

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th November 2020 via Zoom 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 Ms Alex Davies

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

And 4 parishioners.

The meeting commenced at 8.04 pm

1. APOLOGIES

3200/1120 Kim Jennings had sent her apologies. These were received and accepted by members.

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

3201/11020 Jason Syrett declared an interest in item 11a – Tatsfield Green, Boundary Dispute. This item would be discussed under Part 2 and Jason Syrett would not therefore take part in the discussion or agreement for this item.

3202/1120 Alex Davies declared an interest in item 7b – Planning – TA/2020/1656 3 The Parade, Westmore Green, Tatsfield TN16 2AQ. Alex Davies would not therefore take part in the discussion or agreement for this item.

3. Approve and sign the MINUTES of the previous meeting held on 12th October 2020

3203/1120 It was resolved that the minutes reflected a true and accurate record of the meeting held on 12th October 2020. They were duly signed by the Chair.

4. Receive and accept the MINUTES of the Finance Committee meeting held on 15th October 2020

3204/1120 It was resolved to receive and accept the minutes of the Finance Committee meeting held on 15th October 2020.

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

- The Clerk reported that she had submitted the six-monthly VAT reclaim for the period 01/04/20 – 30/09/20. This had been paid into the PC's bank account by HMRC – figures would be reported at the December meeting.
- The PC's HSBC current account has been closed.
- The Clerk has been notified the remedial work to the CWTs in the VH (as highlighted in the Legionella Audit) have been scheduled for 21st December.

6. Public Participation

None

7. PLANNING:**(a) Planning Team for November: Jason Syrett and David Pinchin**

3205/1120 It was resolved that the planning team for November would be Jason Syrett and David Pinchin.

(b) To determine the Parish Council's position on Appendix A:**TA/2020/1656 3 The Parade, Westmore Green, Tatsfield TN16 2AQ**

Demolition of outbuilding and garage. Erection of two semi-detached dwellings with integral garages.

Jason Syrett gave the following report:

Located in the defined village within the Green Belt.

This site is the land behind the village shop, accessed from Westmore Road. This application is for the demolition of two single storey outbuildings and their replacement with two 2-bedroom dwellings each with a study space in the roof.

Jason Syrett of Tatsfield Parish Council attended a presentation of very early plans for the properties as part of a

pre-application meeting with members of the Neighbourhood Plan Steering Group. The site has been under consideration and has been assessed for up to 2 dwellings in the Neighbourhood Plan. Comments were made at this meeting on private open space and parking provision and locations of bins and bike storage.

The design of the proposed houses is generally well considered, taking on comments made at the pre-application meeting, to avoid overlooking and to provide good quality accommodation with private amenity space (balconies).

Parking and vehicle manoeuvring space is tight but one secure garage space has been provided for each house along with cycle parking.

3206/1120 Comment: Tatsfield Parish Council would like to make the following comments that are to be reviewed by Planning Officers, and from our perspective require some changes to be made to the application before a decision should be made:

1. There appears to be no provision of a Renewable Energy Assessment and we would like to ensure that the Sustainable Construction requirements under Policy CSP14 are met in full.
2. A pair of false gables and circular 'outside' windows are shown to a 2nd floor terrace. These gables are not necessary and do not contribute positively to the design. They could be replaced by a lower balustrade or balustrade wall, reducing the bulk of the proposals and improving sunlight to adjacent premises between the two main gables.
3. The second-floor terrace in between the units seems to have windows shown to both properties, yet is accessible to only one. This will likely cause issues for window cleaning access and possibly also acoustic separation issues. This could be overcome by this terrace space being split into two with a dividing screen - so each unit has a separate small roof terrace at second floor level and only having openings to the accessible unit in each case.

TA/2020/1891/TPO King Edward VII Memorial Garden, Westmore Green, Tatsfield TN16 2AG

T853) – Common Ash – Fell

T855) – Common Ash – Fell

T856) – Common Ash – Fell

T857) – Common Ash – Fell

*The address has been wrongly listed – it is Tatsfield Green, not Westmore Green.

This planning application has been brought forward on behalf of the Parish Council following a tree survey undertaken in late Summer 2020. There is a requirement to fell 4 Ash trees due to advanced Ash dieback. There is a blanket TPO protecting trees over this area that requires this submission to be made.

3207/1120 Comment: No comment.

TA/2020/1692 Fernlea, Old Lane, Tatsfield TN16 2LH

Erection of enlarged rear dormer.

This proposal widens an existing flat roofed roof dormer on the back elevation of the property to increase the useable size of two existing bedrooms. These are currently L shaped with sloping soffits and not ideal proportions. This adjustment will improve the quality of space in the bedrooms. It is felt that this adjustment is proportionate to the size of the existing dwelling.

3208/1120 Comment: No comment

3209/11020 The Clerk was requested to inform Tandridge Planning of the Parish Council's decision.

8. Finance:

- (a) **Finance Team for November: Jason Syrett and David Pinchin**

3210/1120 It was resolved that the Finance Team for November would be Jason Syrett and David Pinchin.

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

3211/1120 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for November.

- (c) **Items for expenditure:**

- RCB – Carpet for Room 2 AMB - £425 (ratification)

- Clearance of weeds and rubbish from School Car Park Flowerbed – James Longley - £360.00

3212/1120 Members approved the above expenditure.

9. Notified Items

(a) Covid-19 update / TDC Covid-19 Community Support

David Pinchin had attended the TDC Covid 19 – Community Support update workshop on 20th October at 2pm via Zoom. He gave the following report:

I attended a TDC community group workshop via Zoom on 20 October. This was a follow-up to a previous meeting held in August. It was attended by representatives of a wide variety of district and local organisations all of which spoke of their recent experiences in the early and middle stages of the previous lockdown.

In talking about the necessary formulation of future resilience plans, mention was made of Tatsfield's Emergency Plan, originally written in 2018 and revised early this year, which had been shared with several local councils.

Emphasis was placed on the need to communicate with residents who don't have access to a PC or smart phone. Elderly people in particular can lack important information as a result. Also, to stay in touch with those who might simply be very lonely. Barbara Hester's 'warden' initiative in Tatsfield could be crucial in this respect during the coming months.

Local councils and other organisations are encouraged to stay in touch with each, to share information and to work together wherever that is possible.

There was an absolute requirement to hold up to date information about clinically extremely vulnerable people. TDC has developed a good data management system apparently which holds this information and can be easily accessed.

There were reminders about how we can all help those with shopping, picking up medication etc.

Tatsfield had been particularly well-prepared earlier this year.

There was a brief presentation by TDC's Wellbeing Prescription Service that is available to all (wellbeingprescription@tandridge.gov.uk). It can offer residents appointments for such matters as weight management and healthy eating, support to be more physically active, support to reduce cholesterol, blood pressure and blood sugar, support for emotional wellbeing including social isolation, loneliness etc. and support with financial, housing and employment concerns.

Perhaps the greatest concern currently was how we all prepare for the coming winter months when contact with individuals will potentially be even more difficult than before.

It was noted that the Wellbeing Prescription Service may not be applicable for the Tatsfield residents whose GP is based outside Tandridge e.g. Westerham, Biggin Hill.

In light of the Government lockdown (5th November – 2nd December), the PC wished to reissue its advice. 3213/1120 Members agreed to issue the following statement on Tatsfield Talk and the Village Website:

National Lockdown

In light of the latest national lockdown (5th November – 2nd December), Tatsfield Parish Council is, once again, working alongside Sheree's Store and the Post Office to provide assistance to anyone who is unable to get out / has to self-isolate. Sheree and her team will be able to make up food parcels and get them delivered to your door. Please phone the shop on 01959 928181 or Sheree directly on 07727 418968 with your orders.

Post Office: If you have a parcel or Letter delivered to the Post Office which you cannot collect, please phone them on 01959 575549 and they will arrange to get it delivered to your door.

Could we please ask the residents of Tatsfield to look out for each other during these difficult times? If you have a neighbour who lives alone please check on them or make us the Parish Council or Sheree aware so we can get in contact and provide assistance.

Tandridge District Council has help and advice contacts available on its website:

<https://www.tandridge.gov.uk/Your-council/Coronavirus>

b) Japanese Knotweed – update

This has now received a treatment and will be treated twice yearly (summer and autumn) until it has been eradicated.

c) Remembrance Service

Following the Government's announcement on 31st October of a new national lockdown, representatives from the Parish Council held a meeting, on Monday 2nd November, attended by Dave Bishop and Martyn Saines. It was agreed that it was not possible for the revised event to now go ahead.

A draft statement from Dave Bishop and the Parish Council was issued on Tatsfield Talk, the Village Website and on the noticeboards:

Remembrance Service - A joint statement from David Bishop and Tatsfield Parish Council

In light of the Government's announcement at the weekend, representatives of the Parish Council and I met and concluded that regrettably the revised event, which had been planned for 7th November, would now have to be cancelled.

We are acutely aware of how disappointing this decision is to all those who wished to pay their respects, remember and honour those who made the ultimate sacrifice. However, with a national lockdown due to commence on Thursday, there was quite simply no other option.

Despite this, we have put the poppies around the village centre and the Silent Soldier on Memorial Green. The Union Flag will be flown over Remembrance weekend. The Parish Council has arranged for the wreaths to be laid at the memorial on Friday afternoon and they will stay in place for some time after 7th November. From Saturday onwards, all are welcome to take a closer look or add their own wreath or poppy, all the while observing appropriate social distancing.

Finally, we would like to take this opportunity to express our gratitude to all those involved in organising the event. Their tireless efforts have made and will continue to make this annual service an important feature of Tatsfield village life.

David Bishop

Tatsfield Parish Council

3214/1120 Members ratified the above joint statement.

(d) Tandridge Parking Review – Paynesfield Road – update on monitoring

At the October meeting of the Parish Council, members agreed to monitor parking on the bend at the top of Paynesfield Road (just past the Bakery). Members agreed that although the number of vehicles being parked on the bend had reduced considerably, it was still a dangerous corner.

3215/1120 Members resolved to submit a request for double yellow lines to the Tandridge Parking Review.

e) Felling of Oak Trees – Park Wood Golf Club

District Councillor Martin Allen met KJ Rhee on 28th October. He provided the following update:

KJ Rhee confirmed that he had not given any permission for any felling except for the trees which appeared to be dangerous (during September) and this has all been recorded in a log kept by the Golf Club. He has since issued instructions for no further felling.

Mr Rhee also advised that the woods were not ancient woodland and he understood from his conversations with a TDC tree officer that PWGC is allowed to manage the trees but if it wished to fell a considerable volume of trees, PWGC would need to apply for a felling licence. At present, the GC has no intention of doing so. Over the coming winter months, work would be taking place on an area of self-seeded trees adjacent to the 16th (not woodland).

f) Emergency Plan

The Clerk has reviewed and updated the PC's Emergency Plan. A new section had been added regarding Covid-19.

3216/1120 Members resolved to adopt the updated plan.

g) 18th December – piped carols on the Green

Following the PC decision at the October meeting to cancel the Christmas Carol Singalong due to the ongoing pandemic, the Clerk wrote to the event organiser, Dave Bishop, and he responded to ask for permission to pipe recorded carols on the Green between 7-8pm on Friday 18th December. He further wished to have a blessing from Revd Vince Short and an address by the PC. The PC felt that this would be an event, which it had agreed to cancel, so, responded to say that there were no objections to the piped music but a blessing and address was not advisable. The PC did invite Dave Bishop to officially 'switch on' the new Christmas Lights on 1st December. Nb: this would have to be revisited due to the current lockdown restrictions.

h) TDC Open Space Strategy Consultation

The Parish Council was heavily involved in the drafting of this and so has no further comment to make.

i) Parish Council Website Accessibility Statement

The Clerk had partially prepared the statement, which would be published on the PC's website, apart from the section detailing the areas of the website which did not yet meet regulations. There were two options available: to publish the partial document or wait until it can be completed before publishing.

3217/1120 Members agreed to publish the partial Accessibility Statement.

j) Legionella – TVC water sampling

As per the recommendations from the audit, the Clerk had arranged for TVC tests to be carried out at the AMB and VH. The results all came back clear. Test to be repeated next year. The Clerk had also passed the results to Peter Maynard (VHMC) who carries out the monitoring at the VH.

k) PC working group (job list)

Stephen Mittins reported that a job list had been compiled by the Chairman of TIB. This list outlined the various tasks around the parish and who was responsible for them. It was proposed that four from the list: washing village signs, epicormic growth on trees on Westmore Green, washing benches, cleaning old bus shelter. Stephen Mittins will organise and lead, with support from the volunteers and other parish councillors.

l) Ben's Art Panels – agreement in principle to display on AMB outside wall

The PC had been asked if, in principle, it would agree to mounting the art panels on the outside AMB wall (where the mosaics are currently hanging).

3218/1120 Members agreed in principle that the art panels could be displayed on the outside of the AMB, however, the PC has asked for confirmation of ownership of and donation to the village (held in trust by the PC). A value, for insurance purposes has also been requested.

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

a) County Councillor

Cllr Rush gave the following report:

- Highways – since the tree felling has taken place on Titsey Hill, Highways has been concerned that the top section of Titsey Hill might be a skid risk (the trees appeared to provide some form of shelter from ice/snow). Highways would be applying an anti-skid surface but the date for the proposed works was not yet known.
- Police – Cllr Rush met Karen Hughes, the Borough Commander. Insp. Hughes was aware of concerns regarding police numbers in the district – there are two police officers for the whole of Tandridge (1x north and 1x south). There will be 9 officers by the end of March 2021. Tatsfield will have the name, badge number and contact details of the local officer and can begin building a working relationship. The PCSO team will also grow. Patrols will be increased and information would need to be fed into the team so that 'hotspots' can be targeted. Stop and search will also begin in the district. It was important for the public to engage with the Police regarding crime. Cllr Rush would circulate the information.
- Speeding – Cllr Rush was arranging for an officer with one of the two speed cameras in Surrey to carry out some sessions locally.
- Width restricted roads – Trading Standards would be looking into this across the county.
- There has been an anti-social creep. The Police would continue to give talks in schools (re drugs, stalking, county lines etc).
- Old Lane – the Clerk had sent an email update to Cllr Rush following the conclusion of the Old Lane works. Cllr Rush had fed this back to the team at SCC.
- Scaffold Licence at Moorhouse – Cllr Rush asked if the PC had any comment.
- Community Allowance – Cllr Rush had kindly agreed to fund a new noticeboard in Tatsfield and reminded the Composting Group of available funding.
- Your Fund Surrey – this would be launching the following week. It is a capital investment scheme for community projects. Applications can be made as soon as they are ready. Funding will be available for 5 years.

b) District Councillor

Cllr Allen gave the following report:

- The Acting Chief Executive of TDC, Elaine Jackson, had resigned with immediate effect. A new Acting CE was now in post but there were plans to fill the post permanently.
- BHACC meeting – Cllr Allen has made strong appeals to find a resolution to this matter as it had been agreed that there was a disconnect between 'visually observed flight' from the ground, Web Trak tracked flights and pilot reports. The degree of error is not known at this stage.
- The Parkwood Road dispute is continuing relating to access problems between the land owner and home owner.
- 81 Paynesfield Road – The situation is unchanged.
- Parsons Shaw – Environmental Health is continuing to look into this situation. Copies of the transferred licence and the site plan will be available to the public on request once the documents have been completed – contact Customer Services at TDC. Enforcement has now said that it will be recommending enforcement action in relation to the erection of a fence as it requires planning permission and the owner has made no attempt to secure voluntary compliance.
- TDC and LGA meetings continue to establish new systems, new committees and improved working practices and discuss the likely budget deficit for 2021-22.
- Cllr Allen and Cllr Pinchin attended a meeting with the Independent LBB councillors for a catch up on cross border matters, including BHA and Lusted Hall Lane gritting.
- Following on from the Old Lane resurfacing works, attention now is needed for Church Hill as large ruts are forming either side of the tarmac.

c) Village Hall Management Committee

David Pinchin gave the following report:

A remote meeting of the Village Hall Management Committee was held on Wednesday 4 November. Following the recent lockdown decision by the Government, the hall would be closed as from Thursday 5 November for 4 weeks with the exception of continued use by Little Acorns, as permitted under present guidelines.

Four matters relating to the Parish Council were raised:

Guttering feed to the water butt. I reported that there had been recent vandalism as a result of which the taps had been broken and the guttering damaged. This had been fixed on two occasions. It is proposed to remove all the butts in the area during the winter months and to reinstall them next year if they are going to be used by TIB. The guttering will again be fixed, so too the down pipes.

Unauthorised parking. I reported that reminder letters had been posted to all residents of Vern Close and Bassetts. LG had acknowledged that there was nothing more that could reasonably be done.

Solar panels. I reported informal agreement in principle to the possibility of the VHMC installing panels. To be ratified at tonight's meeting (11c). The next step would be for a detailed plan to be submitted to TPC for consideration.

Boiler fan. Remedial works to replace the existing fan involves creating access through the outside wall. Agreement sought for work to proceed, also under (11c).

Under AOB, the Chair of Little Acorns raised the possibility of their undertaking works to the side of the building including the laying of a softer tarmac surface to make the whole area safer and more secure for children. It was agreed that once detailed plans were available, they would be forwarded to the TPC clerk for submission to TPC.

d) TIB

Stephen Mittins gave the following report:

October has been a very busy month for the TIB volunteers and the TIB committee.

On Monday 26th October Jill Hancock and Pam Bishop from TIB met with Myself and Samantha in the AMB as part of the ongoing partnership between TPC and TIB. The meeting was very constructive, a lot was agreed and I believe that both sides can see the benefit of these meetings.

The PC would like to thank Jill and Pam for their constructive and very positive contribution to the meeting.

Our thanks to Jon Allbutt chairmen of TIB for preparing the Jobs allocation list.

We understand that this is a working document and is open to minor changes with regard to responsibilities and roles. It is an excellent document to have for discussion and focus moving forward. TPC would like to thank TIB and the volunteers for the sterling work that has been carried out in the village. I know that many parishioners really appreciate the work carried out by the volunteers to keep Tatsfield looking at its best.

TIB have now submitted their grant request for the TPC to consider.

Thank you to Roger and Angela Sawyer for organising the Volunteers on a Sat and sending out all the email communications.

Stephen Mittins had circulated notes from the 26th October meeting and minutes from the TIB meetings held on 28th October and 4th November.

e) Speedwatch

Stephen Mittins gave the following report:

One session was held in the middle of October on 19th October between 1445 and 1545 at Lusted Hall Lane, opposite the play area on the green where the speed limit is 30mph.

The number of speeding vehicles reported to the Surrey Police Database: Nil

Comments: A total of 183 vehicle movements were recorded. All vehicles visibly slowed down so we achieved our objective of calming the traffic while parents were picking up children from school. One person walking to pick up a child made a negative comment (haven't you got better things to do?), but several people walking past with children were very supportive of our efforts which was encouraging.

f) PFA

The Clerk had emailed David King on two separate occasions requesting an update. There has been no response.

g) Neighbourhood Plan

Members are continuing to work on the outstanding topic papers and some input has been given to Jason Syrett on his draft plan from TDC (informally) and some steering group members. The Housing Group Topic Paper is being reviewed in line with suggestions from TDC. The next meeting was scheduled for 11th November at 8pm.

h) Airport

David Pinchin gave the following report:

A zoom meeting of the Biggin Hill Airport Consultative Committee (BHACC) was held on Thursday 15th October.

A few items of interest from David Winstanley's report were:

Not surprisingly, the aviation business was currently on its knees as a result of COVID restrictions and the global picture was currently pretty bleak. However, Biggin Hill had managed partially to buck the market trend by attracting new business customers. The airport has remained open throughout the crisis and has been undertaking a vital role in the import and export of goods, medical equipment and supplies. They have managed without any redundancies. As a port of entry into the UK, the airport has had to follow strict quarantine restrictions which, understandably, has been extremely challenging.

The new Bombardier hangar is taking shape and is currently ahead of schedule. The Aerospace Technical College is still on target to open in 2022; the hotel which is now a separate project is expected to start building early next year with an expected opening date of April 2022.

Inevitably, the issues of overflying of Tatsfield were again discussed as the situation regarding infringements had not been fully resolved since the previous meeting despite all the good intentions of DW and his staff. Some pilots were still not adhering to the rules and some were not being identified on the Web Trak system as intended. And that included some of the Spitfire pilots.

DW said that he had now identified faults with the Web Trak system due to the radar data it relies on and was working on a solution. He had also visited Tatsfield and met with MA and witnessed some of the indiscretions for himself. He remains committed to sorting out the problem.

I was asked by a resident recently about why the 'no-fly zone' over Tatsfield was not being adhered to and I pointed out that it is not a 'no-fly zone' at all – that would be completely inappropriate and unworkable given the amount of aviation in this area. Tatsfield is in fact regarded as a 'noise sensitive area' (NSA) which is the reason for the current rules.

11. Parish Council Land/Property

a) Tatsfield Green

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

b) AMB

- Redecoration – David Pinchin congratulated all the parish councillors who have been involved in the redecoration of Room 2 and the meeting room. This has meant that the redecoration has been done at very little cost.
- Re-opening for hirers – due to the latest Government lockdown, the PC would not be able to consider reopening the meeting room. This would be reviewed at the December main meeting.
- Water Butts – The two outside the AMB and the one outside the VH have all been vandalised and would be removed and stored over winter. They would be reinstated next April but the PC would monitor usage (due to the E. Coli risk). TIB has assured the PC that the volunteers would use the water from the butts next year.

c) Village Hall

- Overnight parking – the Clerk had emailed the VHMC Chairman reading the VHMC complaint of overnight parking in the car park. The PC has sent two letters in the past 18 months to all residents in Vern Place and Bassetts. Signage advising of No Overnight Parking has also been erected. The PC has no enforcement powers and regrettably there was no further action available. The VHMC Chairman has acknowledged the email and said that he understood that the PC had done all it reasonably could to remedy the situation.
- Low wall around bed at front of site
Jon Allbutt had commented that the low wooden edging around the tree at the front of the VH is broken and looks unsightly. He would like this replaced with a low brick wall and the volunteers would then plant the area up as a flower bed.
Stephen Mittins confirmed that the wooden edging had now been removed.
The volunteers had emptied soil from the wooden tubs at the front of the VH onto the area around the base of the tree.

3219/1120 Members resolved not to build a low brick wall as it was not within the PC's budget at present. There were additional concerns about safety. This could be discussed further in the future.

- Agreement in principle to VHMC investigating the possibility of solar panels on VH roof

3220/1120 Members agreed in principle to the VHMC investigating the possibility of solar panels on the VH roof. More detailed plans should be forwarded to the PC for further consideration once they have been obtained.

- Boiler

The boiler fan has broken and has resulted in no warm air heating in the VH and the air conditioning unit has been operating in reverse for heating. Due to the design of the boiler room, it would not be possible to remove the fan without knocking down some of the wall that backs the cloakroom and installing a door for future access. The VHMC has asked the PC for permission to carry out the above.

3221/1120 Members approved the above works.

d) Westmore Green

- Christmas Lights – The Clerk had circulated to members. It was a very generous offer of sponsorship from Magna for which the PC was extremely grateful.
- Tatol Bed retaining wall – TIB had reported that some of the sleepers were rotten. Repairs had been carried out and would probably last for another few years.

12. Meetings to attend/ correspondence

- TIB thanks to Ian Hayman and Ashley Clifton for their assistance in removing the art panels on the back wall of the VH.
- PC thanks were given to Nichola Stokoe for her assistance regarding the ongoing boundary dispute on Tatsfield Green,

13. Matters for reporting or Inclusion in a Future Agenda

None

Final public participation:

- Vanessa Mitchell thanked the PC for its consideration of the planning application at 3 The Parade and the comments made – they would be taken into consideration.

The meeting closed at 9.28pm