

**MINUTES of a Meeting of Tatsfield Parish Council held on the 9th December 2024 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 Mr Dave Mitchell Mr Simon Cook Mr Jason Syrett Mr Martin Elmer

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

And 1 parishioner

The meeting commenced at 8.00 pm

**1. APOLOGIES**

4070/1224 Sue Dowse had sent her apologies. These were received and accepted by members.

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

4071/1124 Jason Syrett declared an interest in item 12a – Boundary Dispute. He took no part in the discussions or agreement for this item.

4072/1224 Kim Jennings declared an interest in item 8b ref: TA/2024/1198. She took no part in the discussions or agreement for this item.

4073/1224 Martin Elmer declared an interest in item 8b ref: TA/2024/1198. He took no part in the discussions or agreement for this item.

**3. Approve and sign the MINUTES of the previous meeting held on 11<sup>th</sup> November 2024**

4074/1224 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11<sup>th</sup> November 2024. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Finance Committee meeting held on 10<sup>th</sup> October 2024**

4075/1224 Members received and accepted the minutes of the Finance Committee meeting held on 10<sup>th</sup> October 2024.

**5. Receive and Accept the Minutes of the Finance Committee meeting held on 21<sup>st</sup> November 2024**

4076/1224 Members received and accepted the minutes of the Finance Committee meeting held on 21<sup>st</sup> November 2024.

**6. Public Participation**

- The VH roof had been flagged as having one tile missing and several slipped tiles across the two gable ends. This been originally assessed as being a simple task to fix. However, on closer inspection, it appeared that there was more work than first anticipated. It was suggested that the PC should seek quotes from roofers.

**7. Officer's report**

- The Parish Council had been contacted by a resident regarding damage to their driveway by a tree surgery company who allegedly drove a large vehicle onto the driveway. The Clerk had responded to the resident to advise that they contact TDC who had arranged the work.
- TDC had written to the PC to explain that Biffa had complained that there were overhanging branches on the Shaw Road triangle which was obstructing the waste collection vehicles from getting past. The Clerk had sought a quote for the work.

**8. PLANNING:**

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

4077/1224 It was resolved that the planning team for December would be Jason Syrett and David Pinchin.

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

**TA/2024/1173 Ashkirk, Maesmaur Road, Tatsfield TN16 2LD**

Erection of single storey rear extension and first floor upward extension.

An upward and rear extension to the existing single storey dwelling which is already elevated by a further understorey garage.

There were three parallel Permitted Development applications submitted for extensions to this property that Tatsfield Parish Council objected to in July 2024 as they collectively provided substandard accommodation, bad form and poor layouts. These were all however subsequently granted prior approval or advised it was not required by TDC.

The applicant is now proposing a full first floor extension (with half dormers) and a smaller increase to the rear – overall less in volume than the collective permissions but better in domestic form, appearance and layout.

This will give the appearance of a three-storey house to the front with the existing lower ground garage.  
4078/1224 Comment: No comment

**TA/2024/1198 Rosefield House, Hillside Road, Tatsfield TN16 2NH**

Variation of Condition 1 (Approved Plans) and condition 5 (Renewable Energy) of planning permission ref: 2011/1538 (Erection of single dwelling and double garage). Seeking approval for minor changes to the elevations and to change the renewable energy source.

This is a new house (approved under a 2011 permission) that was partially built and then left abandoned for many years on Hillside Road. The applicant is looking to adjust the roof finish – to that already installed – grey concrete tiles, make minor window adjustments and replace a ground source heat pump with an air source heat pump.

An application was made under a S96a NMA to make these changes in October 24 – this was refused due to procedural reasons advising that it would need to be a variation of conditions under a S73 MMA.

In the officer's report they seemed broadly happy with the changes being proposed – it was just about the correct planning process. This previous NMA application was not referred to TPC.

4079/1224 Comment: No comment

It was noted that the Parish Council had submitted the following response to the Surrey Hills National Landscape boundary review. This was submitted on 06/12/2024:

Tatsfield Parish Council support the inclusion of Area A11 Beddlestead Valley within the Surrey Hills National Landscape Review. Area A11 is part of the Surrey Hills AGLV but the full AGLV (Area of Great Landscape Value) extent has not been included with this inclusion. We are extremely concerned that an important section of this existing AGLV within the Parish of Tatsfield and naturally connecting the beauty of the landscape across the top of the North Downs to the adjacent Kent Downs National Landscape to the east has currently been excluded from the boundary of this addition.

In June 2024, the Tatsfield Parish Council Neighbourhood Plan was adopted following local referendum. This should now be afforded significant weight in your decision making.

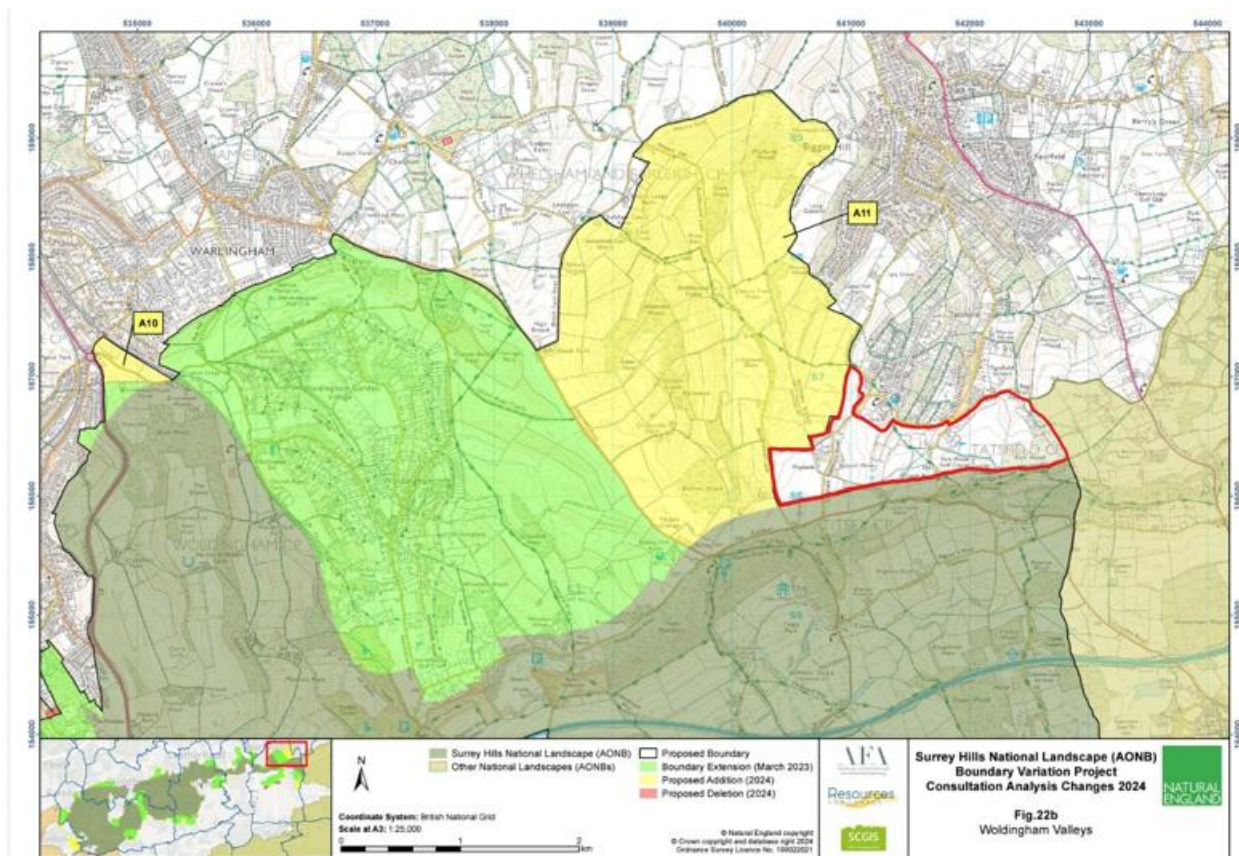
The AGLV area to the south of Tatsfield village has long been recognised as an Area of Great Landscape Value and is an important vantage point to appreciate the rolling North Downs with long ranging magnificent views as well as beautiful ancient woodland areas including Park Wood, the edge of the Hill Park SNCI and Local Nature Reserve along with the rolling historic fields beside Ship Hill and Church Hill that bring the countryside into the village adjacent to the listed St Mary's Church, the Millennium church hall, village hall and village primary school.

We have attached a copy of the adopted Neighbourhood Plan which places great importance on the protection of the natural beauty of the landscape around the village, including the AGLV and National Landscape and shows the analysis and mapping undertaken locally of all these wonderful and important natural landscape features.

We would urge you to re-consider the boundary of Area A11 to tie this across the top of the North Downs through to the Kent border across the south of Tatsfield village. This is an area of natural beauty at the highest point in the North Downs landscape including important ancient woodlands.

We would specifically refer you to Section 02 of the Neighbourhood Plan which provides compelling evidence in an adopted planning document for the extension of the National Landscape in this area.

We attach a plan of the proposed additional area that best encapsulates these features for your further consideration and review of the boundary of area A11.



## 9. Finance:

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

4080/1224 It was resolved that the Finance Team for December would be Jason Syrett and David Pinchin.

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

4081/1224 Members approved the Clerk's request. Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for December.

### (c) Approve Budget for 2025-26 as recommended by the Finance Committee (as per item 5)

4082/1224 Members approved the Budget for 2025-26.

### (d) Approve Precept amount for 2025-26 of £66,000

4083/1224 Members approved the Precept of £66,000 for 2025-26.

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

The Finance Committee had approved grants for the following parish groups: Tatsfield Parish Magazine - £500, Tatsfield in Bloom - £1,200, Not So Young Club - £480, Composting Group - £950. It was noted that the Composting Group had applied for a grant for a new shredder from Your Fund Surrey. If they are successful in their bid, they will not need the grant from the PC.

4084/1224 Members approved the grant awards for 2025-26.

**10. Notified Items****a) Furze Corner**

Jason Syrett gave the following update:

A meeting of the Furze Corner Steering Group was scheduled on 19th November 2024, unfortunately only three members of the group were in attendance, so the meeting did not proceed. A further meeting has been scheduled for Tuesday 10<sup>th</sup> December 2024.

In the interim, I have updated the development plan, cost plan and business case. I have also made contact with Your Fund Surrey and Tandridge CIL about starting conversations about funding the project and sent them a copy of our plan. We have also written to Claire Coutinho MP, Becky Rush and Catherine Sayer at TDC.

An outline of the responses received is below:

**Tandridge CIL:** *'There is currently insufficient funds in the CIL Pot to undertake a CIL bidding round in 2024. We are working towards building back sufficient funding to undertake a CIL bidding round in Autumn 2025 to supplement other funding streams to help ensure new community infrastructure to support local growth.'*

**Your Fund Surrey (small grant fund)** - regarding funding early design costs:

*'Unfortunately we cannot fund upfront development costs on either the Small fund or Large fund as these are not considered capital funding. However we do have potential options for you through our Social Value Market Place – where you are able to post your request for the support you need and Surrey County Council suppliers may be able to support you. This is in no way indicative of the likelihood of funding being provided. We can discuss this further if of interest. We are also aware that Community Foundation Surrey and CIL can sometimes provide funding for upfront project development and/or support.'*

**Your Fund Surrey (large grant fund):**

*'I would like to make you aware that Your Fund Surrey and is now coming towards the end of the current funding. There is about £14m available to support YFS Large Community Projects, which can transform neighbourhoods and/or facilities that make a real difference to local people.'*

*'Given the number of projects already in the pipeline, we are encouraging applicants to consider the value of your bid against the level of community benefit as well as demonstrating wider support including funding from other sources. Ideally you would need to be match funding 50% of project costs and seek a contribution from the borough if applicable.'*

We understand the YFS fund will close by November 2025. We are trying to arrange a 1-2-1 Teams meeting with YFS asap to discuss our project this week and the art of the possible in terms of our funding request. This was due to be at the end of last week but has had to be re-scheduled.

**b) Meeting dates 2025**

4085/1224 Members agreed the following meeting dates for 2025: 13<sup>th</sup> January, 10<sup>th</sup> February, 10<sup>th</sup> March, 14<sup>th</sup> April, 19<sup>th</sup> May, 9<sup>th</sup> June, 14<sup>th</sup> July, 8<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December.

**c) Tree Survey – review report**

Members noted that the survey was very thorough, as usual. The Clerk noted that she would ask Down to Earth Trees for a quote for the work highlighted in the report.

**d) Tree works – urgent**

The tree survey had highlighted several trees that had been classed as extreme risk. The Clerk had already sought a quote for Down to Earth Trees for a quote for this work. It was due at the end of the week.

**e) EV Charging**

Simon Cook had followed up with the progress on the application. He had been asked to specify which parking spaces the PC would like to nominate and provide measurements for those spaces. Members suggested the two spaces adjacent to the disabled parking bays as these are well positioned for the required power supply. Members also suggested that it was checked, both with the EV company and TDC planning officers, whether planning permission was required.

**f) Report on ARNF meeting**

David Pinchin gave the following report:

As reported on several occasions, one of the subjects discussed at the BHACC in recent months has been the management of complaints to the airport about overflying of NSAs (noise sensitive areas) in the airport's surrounding areas. As you know, Martin Allen and I have been discussing the Tatsfield NSA with the airport's CEO, David Winstanley, for a long time as a result of which there has been a reduction in incursions into our NSA and thus overflying of Tatsfield village centre. However, the reporting of overflying incidents and the management of complaints from residents has continued to be poor across the whole area and has led to the establishment of a new body called ARNAF - Airport Residents Noise Action Forum which has been designed specifically to deal with issues of noise and how the airport deals with them. After a few initial hiccups, membership is now made up of all local residents associations and relevant Parish Councils. It will be meeting quarterly prior to BHACC meetings.

Kim Jennings and I attended the ARNAF meeting on Tuesday 3 December and we were both pleased to hear about the newly developed complaint handling process which should provide much more accuracy than in the past with more

satisfactory conclusions for individual complainants. There is now a 5 stage automated procedure which will be used for all complaints regardless of whether they are received through the auto-detect Webtrack system, by email, letter or telephone messaging. It will be subject to continuous review and, as a result, reporting to the BHACC will hopefully be much more accurate than in the past.

Martin and I are now meeting the CEO on a monthly basis where we will be addressing any flaws that may still exist. We are also still pursuing with him the issue of moving the Tatsfield NSA slightly further south away from the village centre to align with the 'ideal' route over the golf course he has informally already agreed to and which is, in the main, being adhered to.

#### **g) TDC Community Assets**

TDC had sent the PC an email regarding its Community Assets within the parish. There were three in Tatsfield: Furze Corner, the playground on Westmore Green and the outdoor gym on Westmore Green. It was noted that the PC already holds a lease for Furze Corner. Kim Jennings stated that at the Parish Assembly meeting she attended, a different PC had taken over the playground and it was clear that it was a major expense. Aside from maintenance and repairs, there were also costs associated with twice yearly special assessments and monthly safety checks. Members suggested that perhaps it could take over the freehold of Furze Corner for a nominal fee of £1.

Members deferred this item until the January meeting. The Clerk was requested to seek the last five years' worth of costs for each asset.

#### **h) SCC Rights of Way Improvement Plan consultation**

Members suggested that they might ask Sue Dowse if she would like to look at this consultation on behalf of the PC. Kim Jennings offered to support her.

#### **i) Christmas Carol Singalong**

Andy Moore was organising the Christmas Carol event. Kim Jennings would be organising a hamper and raffle. Simon Cook would be purchasing the sweets. Members suggested a budget of £50.

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

#### **a) County Councillor**

No report.

#### **b) District Councillor**

Cllr Allen gave the following update: Cllr Allen and the other Independent Councillors are now holding bi-monthly meetings within their own group and also with the CEO / DCE to discuss TDC matters and matters relevant to their respective wards. An enforcement meeting enabled a catch up on enforcement matters in Tatsfield. However, the enforcement team capacity has been reduced recently. According to the LGA, there are currently 440 cases on the list of which 330 are considered high priority. Martin Allen and David Pinchin met with the BHA CEO and Colin Hitchins at which they brought to their notice the 'incomplete system' that is currently in place to respond to complaints. The request to move the NSA further south was also followed up. Martin Allen also met a member of the Bromley Residents' Association away from the BHACC to discuss the overflying matters with him. The issues they experience are different to those for Tatsfield. Martin Allen attended a members reference group at which the focus was the DC's budget and the need to save £1m a year for the next four years. This was also the focus of the Strategy and Resources Committee the following day. A Fees and Charges meeting was an opportunity to scrutinise over 350 lines of charges that TDC apply and, on the whole, a 5% increase was agreed to help cover the budget shortfall. Cllr Allen sat on a Taxi Licencing Committee at which two requests were made by the applicants to vary the conditions of a policy that had only been agreed in April. Cllr Allen voted against both applications but 'on off' permissions were granted 2 to 1. Cllr Allen also recently chaired the Licensing Committee. The members discussed a request to increase the numbers permitted to attend the Oxted Beer Festival. Those present agreed that the information provided in support of the application was insufficient to satisfy the four principles of the licensing policy and, as such, the variation was refused. This week, he will attend a Group Leaders meeting to discuss and respond to the LGA report. Thursday 19<sup>th</sup> December is the last Full Council meeting of 2024. TDC has awarded the grounds maintenance contract to Tivoli. It is due to start in December 2024. TDC's Climate Change Strategy and action plan have not been agreed and published on the website. Cllr Allen has posted details on Tatsfield Talk of how to apply for a Tandridge Household Support Fund grant.

Tatsfield: Cllr Allen has tried and failed to get an assisted brown bin collection for a resident who lived down and 'access track' on Paynesfield Road. This was especially disappointing as the sound bite from TDC is that they want to 'grow the system'. Cllr Allen has been following up on the flooding issue on Westmore green. Although there is no full response yet, TDC has been to view the site and could see the result of detritus / road surface material clogging the drain. The TDC tree officer had been to inspect the trees and concluded that they were not contributing to the flooding. There should be a further update in the next fortnight. Cllr Allen continues to receive updates regarding people on the parcel of land between Vailridge and The Retreat on Kemsley Road. Cllr Allen has also received correspondence over the past few months regarding ASB on Chestnut Avenue. He sent a report off to the Borough Commander and has received a response from Sgt Stephens. Cllr Allen attempted to keep the village updated recently regarding the Thames Water issues. He believes that sometimes the information being quoted bore no resemblance to what was actually happening on the ground. He has decided that, to avoid confusion, he will step back from any future similar situations.

#### **c) VHMC**

David Pinchin has attended the recent meeting. The VHMC was pleased that it had been confirmed that the AMB hire charges would not apply to them due to the quid pro quo arrangement for the PC to use the VH for the APM.

**d) Fairtrade**

Simon Cook gave the following report:

He had attended the Fairtrade Group AGM on 3<sup>rd</sup> December. They received the minutes from the previous meeting in April. The Chairman read the Annual report and the Annual Accounts were circulated. The Group's officers were elected. The December meeting was held immediately after the AGM. The minutes from the November meeting were agreed. The financial update was given. Fairtrade products are being stocked at Sheree's Store. It was agreed that they would have a Fairtrade tent at the Community awards event on 11<sup>th</sup> May. It was felt that although the Fairtrade Breakfast was poorly attended, it was good to see that £800 worth of Fairtrade goods were sold. There have been encouraging discussions with the school who are keen to link up and champion Fairtrade. It was agreed to support the Church Teas next year but earlier in the season. The group has agreed a seven point publicity plan. They are also looking to speak to the Village Club regarding the possibility of them stocking Fairtrade products.

**e) Police**

Simon Cook gave the following update:

Crime in Tatsfield to November: ASB 1, Public Order 2, Criminal Damage 1, Vehicle Crime 4. There is a marked increase in fly tipping in the district, in particular in Beddlestead Lane. The general advice from the Police regarding fraud, particularly fraudulent communications by phone, keyless car theft and theft from sheds and outbuildings.

Simon Cook also gave an update on the successful action during County Lines Intensification week.

**12. Parish Council Land / Property**

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

**a) Tatsfield Green**

Tatsfield Lodge – Boundary Dispute

This item would be discussed under Part 2.

**13. Meetings to attend/ correspondence**

- Furze Corner Steering Group meeting – 10<sup>th</sup> December 8pm
- Christmas Carol Singalong – 13<sup>th</sup> December 6pm

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

- EV Charging
- TDC Community Assets
- Tree work quotes

Final public participation:

None

The meeting closed at 9.15pm

The next Parish Council meeting would be held on Monday 13th January 2025 at 8pm.