

**MINUTES of a Meeting of Tatsfield Parish Council held on the 13<sup>th</sup> December 2021 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 Jason Syrett Mr David Pinchin

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

And 3 parishioners

The meeting commenced at 8.03 pm

**1. APOLOGIES**

3445/1221 Alex Davies, Ashley Clifton and Ian Hayman had sent their apologies. These were received and accepted by members.

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

3446/1221 Jason Syrett declared an interest in item 13a – Tatsfield Green, Boundary Dispute. He took no part in the discussion for this item.

**3. Approve and sign the MINUTES of the previous meeting held on 8<sup>th</sup> November 2021**

3447/1221 It was resolved that the minutes reflected a true and accurate record of the meeting held on 8<sup>th</sup> November 2021. They were duly signed by the Chair.

**4. Receive and accept the MINUTES of the Finance Committee meeting held on 18<sup>th</sup> October 2021**

3448/1221 It was resolved to receive the minutes of the Finance Committee meeting held on 18<sup>th</sup> October 2021.

**5. Receive and accept the MINUTES of the Finance Committee meeting held on 22<sup>nd</sup> November 2021 and the committee's recommendations / resolutions**

3449/1221 It was resolved to accept the minutes of the Finance Committee meeting held on 22<sup>nd</sup> November 2021 and the committee's recommendations and resolutions.

**6. Receive and accept the MINUTES of the Neighbourhood Plan Steering Group meeting held on 20<sup>th</sup> October 2021**

3450/1221 It was resolved to receive the minutes of the Neighbourhood Plan Steering Group meeting held on 20<sup>th</sup> October 2021.

**7. Public Participation**

None

**8. Officer's report**

- The Clerk has submitted the Annual Return for the KEVII Memorial Garden.
- The Clerk had, on behalf of the Parish Council, registered an expression of interest for 100x whips and 10x feathered trees from Surrey County Council.
- The VHMC has agreed to replace the flag on the VH in spring 2022.
- The exterior decorating works at the VH were scheduled to start at the end of the week.

**9. PLANNING:**

**(a) Planning Team for December: David Pinchin and Jason Syrett**

3451/1221 It was resolved that the planning team for December would be David Pinchin and Jason Syrett.

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

**TA/2021/1974 Ty Canol, Old Lane Tatsfield TN16 2LH**

Proposed loft conversion to create habitable accommodation to include the insertion of 1 no. dormer to front.

A previous application in September 2021 as 2021/1606 for a loft conversion to provide living accommodation and a dormer to the REAR elevation under a certificate of lawfulness, was granted by TDC. At present there is no visual evidence that external works have started with the rear dormer and unfortunately the plans do not appear to have proposed elevations that show the dormers front or rear, which would be useful to gauge the impact on neighbouring properties given that Ty Canol is mid terrace to three properties.  
This property does fall within the green belt area and outside of the village settlement.

3452/1221 Comment: No comment

**TA/2021/1933 5 Crossways, Tatsfield TN16 2BL**

Proposed roof extension to create first floor habitable accommodation with Velux windows, single storey rear extension and internal alterations.

Previous applications:

15/09/1980 garage and internal alterations – this was approved.

13/09/1989 construction of new roof with dormer windows to allow 4 beds and bathroom – this was approved but never built.

19/1/1999 formation of a pitched roof over a flat roof and front porch – approved.

13/7/2021 rear extension, roof conversion to give habitable accommodation by the current owner – this was refused.

4/11/2021 current application submitted with revised drawings and amendments to previous application that was refused. It is believed that the applicant has discussed these revisions with TDC.

This property falls within the village settlement area and is flanked by properties on both sides that have been generously extended over the years and therefore would not have an impact on these or surrounding properties.

3453/1221 Comment: No comment

**TA/2021/1950 Downe House, Ricketts Hill Road, Tatsfield TN16 2NB**

Erection of single storey side / rear extension, conversion of garage to habitable accommodation and erection of single storey front extension.

Downe House falls outside the village settlement area within green belt. The house is set well back from the road and a fair distance from neighbouring properties.

Downe House is a large property, and the proposal does not appear to be disproportionate with the existing house.

3454/1221 Comment: No comment.

**TA/2021/1922 Land to the rear of The Parade, Westmore Green, Tatsfield TN16 2AQ**

Demolition of existing building. Erection of 2x duplex flats, parking and landscaping.

Previous application 2020/1656 for a pair of semi-detached dwellings on this land was refused. Many comments were raised to be considered, TDC were made aware of these comments.

The proposed development falls within the village settlement area and appears to fulfil local needs regarding additional housing and blends in with surrounding properties.

3455/1221 Comment: The Parish Council recommends that TDC planning officers check that the applicants have addressed the sustainability and environmental issues raised on the previous applicant. If this is satisfactory, then the Parish Council has no further comments.

**Appeal:**

**APP/M3645/D/21/3276892**

**TA/2021/325 Park Farm, Rag Hill Road, Tatsfield TN16 2LS**

Removal of condition 4 (No further extensions or enlargement) of planning permission ref:95/292 (Demolish existing

single storey rear extension and erect two storey extension to provide living room and swimming pool and first floor bedroom and bathroom above) to allow for further development. (Ratification)

3456/1221 Members agreed that no further comment was needed.

3457/1221 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

## 10. Finance:

### (a) Finance Team for December: David Pinchin and Jason Syrett

3457/1221 It was resolved that the Finance Team for December would be David Pinchin and Jason Syrett.

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

3458/1221 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for December.

### (c) Items for expenditure:

None

### (d) Approve Budget for 2022-23 as recommended by the Finance Committee (as per item 5)

3459/1221 It was resolved to accept the recommendations made by the Finance Committee and members approved the Budget for 2022-23.

### (e) Approve Precept amount for 2022-23 of £55,000

3460/1221 It was resolved to request a Precept amount of £55,000 for 2022-23.

### (f) Approve grant awards as recommended in the Minutes of the Finance Committee (as per item 5)

3461/1221 Members approved the grant awards as recommended by the Finance Committee.

## 11. Notified Items

### (a) Parish Council meeting dates for 2022

The following dates were confirmed for the main meetings in 2022: 10<sup>th</sup> January, 14<sup>th</sup> February, 14<sup>th</sup> March, 11<sup>th</sup> April, 9<sup>th</sup> May, 13<sup>th</sup> June, 11<sup>th</sup> July, 12<sup>th</sup> September, 10<sup>th</sup> October, 14<sup>th</sup> November, 12<sup>th</sup> December.

### (b) Clerk's Appraisal (Under Part 2)

This item was discussed under Part 2.

### (c) Platinum Jubilee

The Platinum Jubilee would be celebrated over the bank holiday weekend of 2<sup>nd</sup> – 5<sup>th</sup> June 2022.

Kim Jennings proposed setting up a working group to oversee arrangements: Kim Jennings, Ian Hayman and Jason Syrett.

Suggested ideas:

2<sup>nd</sup> June – beacon lighting on Westmore Green to coincide with the national beacon lighting

3<sup>rd</sup> June – An open-air cinema showing? A cinema showing in the VH? Link with other village organisations e.g., the Scouts, the School, Little Acorns?

4<sup>th</sup> June – to coincide with the Platinum Party at the Palace, perhaps an afternoon tea in the VH? Maybe with a history display by Ian Mitchell? A concert by the NDS?

5<sup>th</sup> June – to coincide with The Big Lunch, a picnic on the green? Entertainment? Games / competitions for the children?

Look to involve as many village groups / organisations as possible, across all age groups.

Kim Jennings would put together a draft programme for the January main meeting and welcomed ideas from members.

### (d) CCTV in Oxted and Hurst Green

Oxted Parish Council and Limpsfield Parish Council, with Tandridge District Council, the Oxted Business Improvement District and the Trustees of Master Park, are considering installing CCTV in areas of Oxted and Hurst Green. They have set up a short survey to gather residents' views about the proposal to install cameras to cover Station Road East and West, Master Park and the shops in Hurst Green. The cameras would not be monitored on a 24-hour basis, but the recordings would help detect and prevent crime, disorder and anti-social behaviour. The CCTV system would be jointly funded, with Oxted Parish Council providing a significant share of the funding from the Community Infrastructure Levy it receives.

3462/1221 Members resolved to answer the survey questions with the following responses: 1) Do you support CCTV being installed in Station Road East and West, Master Park and the shops at Hurst Green? Yes. 2) What's your postcode? TN16 2AG. 3) Do you have any other comments? This initiative would be very much supported by Tatsfield residents – many use Oxted for shopping, visiting and the train station. There have been occasions where there has been an element of anti-social behaviour in these locations and the installation of CCTV would provide a degree of reassurance.

Members requested that the Clerk submit the responses on behalf of the Parish Council.

**(e) Footpaths on the Golf Course**

A resident had suggested that copies of the footpath maps should be printed, laminated and pinned to the signposts along the footpath routes.

3463/1221 Members felt that the laminated maps would likely be torn down and discarded. It was suggested an agreed that maps should be put on the website and in the Parish Magazine.

**(f) SCC Minerals and Waste Local Plan – Issues and Options Public Consultation**

This had been circulated by the Clerk. The deadline for response was 7<sup>th</sup> January 2022.

3464/1221 Members resolved to ask Ashley Clifton to review the consultation to ascertain if any parts were pertinent to Tatsfield and respond appropriately.

**(g) Litter bin repairs – Westmore Green and Church Car Park**

Martin Allen had notified the PC of two litter bins – Westmore Green (Lusted Hall Lane) and the Church car park – that were in need of repair. It was unclear if both were the PC's responsibility.

3465/1221 Members agreed that the PC would fund and arrange the repairs. Members further resolved to ask Ashley Clifton to repair them as he had carried out repairs to the litter bins by the pond earlier this year.

**(h) Neighbourhood Plan – Sustainability for the future**

At the most recent NP meeting, the following topic was raised: Sustainability for the Future.

The following question was posed: 'How do you build a sustainable village community?'

It was suggested that a visit may be organised from the Centre for Sustainable Energy to talk to the PC or the village. Maybe via Zoom?

3466/1221 Members agreed that this might be worthwhile, particularly if it could be conducted over Zoom.

**(i) Surrey Hills AONB Boundary Review**

Jason Syrett noted that there was a big push by Natural England to extend the boundary of the AONB.

3467/1221 It was agreed that Jason Syrett would review the details of the review and prepare a draft comment for the PC meeting of 10<sup>th</sup> January.

**(j) TDC CIL Bidding Process – Invitation for Expression of Interest**

Members discussed options for village projects that would meet the criteria of the bidding process and that had a minimum expenditure of £20,000. The only project that members could think would fulfill the requirements would be the redevelopment of the pavilion at Furze Corner.

3468/1221 Members agreed that the Parish Council was not in a position to submit a CIL bid to TDC at the present time.

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

**a) County Councillor**

Cllr Rush was unable to attend the meeting and therefore there was no report.

**b) District Councillor**

Cllr Allen gave the following report:

- There had been a good meeting with the TDC CEO David Ford in the village.
- Reports suggest that the Government was planning to use levelling up to introduce Mayors – it was unclear what the impact on CCs and DCs would be.
- Cllr Allen had been attending all the usual committee meetings.
- Cllr Allen hoped to meet the Borough Commander soon.
- Cllr Allen was planning to remind the PC of TDC's CIL Bidding Process but this had already been dealt with on the agenda.
- An invitation had been sent to Claire Coutinho MP for East Surrey.

**c) Airport**

David Pinchin gave the following report:

As reported last month, the Airport Consultative Committee met on Thursday 28<sup>th</sup> October when reference was made to a planned exercise to take place shortly in conjunction with airport personnel and Tatsfield residents regarding overflying of the village and infringements of the NSA (noise sensitive area).

I am pleased to report now that that exercise took place on Thursday 25<sup>th</sup> November, also a follow-up review of that exercise last Wednesday 8<sup>th</sup> December.

The exercise consisted of a light aircraft flown by one of the airport's senior instructors - with me as a passenger - undertaking 5 different circuits with different approaches and routes around Tatsfield. The weather thankfully was good and I was able to see precisely where we were at all times in relation to the village. On the ground were Martin Allen, David Winstanley the airport CEO and his senior colleague Colin Hitchins. They moved from location to location including residential addresses and the allotments to witness the various circuits made by the aircraft. The main outcome of the exercise was the realisation that the perception on the ground as to the location of an overhead aircraft can actually be very different from reality. On at least two circuits those on the ground were adamant the aircraft was overflying the centre of the village when in fact it was not. That is all about angles, height, wind and speed and could well be the reason why previous examples of perceived incursions have not been

conceded as overflying. The exercise also allowed me to check the southern departure route including the 2 nm before the left-hand turn south of the village. And all of us to check the accuracy of WebTrak against in-flight equipment and SkyDemon.

Having said all of this, of course it is still the case that aircraft noise can be disturbing and it is for this reason that the NSA exists and why the airport consistently works within a framework of agreed noise contours. There are still some incursions and they need to continue to be reported. In recent times, noise has become more of an issue for some of our residents, possibly because of the increased number of speciality Spitfire flights. The CEO fully understands this and he has agreed set up a noise monitor in one of our resident's gardens. He is also going to ask the Spitfire pilots to take a slightly more southerly turn following departure from the airport.

At our follow-up meeting Colin Hitchins gave us an excellent presentation on the outcome of the exercise which reviewed all the WebTrak data together with GPS data from SkyDemon, also how airborne observations compared to those on the ground including video recordings. He and the CEO have also offered to undertake a similar presentation to the PC or to the village if that would be helpful and Martin and I both think that would be an excellent idea. It would give residents the chance to see the facts including the exact position of the NSA and the progress that has been made, also the opportunity to raise issues and ask questions. Perhaps we could think about how that might be organised, possibly a separate village event in the VH in the New Year?

**d) Neighbourhood Plan**

Jason Syrett gave the following report:

Comments on the draft plan had been sent in from members of the Steering Group.

The next meeting (informal) would be held on 15<sup>th</sup> December via Zoom.

**13. Parish Council Land/Property**

**a) Tatsfield Green**

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

**b) AMB**

- Redecoration – kitchen and toilets – this item was deferred until the January meeting
- Car Park signs – Derek Rose had reported that some of the 'No overnight parking' signs had been cut down from the car park fencing. They would need to be reattached but perhaps with a fixing more robust than cable ties.

**c) Village hall**

- Lease – The Clerk and the secretary of the VHMC had meet to compare the versions of the VH lease held by both parties. The PC held a copy signed by the then Clerk and two then Parish Councillors. The VH held a copy signed by then representatives of the VHMC. The contents of both copies were identical. The PC copy was registered at the Land Registry.

Having a copy which was signed by both parties would involve surrendering the existing lease, granting a new one (with amendments to cover the new term and any other provisions), then signing, completing and dating, before finally registering it at the Land Registry. This would be a lot of work and expense when there is no legal need to do so.

3469/1221 Members agreed that the above was correct and acceptable. They agreed to write to the VHMC to confirm the above and ask for their agreement of the same. Both parties would then have this written record for their respective files for future PCs and VHMCs to refer to. It was further agreed to confirm the wording of clause 5.2.2 of the lease.

David Pinchin, along with either Jason Syrett or Ashley Clifton would join Chris Mitton of the VHMC to carry out an inspection of the VH exterior in May 2022.

**14. Meetings to attend/ correspondence**

None

**15. Matters for reporting or inclusion in a Future Agenda**

Restarting the bakery sessions on Saturday mornings – in light of the latest restrictions, this should be delayed.

Final public participation:

- RHR bin needs to added to the list for repair.
- A parishioner enquired about the road that leads to Tatsfield Lodge – it appeared that the gate and fence had been moved further out onto PC land.
- Ty Canol planning application – missing drawings?

The meeting closed at 9.12pm

The next Parish Council meeting would be held on Monday 10<sup>th</sup> January 2022 at 8pm.

