

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th April 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 John Rand (after item 9a)

In Attendance: Samantha Head (Clerk)
Cllr Martin Allen (TDC)
PC Christian Mansfield
PCSO Amy Ord

And 3 parishioners

The meeting commenced at 8.01 pm

1. APOLOGIES

3531/0422 Ashley Clifton, Ian Hayman and Jason Syrett had sent their apologies. These were received and accepted by members.

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

None

3. Approve and sign the MINUTES of the previous meeting held on 14th March 2022

3532/0422 It was resolved that the minutes reflected a true and accurate record of the meeting held on 14th March 2022. They were duly signed by the Chair.

4. Receive and accept the MINUTES of the Neighbourhood Plan Steering Group meeting held on 16th February 2022

3533/0422 It was resolved to receive the minutes of the Neighbourhood Plan Steering Group meeting held on 16th February 2022.

At this point in the meeting, item 10f, Police report, was brought forward to enable PC Mansfield and PCSO Ord to leave after delivering their report so that they could return to duties. The original order of agenda items is maintained here for ease of reference with the published agenda.

5. Public Participation

- It was reported that the decision to remove the wooden noticeboard on Westmore Green and replace it with a new aluminum one was unpopular.

6. Officer's report

- The Clerk confirmed that Castle Water has applied a £75 credit to the PC's account for failure to restore the water supply within 12 hours on 22nd February.
- Unity Trust Bank has written to the PC to notify of a raise in the interest rate on the savings account. The new interest rate is 0.75%.

7. PLANNING:

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

3534/0422 It was resolved that the planning team for April would be Kim Jennings and Alex Davies.

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

TA/2022/192 84 Paynesfield Road, Tatsfield TN16 2BQ

Removal of existing roof, construction of new first floor and roof extension. Demolition of attached garage, construction of new attached garage with storage mezzanine. Replacement of entrance porch. New bay window to Study. Construction of projecting bay to Reception Room with sliding doors and balcony to first floor Master Bedroom. Install dormer windows to rear first floor bedrooms. Internal alterations to increase Kitchen and Hallway. New rendered wall finishes throughout ground floor. New hanging clay tiles to first floor and new clay tiled roof finish. New windows and

doors throughout. Construct double car port and associated driveway paving, patio paving with steps and planters. Construct new pool room.

The house has been subject to two previous planning applications. 1999: 2-storey side extension including bedroom and bathroom, external staircase and conservatory, 2003: south-west gable extension and a south-east dormer and gable extension. The house lies within the village settlement area. Generally, this looks to be a pretty good remodelling/reasonable design that improves the layout and updates the house. The Parish Council would question why the applicants are increasing the height of the garage and adding windows and rooflights as raising the roof of the house by one storey will give lots of additional attic space and storage. Members feel the height of the garage would overshadow on the neighbour's garden to the west in the mornings.

3535/0422 Comment: The Parish Council does not object to the proposals in relation to the house but does object to the proposal to erect a double height garage.

TA/2022/66 The Firs, Maesmaur Road, Tatsfield TN16 2LD

Erection of detached garage.

Plans show what appears to be a 2-storey double garage with windows and side doors. The property is outside the village settlement area and within the Green Belt. Plans show a disproportionate size of garage to the house.

3536/0422 Comment: Objection. The Parish Council objects to this application on the grounds of size and location in the Green Belt.

TA/2022/241 Tarnhelm, Ricketts Hill Road, Tatsfield TN16 2NF

Erection of single storey side and rear extension. Conversion of roof space with first floor dormer extension to rear elevation. (Application for a Certificate of Lawful Development for a Proposed Use or Development)

This property is outside the village settlement in the Green Belt. Plans are not fully available. The proposal more than doubles the size of the house. It is therefore a disproportionate addition to the existing dwelling and therefore, by definition, causes harm to the Green Belt.

3537/0422 Comment: Objection. The property is outside the village settlement, in the Green Belt. Although plans are not fully available, the proposal more than doubles the size of the house and is therefore a disproportionate addition to the existing dwelling and, by definition, causes harm to the Green Belt.

TA/2021/697 1 Parkside Cottages, Rag Hill Road, Tatsfield TN16 2LP

Erection of two-storey side extension, single storey rear extension and front extension –revised plans.

This has previously been considered and no objections were offered but if approved, it was requested that three planning conditions should be included: a) require demolition of three outbuildings as per the application drawings b) remove further permitted development rights c) ensure brick, window and roof materials/colours match those on existing house (so that it is complementary to the group of houses)

3538/0422 Comment: This application is for revised plans from an application made in 2021.

The Parish Council considered the original application and offered no objection but requested, that if approved, the following three planning conditions be included:

- a) require demolition of three outbuildings as per the application drawings
- b) remove further permitted development rights
- c) ensure brick, window and roof materials colour match those on the existing house (so that it is complementary to the group of houses)

Therefore, the Parish Council has no objection to the amended plans but requests again that, if approved, these three planning conditions are included.

TA/2022/380 Saddlers, 54 Paynesfield Road, Tatsfield TN16 2BG

Erection of single storey rear extension; New enclosed porch; Conversion of detached garage into gym / family entertainment space ancillary to the main dwelling, changes to fenestration including installation of Bi-Fold doors.

This property is in the village settlement area. The changes proposed are small in proportion to the existing property and will have little or no impact on neighbouring properties.

3539/0422 Comment: No comment

3540/0422 The Clerk was requested to inform Tandridge Planning Department of the Council's decisions.

(c) Covers Farm Quarry – Decision 20th April 2022

The Parish Council was aware that notices had been posted online to advise that a decision was scheduled to be made on 20th April. Members noted this and that they have continued to voice the strongest objections to the application.

8. Finance:

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

3541/0422 It was resolved that the Finance Team for April would be Kim Jennings and Alex Davies.

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

3542/0422 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for April.

(c) Review of Parish Council's current working practice to see three quotes for any work / expenditure over £500

The recent Finance Committee meeting (28 March 2022) discussed the need to update the council's current Standing Orders to increase the amount for which 3 quotes are needed for work done for the council by outside contractors/businesses. It was understood that the current amount was £500 i.e., any work costing over £500 needed 3 quotes. Research into the practices and wording used by other councils has been done and the following changes are put forward for discussion. There are two sections in the TPC's Financial Regulations which apply to this subject. The first is section 11.1 (h).

The current wording is:

When it is to enter into a contract of less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

The second section is 10.3 (referenced in the above paragraph). The current wording is:

All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

The subject of quotations is also in the Parish Council's Financial Risk Assessment document in the 'Best value accountability' section. Current wording is as follows:

Financial Regulations govern the process for selecting contractors. Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council. In high-risk projects a specialist is appointed to manage the process and report back to the Clerk.

Members discussed the above and the following changes were proposed:

TPC's Financial Regulations, section 1.1 - When it is to enter into a contract of less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is above £2000 the Clerk or RFO shall strive to obtain 3 estimates; where the value is equal to or below £2000, only 1 written quotation shall be required as long as all Councillors agree. Otherwise, Regulation 10 (3) above shall apply.

Section 10.3 - All members and officers are responsible for obtaining value for money at all times i.e., economy, efficiency and effectiveness in the use of public money has been observed and any interests have been declared. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms

are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

No changes were proposed in respect of the PC's Financial Risk Assessment.

3543/0422 Members approved the above proposals and confirmed they would be effective immediately.

The Clerk would make the changes to the PC's Financial Regulations document and circulate.

(d) Items for expenditure:

- Able Electrical Ltd – tree-line cable link from tree by village pond, passing through each tree up until the Tatol flowerbed: £1925.39, plus Vat of £385.09

3544/0422 Members approved this expenditure. It was noted that this could be written against expenditure for the Jubilee celebrations.

9. Notified Items

(a) Parish Councillor vacancy

Kim Jennings began by saying that it was very rare that the Parish Council was in the position of having two candidates. The current members had given careful consideration to both candidates. Chris Mitton has worked closely alongside the PC on various projects, most notably the website. John Rand has previous experience with another Parish Council.

Although this current vacancy is only for around a year until the next election in May 2023, the hope would be that the successful candidate would stand in the next election.

Members voted by a show of hands. There were two votes in favour of John Rand and one abstention.

3545/0422 John Rand was duly co-opted onto the Parish Council and after signing his Declaration of Acceptance of Office, he joined the meeting as a Parish Councillor.

(b) Platinum Jubilee

Kim Jennings and Ian Hayman had continued with the planning of the Jubilee celebrations. The Bakery lawn had now been turfed over in preparation for the installation of the Jubilee beacon. Ian Hayman would be providing pop-up tents / gazebos for the four village businesses that would be providing food and drink at the picnic.

Ian Mitchell would be hosting an exhibition of celebrations in Tatsfield on 4th and 5th June in the meeting room at the AMB. Kim Jennings had a collection of memorabilia to display in the foyer of the AMB.

Andrew Bond would be making the beacon tarts for 2nd June.

It was suggested that perhaps the PTA could be approached to ask if they would host a BBQ on 5th June.

Kim Jennings had made and purchased bunting.

The programme of events had been printed and a copy would go in each edition of the May Parish Magazine.

Posters would be put in the A-boards in the village centre and on Tatsfield Green, on the noticeboard and in the windows of local businesses.

Toilet facilities on 5th June would be available at the Village Hall. Arrangements have been made to have someone on site for the duration to let people in and out and ensure the facilities are kept clean.

First aid cover would be provided by Kim Jennings, John Rand and two others.

An extension timetable of events had been planned for the four days (2nd-5th June):

PROGRAMME OF EVENTS**THURSDAY 2nd JUNE**

9.30pm **National Beacon Lighting**
with Trumpeter, Proclamation and National Anthem

7-9pm Live music by Mel in The Ship garden
Drinks available at The Bakery, Ye Old Ship
& The Club (members and guests only)

FRIDAY 3rd JUNE

6pm The Licks playing live at The Village Club
(members and guests only)

SATURDAY 4th JUNE

7pm Pie, Mash, Liquor & Live Music
Ye Old Ship
7.30pm 'A Right Royal Affair' concert by the
Tatsfield Singers in the Village Hall
(ticketed event)

St Mary's Church Flower Festival

Church open Thursday-Sunday 12-5pm
Teas available Friday & Saturday 2-5pm

SUNDAY 5th JUNE 3PM**Street Party on Westmore Green**

Live music from Ali Gould
& Josh Harvey sings Bublé
Afternoon Tea & Prosecco by The Bakery
Pizza, chips & Pimms by Ye Old Ship
Cold drinks, crisps & sweets from Sherees
Fairtrade Tea & Coffee Stall
W.I. Cake Stall
Not So Young Club Ice-cream Van
Boom Arts Academy Demonstration
Pub vs Club Tug of War

**Bring your own tables & chairs
& wear red, white and blue**

Street party will end at 7.30pm but for those wishing to
carry on there will be live music from
The Form (Randy & the Rockets) in Ye Old Ship

(c) APM 2022

Kim Jennings noted that despite the disappointment of Biggin Hill Airport not being able to attend and give their presentation. Nonetheless, the evening was a success.
The BHA CEO had indicated that he would be willing to visit the village and give the presentation on a separate occasion. There would also be the opportunity for attendees to ask questions. David Pinchin noted that it was important to follow up on this so that long-awaited clarification on the NSA.

(d) Request for permission to hold Beer Festival on Westmore Green

The Parish Council has received a request for permission to hold the Beer Festival on Westmore Green. It would not be run by the PTA, as in previous years.
Members had no objection in principle but felt that further details were needed, particularly in regard to insurance cover and electricity and clarification about where the monies raised would be spent / allocated.
Members requested the Clerk write to the organising committee to seek clarification on these matters.

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

There was no report.

b) District Councillor

There was no report.

c) Neighbourhood Plan

Martin Allen gave the following report:

A public consultation took place over the weekend of 12th and 13th March. Attendance was disappointing. The draft plan has been reviewed by TDC and lots of comments have been made. It is unlikely that the plan will be ready to go to referendum at the May 2023 elections.

d) VHMC

There was no report. Although two matters were raised – the exterior decorating and Initial-Rentokil contract. The Clerk is continuing to follow up.

e) TIB

Kim Jennings gave the following report:

She attended meeting in March and can report that the THS new Yearbook is now in production. Kim Jennings also attended the Spring Show on Saturday 9th April in Village Hall. There were 170 exhibits, although

disappointingly none in the Junior section. It was a well-attended event and the committee is to be congratulated on a very nice show.

f) Police

PC Christian Mansfield and PCSO Amy Ord gave the following report:

They had prepared some data / graphs to show the crime patterns (n.b. These included data for Chelsham and Farleigh and East Warlingham). The 'heat map' showed multiple calls regarding the school / VH car park. It was acknowledged that criminal damage and ASB has occurred in the car park – this may be down to out of area visitors. There is also drug use (outside school hours). The police are still receiving reports of ASB at Furze Corner.

All instances need to be reported and this can be done via 101, through the online reporting form or on Facebook on the Tandridge Beat page. As much detail as possible when reporting is helpful – reg numbers, make, model and colour of vehicles.

Questions were put to the Police officers present:

- Would CCTV be helpful? Yes, it is. Perhaps even a dummy camera and signs.

It was also suggested that a crime prevention page was set up on the village website. The Clerk would connect the police and Trevor Sykes.

11. Parish Council Land/Property

a) Tatsfield Green

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

b) Village Hall

- Roof cleaning and repairs (storm damage) – Ian Hayman has arranged for someone to look at refixing some slipped roof tiles.
Joe Shanahan had offered to clean front elevation and porch roof for £350 as no tower would be needed for this. No moss would grow for three years after treatment. Members agreed that this would be a good test site.

c) Westmore Green

- Extend power supply to trees along edge of Westmore Green – this had been discussed and agreed in item 8d.

d) MUGA

- MUGA hire review – Kim Jennings noted that after reviewing the MUGA agreement, it appears that the PC should be raising funds to carry out repairs and maintenance. The tennis nets need replacing and the court lines need repainting. There is also the grass cutting and new signage to pay for. Of course, any hire of the MUGA would need to be managed. An online booking system seems to be a good option but this needs further investigation. For further discussion at the next meeting.

12. Meetings to attend/ correspondence

None

13. Matters for reporting or inclusion in a Future Agenda

AMB kitchen

Community library

Final public participation:

- A suggestion was made to ask for the Beer Festival accounts after the event.

The meeting closed at 9.30pm

The next Parish Council meeting would be held on Monday 9th May 2022 at 8pm.