

MINUTES of a Meeting of Tatsfield Parish Council held on the 12th July 2021 in the Village Hall, Westmore Green, Tatsfield TN16 2AG commencing at 8.00 p.m.

Present: Mr David Pinchin (in the chair)
Mr Jason Syrett Mr Ashley Clifton Mr Ian Hayman Ms Alex Davies

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

And 4 parishioners (part)

The meeting commenced at 8.04 pm

1. APOLOGIES

3362/0721 Stephen Mittens and Kim Jennings had sent their apologies. These were received and accepted by members.

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

3363/0721 Jason Syrett declared an interest in item 10a – 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 14th June 2021

3364/0721 It was resolved that the minutes reflected a true and accurate record of the meeting held on 14th June 2021. They were duly signed by the Chair.

4. Public Participation

None, other than representations relating to item 8b. (Please see item 8b for details).

5. Officer's report

- The Parish Council has applied for the TDC Covid-19 Restart Grant.
- The AMB's security system has had its annual maintenance check.
- TDC has sent an updated invoice for Business Rates 2021-22. Taking into account the retail discount and the expanded retail discount, the PC's bill for 2021-22 is £165.57, to be spread over three monthly instalments starting 1st July.
- The Council's External Audit has now been submitted to PKF Littlejohn.
- VHMC – has thanked the PC for the grant towards the loft hatch and ladder – the work has been booked in for 26th July.
- A while ago, the PC reported a possible Ash Dieback case on the PC-owned verge just outside High Mead and Grey Gables, Ricketts Hill Road. The work was given to the contractor on 2nd June for completion within 13 weeks.
- PC has received a refund on its electricity bill due to overpayment. The D/D was set to an agreed lower figure for the year.

At this point during the meeting, items 9a and 8b were brought forward to enable discussion to take place earlier in proceedings. The original order of agenda items is maintained here for ease of reference with the published agenda.

6. PLANNING:**(a) Planning Team for July: Ashley Clifton and Ian Hayman**

3365/0721 It was resolved that the planning team for July would be Ashley Clifton and Ian Hayman.

(b) To determine the Parish Council's position on Appendix A:**TA/2021/1023 10 Shipfield Close, Tatsfield TN16 2AU**

Erection of a single storey rear extension, conversion of existing garage to habitable accommodation, raising of the existing flat roof and installation of two roof lights, installation of a glass balustrade above an existing flat roof with existing access and associated landscaping / decking.

This property is located in the settlement area.

There were previously approved applications in 2018 and 1979.

The proposed extension is infilling of what is currently decking in the space of this U-shaped property at the back. It does not appear to have any impact on neighbouring properties and there have been no objections from neighbours.

3366/0721 Comment: No comment

TA/2021/557 Colegates, Edgar Road, Tatsfield TN16 2LL

Construction of an external swimming pool. (Listed Building Consent)

This property is located outside the settlement area.

As this will have no impact on neighbouring properties, we are happy to leave this with the expertise of Tandridge Council regarding listed buildings.

3367/0721 Comment: No comment

TA/2021/942 Colegates, Edgar Road, Tatsfield TN16 2LL

Construction of an external swimming pool.

This property is located outside the settlement area.

As this will have no impact on neighbouring properties, we are happy to leave this with the expertise of Tandridge Council regarding listed buildings.

3368/0721 Comment: No comment

TA/2021/1018/TPO 70 Paynesfield Road, Tatsfield TN16 2BG

T1) – Horse Chestnut – left-hand side of rear garden – reduce crown by 4m in height and 3m laterally. Final spread of 6m and height of 17m. Maintain suitable size for location. (Please refer to photo provided). T2) – Horse Chestnut – in close proximity to T1 on left-hand side of rear garden – reduce crown by 4m in height and 3m laterally. Final spread of 6m and height of 17m. Maintain suitable size for location. (Please refer to photo provided).

This property is located in the settlement area. It is necessary tree work

3369/0721 Comment: No comment

3370/0721 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

7. Finance:

(a) Finance Team for July: Ashley Clifton and Ian Hayman

3371/0721 It was resolved that the Finance Team for July would be Ashley Clifton and Ian Hayman.

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

3372/0721 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for July.

8. Notified Items

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

Kim Jennings had sent the following report: she had attended a Zoom meeting on 5th July. Many helpful things to come out of it – providing better communication from voluntary groups. The vaccination programme in Tandridge is working well. Thanks was offered to all volunteers. The next meeting was scheduled for September.

(b) Extension of Double Yellow Lines on Westmore Road

David Pinchin began by thanking residents for their emails and stated in quite certain terms that this proposal was not made by the PC, nor was the PC responsible for the painting or publicising the review. Although the PC was informed of the proposals last October, it had neither supported nor objected to them. On paper, the proposals did not look too unreasonable. For the record, the PC did request the double yellow lines at the junction of Westmore Road and Crossways.

He then invited members of the public to outline their concerns and objections relating to the recently painted extended double yellow lines along Westmore Road, at the corners of Redhouse Road and Grove Road. The following points were made:

- Unhappy with the consultation process – notification was very poor as the site notice was affixed to a telegraph pole within a hedge and turned to face away from the public footpath.
- There is an informal agreement between local residents regarding on street parking spaces. The extension of the lines at the corner of Redhouse Road has taken away two valuable parking spaces and disrupted this arrangement.
- If this action was for the purpose of observing legally required sightlines, then why were the lines not extended in both directions.
- Many on street parking spaces have been 'lost' in recent years due to the redevelopment of various properties along Westmore Road. More are apparently planned.
- The main obstructions to good visibility when pulling out of Redhouse Road was not parked cars but overgrown hedges on either corner.
- Young people need cars to be mobile and the public transport options for Tatsfield are very limited. More and more young people are leaving at home with their parents as they are unable to afford to buy or rent their own property.
- The Village Plan (2020) identified the need for more parking in the village centre.
- Could SCC look the parking situation along the entire length of Westmore Road?
- One resident frequently used the Redhouse Road junction to turn round in. She says the previous yellow lines provided sufficient visibility; the newly extended lines offered no additional benefit.
- Why are parking enforcement officers now visiting Tatsfield?
- Where is the CIL money from new developments being used to benefit the community?
- What did the two comments which were supportive of the proposal actually say?

SCC Councillor, Becky Rush, was present and offered the following explanations / responses:

- She could understand the local residents' frustrations.
- She had spoken to the parking officer at SCC last week.
- The process of the parking review, from start to finish, takes around 18 months.
- Proposals for yellow lines can be made by Parish Councils or by individual residents. These are then collated on a list and each site is visited and assessed by a parking officer. Those which are assessed as necessary, are then circulated to Councillors and the Tandridge Local Committee. The plans are reviewed. BR discusses the proposals with each of the relevant parish councils in her ward. There is a consultation period in which comments can be made (supportive and those objecting). This then reviewed by the Local Committee. In this instance, only two comments were received and they were both supportive of the proposed extension of the double yellow lines.
- The parking officer has said to reduce the lines by 5m (one car length) would leave the visibility splays too short.
- SCC's direction of travel is away from private car use and more towards public transport.

The PC made the following observations:

- Could speed cushions be put in to slow traffic?
- What can be done now about this situation?
- Is there someone from SCC who could engage with the PC to create a more strategic plan regarding parking in the village centre (also looking forward to the provision of electric car charging points in the near future)?
- The PC can look to review the parking review section of the draft NP (1st consultation with the public is due later in the year).

The local residents agreed to approach the residents of the properties on either corner of Redhouse Road to kindly ask if the vegetation could be cut back to improve visibility for those turning out onto Westmore Road.

Cllr Rush agreed to speak to the SCC parking officer again and possibly request he make a site visit (to meet with some local residents and members of the PC).

(c) Parking on Westmore Green – Rose Cottage

David Pinchin gave a brief history. The PC discussed, following requests from the homeowner for permission to park on the green or drive across the green to her property, last September and October. Due to the bylaws that govern the green, the PC declined permission to both requests.

The PC has been notified by three concerned parties that a car has been parked, on multiple occasions, on the green outside Rose Cottage.

3374/0721 Members agreed that the owner of Rose Cottage has been made aware on multiple occasions that parking on the green is prohibited. Therefore, members resolved to write to the homeowner again to outline that parking on the green is not allowed. If this does not resolve the situation, members further agreed to contact TDC's legal department for advice and support in taking further action.

(d) Picnic on the Green – 15th August 2021

David Pinchin outlined the PC's agreement in principle for this proposed event which was discussed in March 3375/0721. Members agreed the event could go ahead under the Government's latest guidance and subject to any changes made to that guidance by the Government.

Kim Jennings has reminded Dave Bishop that he needs to check whether details of the event need to be passed through the District Council's Safety Advisory Group. He has agreed to follow this up. The Parish Council is also, under the terms of its insurance policy, unable to insure this event, save for the condition of the green itself. It has been suggested to Dave Bishop that he contact the organisers of the Beer Festival for advice on obtaining event insurance.

The Parish Council does need to carry out a visual check of the green just before 15th August.

3375/0721 Ian Hayman agreed to carry out a visual check on Friday 13th August and email confirmation of this to the Clerk to satisfy the PC's insurer's requirements.

(e) Great Big Green Week 18th – 26th September

Barbara Hester had contacted the Parish Council regarding the Great Big Green Week which would be held 18th – 26th September. It is being organised by the Climate Coalition of which the Fairtrade Foundation is a member, ahead of the United Nations Climate Change Conference (COP26) which is taking place in Glasgow in November.

The PC was asked to consider whether it could take part in.

Members felt that this was a fantastic opportunity for the Primary School and Little Acorns. Members suggested that Barbara Hester might approach both groups regarding this.

(f) For the Council to consider undertaking a review of the Clerk's contract, salary and terms & conditions to ensure the Clerk is on the correct salary and hours for what the Council is asking the Clerk to do. (Under Part 2)

This would be discussed under Part 2.

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

Cllr Rush gave the following report:

- The Clerk had contacted BR regarding dates for cutting of grass verges in the parish and also along Approach Road (Titsey end). There was a delay due to a late spring but these had now been done. Cuts would continue as per the schedule.
- East Surrey Dial-a-Ride – BR had put Kim Jennings in touch with Pat Cannon to facilitate a meet-up. This would potentially be a useful service for the village.
- BR had been contacted regarding concerns over the potential drilling at the farm on Clarks Lane. BR had passed this enquiry across to the Minerals team at SCC for further investigation. It is possible that it bore hole drilling (searching for water).
- Martin Allen had contacted BR regarding the damage to the pavement outside The Olde Ship. BR has referred this across for repair.

b) District Councillor

Cllr Allen gave the following report:

- MA stated that he was responsible for the recent visit by the parking enforcement officer. He felt that Tatsfield contributed to the cost of the parking contract through Council Tax and that parking restrictions should be enforced. He would continue to press for further visits by the parking attendant.
- The Felbridge election had resulted in a new Independent Councillor at TDC.
- All grant payments submitted before the deadline of 30th June would be paid out by end of July 2021.
- TDC officers were reviewing a further grant (to potentially be available over Summer 2021).
- The new CEO at TDC, David Ford, has already attended many meetings at TDC.
- There has been ongoing correspondence between David Winstanley, Martin Allen and a Tatsfield resident regarding differences in data provided by Webtrak and actual on the ground instances. MA continues to pursue this.
- The Grasshopper – there have been several meetings to restart the project. The previous housing plans have been dropped
- MA has reported to LBB the state of the junction at Lusted Hall Lane, Ricketts Hill Road, Polesteepole and Sunningvale Ave. *Councillors asked for Tatsfield Lane to added to the list.
- MA confirmed that he had reported to BR the drilling along Clarks Lane.
- There was a 'scrapyard' developing at 1 The Square – MA had referred this to TDC.
- There was an application for a premises licence for the Old Stables, Clacket Lane – this was queried as councillors believed this was in fact Clarks Farm.

- Regarding the query raised by a parishioner about CIL monies received due to new developments. He would respond to that resident.

c) Village Hall Management Committee

David Pinchin gave the following report:

A Zoom meeting of the Village Hall Management Committee was held on Thursday 8 July. Attendees were introduced to the new Treasurer, Michelle Trivett, who has kindly agreed to take over the role from Roger Sawyers.

The hall's opening status will remain as is for the time being with regular users only. This is to be reviewed at the August meeting in the light of Government guidance.

The hall is still financially sound following the release of further grants.

Gratitude was expressed to the PC for the recently agreed contribution of £500 towards the cost of a new fitted loft ladder.

There was lengthy discussion about external maintenance and redecoration items. A list has been drawn up and prioritised and once costed will be forwarded to the Clerk for PC consideration. There is confusion about the terms of the lease between the PC and VPMC which was drawn up several years ago. Apparently, some versions include an undertaking by the PC to redecorate externally every 5 years, other versions do not. Lloyd Gulley and the Clerk are currently investigating and will advise in due course.

And finally, there was a request for the porch and side door areas to be cleaned.

d) TIB

Kim Jennings had sent the following report:

Thursday 8th June was Judging Day for SSEIB. The Judges were shown around the village by a small group. (Unfortunately, Kim Jennings was unable to attend due to needing to isolate). The team has worked extremely hard this year but Jon Allbutt reports dwindling numbers of volunteers.

Thanks were given to Ian Hayman and Alex Davies for joining Kim Jennings in cleaning the village gates and signs as part of the PC's agreed jobs with TIB ready for the judges visit. The committee appreciated the PC's help. The PC has also assisted with planting and duties on watering rota.

The grass verges on Ship Hill were cut as agreed a week before judging although the contractors did leave a mess with the cuttings.

Kim Jennings, on behalf of the PC, had wished the committee and volunteers all the best for Judging Day.

e) Neighbourhood Plan

Martin Allen reported that he still had to finish the draft of the Housing statement.

f) THS

Kim Jennings had sent the following report:

THS held its annual visit to Wisley Gardens on 26th June. It was extremely well attended by many members. Luckily, it was a sunny and a very enjoyable day out.

The Autumn Show is planned to take place on 11th September in the Village Hall. The show programme and details were printed in the June edition of the Parish Magazine. They are now appealing for entrants.

g) Fairtrade

Alex Davies gave the following update:

A tea tent was set up on Westmore Green on Saturday 26th June (am). It was very well received and lots of Fairtrade products were sold.

It was suggested that the Fairtrade tea tent events should be better advertised on Tatsfield Talk.

h) PFA

No update.

i) Police

The Clerk had emailed PC Tom Warwick and PC Christian Mansfield to advise of the PC meeting and ask whether one could attend or send in a report. No response was received.

10. Parish Council Land/Property

a) Tatsfield Green

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

b) AMB

- Redecoration – Alex Davies reported that painting work was ongoing, as and when councillors had time to spare.

- MUGA – grass cutting – the Clerk had telephoned the school's contractor on two occasions since the last PC meeting. A member of the team would be visiting the MUGA to assess the site and would be in touch with a quote for the work. He had indicated 14x cuts per year (as per the school's schedule).
- Re-opening of Meeting Room to hirers – the Government had announced that step 4 on the roadmap would take place 19th July.

3375/0721 Members agreed that, provided Govt. guidance remained unchanged, then the Meeting Room could be hired out from 1st September. Alex Davies and the Clerk to review the T&Cs to ensure that adequate provision for cleaning / sanitising is included.

c) Village Hall

- VPMC maintenance items – Lloyd Gulley had sent details of external works that were needed to the Village Hall. A quote had been obtained from a contractor who had previously carried out work to the interior space of the VH and also redecoration of the front porch.
Under the PC's financial regulations, the quote exceeded the maximum limit before three quotes should be obtained.

The Clerk had asked the VPMC Chair to provide a 'priority list' for the works.

3376/0721 Members requested the Clerk speak to Lloyd Gulley. Could two further quotes be obtained or could the list be split into more affordable amounts as the PC had not been aware of these works when setting this year's budget.

11. Meetings to attend/ correspondence

- Grateful thanks from CA Oxted for the 2021-22 grant.

12. Matters for reporting or inclusion in a Future Agenda

TACG – re-allocation of 2021-22 grant.

Final public participation:

None

The meeting closed at 10.03 pm

The next Parish Council meeting would be held on Monday 13th September 2021 at 8pm.