller posters can be accommodated.

Although the signs are waterproof it is recommended that posters are laminated as it is possible for rain to penetrate the signs in very bad weather.

TPC recommend Thinkpad in Biggin Hill for design and printing of posters.

(note that for annual events, number stickers can be used to alter the day numbers to save on printing costs)

Also requiring discussion:

What about signage on Tatsfield Green? This tends to be the smaller signs with several in a row. Should these be allowed? Are they distracting to drivers and therefore to risky?

What will be the policy for signs in other parts of the village in general (e.g. Clarks Lane, Approach Road)?

The Chairman noted that there had been no reported issues since the summer and questioned whether the PC needed to buy the sign boards. Discussion ensued regarding the quality of the printed signs, the quantity displayed and whether there needed to be standardisation across all organisations. The Chairman referenced the A-board used by Bob David to advertise the cinema.

This item was deferred until the December main meeting.

#### c) Westmore Green

##### - Hedges

A complaint had been received regarding an overgrown hedge from a property bordering Westmore Green.

2080/1119 The Clerk was requested the write to the homeowners to request the hedge be cut back and offer permission to access Westmore Green in order to carry out the work.

##### - Drains

A complaint had also been received regarding the drains along Westmore Road. A parishioner felt that these had not been cleared for some time and feared that this would lead to flooding along the road. He had asked if the PC would fund the clearing of five key drains.

2081/1119 Members resolved that the drains fall under the remit for SCC. The Chairman would ask Cllr Becky Rush to follow this up at the forthcoming Tatsfield Local Committee meeting. She would report back at the December main meeting.

### 13. Meetings to attend/ correspondence

- TVA Network Lunch – 14<sup>th</sup> November 2019 12 noon – 2.30pm, St John's Church, Church Way, Hurst Green RH8 9EA – no members to attend

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

- Restoration of Stained-Glass windows from The Institute.

Final public participation:

None

The meeting closed at 9.31pm