

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th June 2024 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG commencing at 8.00 p.m.

Present: Ms David Pinchin (in the chair)
Mr Jason Syrett Mr Martin Elmer Mr Simon Cook

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

And 3 parishioners

The meeting commenced at 8.04 pm

1. APOLOGIES

3991/0624 Kim Jennings had sent her apologies. These were received and accepted by members.

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

3992/0624 Jason Syrett declared an interest in item 12a – Tatsfield Green, Boundary Dispute.

3. Approve and sign the MINUTES of the previous meeting held on 20th May 2024

3993/0624 It was resolved that the minutes reflected a true and accurate record of the meeting held on 20th May 2024. They were duly signed by the Chair.

4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 12th October 2023

3994/0624 It was resolved to accept the minutes of the Neighbourhood Plan Steering Group meeting held on 12th October 2023.

5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 22nd May 2024

3995/0624 It was resolved to accept the minutes of the Neighbourhood Plan Steering Group meeting held on 22nd May 2024.

6. Public Participation

- A resident raised the question of the condition of the noticeboard at the bottom of Ship Hill.

7. Officer's report

None

8. PLANNING:

(a) Planning Team for June: Jason Syrett and Kim Jennings

3996/0624 It was resolved that the planning team for June would be Jason Syrett and Kim Jennings.

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

TA/2024/503 Windyridge, Maesmaur Road, Tatsfield TN16 2LE

Demolition of existing dwelling and erection of replacement dwelling.

Located in the Green Belt outside of the Defined Village.

Windyridge is an existing two-storey house visible to the street frontage as single storey but two-storey to the rear due to the sloping site.

The proposal is to demolish the old house and build a new energy efficient house that broadly follows the footprint of the existing house, extending slightly further to the rear. The design is well considered and well-proportioned and will be an elegant replacement for the existing dwelling. 10 solar panels are shown on the rear face of the roof, aligned with the proposed rooflights.

Two neighbours have already issued comments to TDC saying they do not object to the proposals. On review we would conclude that the proposals are not materially larger than the existing dwelling (the key green belt size test) and represent

good contemporary and sustainable design in line with the policies set out in the Tatsfield Neighbourhood Plan. The applicant is keeping the existing hedge to the front boundary and retaining existing trees.

3997/0624 Comment: No comment

TA/2024/555/NC Gorsey Down Farm, Ricketts Hill Road, Tatsfield TN16 2NB

Conversion of an existing agricultural building into one larger dwellinghouse. (Prior approval Schedule 2, Part 3, Class Q).

Located in the Green Belt outside of the Defined Village.

This application and TA/2024/554/NC represent two parallel applications to convert two agricultural barns in the middle of the Gorsey Down farm into individual dwellings under permitted development rights – ‘Conversion of agricultural buildings to dwelling houses (Class Q)’.

The buildings are well set back from public highways in the Green Belt outside of the defined village.

Plans and elevations are provided showing that each barn can be in principle converted to a large sized 4-bedroom dwelling within the existing volume of each barn. There is ample space to provide parking and external garden/amenity space.

The designs retain the forms of the two barns with new cladding and windows doors – both in a similar contemporary barn style.

3998/0624 Comment: Though in principle this application follows the expectations under Class Q of the Permitted Development Rights for the conversion of an agricultural building into a residential dwelling, we would highlight the following points which should be addressed in this application to ensure compliance with the Tatsfield Neighbourhood Plan and relevant Tandridge District Council planning policies:

- The design of the building should reflect local distinctiveness and comply with Tatsfield Neighbourhood Plan policy TNP08A in terms of design, use of materials and boundary treatment to the plot.
- Sustainability and energy generation measures (Solar panels and ASHP) should be incorporated into the design of the dwelling in line with Tatsfield Neighbourhood Plan policy TNP08B.
- Parking, cycle parking and refuse storage provision for the proposed dwelling should be defined on the application drawings and meet TDC parking standards and Tatsfield Neighbourhood Plan policy TNP04C.
- Private amenity space should be defined for the proposed dwelling in the red line boundary.

We assume that this project represents residential development for sale and will be liable for payment of CIL.

TA/2024/554/NC Gorsey Down Farm, Ricketts Hill Road, Tatsfield TN16 2NB

Conversion of an existing agricultural building into one larger dwellinghouse. (Prior approval Schedule 2, Part 3, Class Q).

Members agreed that the same comments applied as for the above application – TA/2024/555/NC.

3999/0624 Comment: Though in principle this application follows the expectations under Class Q of the Permitted Development Rights for the conversion of an agricultural building into a residential dwelling, we would highlight the following points which should be addressed in this application to ensure compliance with the Tatsfield Neighbourhood Plan and relevant Tandridge District Council planning policies:

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- Parking, cycle parking and refuse storage provision for the proposed dwelling should be defined on the application drawings and meet TDC parking standards and Tatsfield Neighbourhood Plan policy TNP04C.
- Private amenity space should be defined for the proposed dwelling in the red line boundary.

We assume that this project represents residential development for sale and will be liable for payment of CIL.

TA/2024/590/NH Ashkirk, Maesmaur Road, Tatsfield TN16 2LD

Proposed first floor upward extension (2.8m height) over principal part of original house. (Notification of enlargement of a dwelling house by construction of additional storey under Schedule 2, Part 1, Class AA of the Town and County Planning (General Permitted Development) (England) Order 2015 as amended).

Located in the Green Belt outside of the Defined Village.

An upward extension of the existing predominantly single storey house (garage set at lower level) to form two new bedrooms and a bathroom at first floor level.

The proposal follows the principles set out in the General Permitted Development planning order and does not appear to materially impact on the neighbours.

4000/0624 Comment: No comment

The planning results since the May 2024 meeting were also noted.

9. Finance:

(a) Finance Team for June: Jason Syrett and Kim Jennings

4001/0624 It was resolved that the Finance Team for June would be Jason Syrett and Kim Jennings. Ki Jennings was absent from the meeting so David Pinchin would check and sign the invoices and Appendix B, but Kim Jennings would authorise the payments.

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

4002/0624 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 June.

(c) To authorise expenditure for weed spraying quote from Lloyd Gullet Gardening Services

Members agreed that this quote represented good value for money and was an appropriate replacement for the service which had previously been undertaken by James Longley. James Longley was unable to continue to offer this service.

4003/0624 Members approved the expenditure.

10. Notified Items

(a) Furze Corner

Jason Syrett gave the following report: The lease had been completed on 31st May. This had been confirmed by TDC via email. Copies signed by both parties had been sent to the PC's conveyancer but had yet to be received by the Clerk.

Jason Syrett had been to visit members of the Cricket Club. They have been preparing the grounds for the cricket season. He had asked them to contact the Clerk to arrange transfer of the utilities and the key to the PC. He had suggested formalizing arrangements to use the grounds for cricket matches – a fee of £55 per game on condition that they maintained the grounds for this season (out field and square). Jason Syrett had sent an email to those who had previously expressed an interest in joining a working group for which a Terms of Reference would need to be defined. The next step would be consultation with the neighbours and also the village about what they would like at Furze Corner.

(b) Parish Councillor Vacancy

TDC has now confirmed that no requests had been received for a by-election. The PC is therefore now able to begin the process for co-option. Members suggested a poster advert should be created and put on the PC website and also on TT and in the Parish Magazine. There is no strict time limit to co-opt and it was recommended that prospective candidates be invited to attend a parish council meeting(s) and also send the PC a bio, giving an introduction and also what they could offer the PC.

(c) Tandridge District Council Gypsy and Traveller Accommodation Assessment

The details of the survey have been circulated to members prior to the meeting. It was noted that there are no sites within the parish suitable for gypsy or traveller sites and members felt this view should be expressed in the survey with an explanation as to why that view was held. It was further noted that in the 7 years plus of the Neighbourhood Plan, no-one had ever identified such sites as suitable for gypsies or travellers. The deadline for the survey was 15th June.

4004/0624 Jason Syrett agreed to complete the survey and submit on behalf of the PC.

(d) EV charging points

Simon Cook noted that the County Council offer involved an initial application expressing the PC's interest and that there was a 10-week wait for this to be processed before moving on to the next phase. The more recent email which had circulated by the Clerk was from a private company which installs commercial EV charging points in rural locations. People are then charged for using and a percentage comes back to the PC. Simon Cook has sent an email requesting further details. This will be followed up on a future agenda.

(e) Tatsfield Neighbourhood Plan – agreement to disband the Neighbourhood Plan Steering Group

David Pinchin noted that a massive thanks should go to Martin Allen for chairing the Steering Group and to all local residents who contributed to getting the plan made.

4005/0624 Members agreed to disband the Neighbourhood Plan Steering Group.

(f) Cleaning or repair of road signs

Local residents have been reported the poor / dirty state of road sign around the parish to members of the PC. In particular, the direction sign at the bottom of Ship Hill. These historically fell under the remit of SCC Highways team but for several years now the message has been there is no budget for cleaning signs.

Martin Elmer and Simon Cook offered to clean the direction sign at the bottom of Ship Hill and also to carry out a quick review of other signs around the parish when they undertook the risk assessment over the next month.

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

Becky Rush was not at the meeting and no report was given.

b) District Councillor

Martin Allen gave the following report:

- At the Annual Council meeting on 23rd May, Cllr Allen was not offered the opportunity to retain his vice-chairmanship of the Audit & Scrutiny Committee. Cllr Allen hopes that the outstanding audits will be progressed and finalised as soon as possible.
- The Independents are now a group of 5, with an allocation of 10 committee seats. The other 4 Independent councillors have taken the major committee seats on Audit & Scrutiny, Community Services, Housing Planning and Planning Policy. Cllr Allen is still able to attend these committee meetings but will be unable to vote.
- Cllr Allen will sit on the following committees: Standards, Licencing and the Investment sub-committee. He will also be first reserve on the Audit & Scrutiny and Strategy & Resources committees.
- Cllr Allen has requested a paper to come to the Community Services committee regarding TDC's policy and actions around fly tipping.
- Regarding planning applications in the Green Belt, Tatsfield now has the Neighbourhood Plan which is given considerable weight when officers consider applications in Tatsfield. On 18th June, Cllr Allen will meet Femi Nwanze, deputy DM manager, to discuss the Manor Stables application as Cllr Allen believes that there was some misguidance following her comments, which would have meant there was an additional reason for refusal. Cllr Allen is also chasing the officer regarding the details of the appeal lodged against this decision.
- Cllr Allen will attend the Planning Policy meeting on 20th June to speak on the item that will come forward regarding the Neighbourhood Plan.
- On 25th June, Cllr will attend a meeting with the Independent group and the CEO which Cllr Allen had called for after the announcement that the CPO had resigned.
- TDC had to stop accepting Household Support Fund applications. Over 450 had been received and, if all are successful, then all of the funding will be allocated. The applications are now being processed so it will take some time to know if the fund will be closed or reopened for further applications to be made.
- Cllr Allen has agreed to be the agent for the Independent candidate for East Surrey in the forthcoming General Election.
- Titsey Road would be closed on 13th June for two days from 09:30 – 15:30.

c) TIB

Kim Jennings had sent the following report: She had attended the AGM. The plan for TIB going forward is to become more sustainable and try, where possible, to use perennial plants and bushes. Planting for this year's display would begin this week. Kim Jennings and thanked TIB on behalf of the PC for all their hard work and dedication in making the village a great example to the community. The summer watering rota was being organised. Kim Jennings and Jason Syrett would be back up in case anyone was unable to water at their turn but if any other councillors were available to help, that would be much appreciated. The TIB finances had been audited and were reported and the PC was thanked for its continued funding. There had been a good result from the collection boxes in the village. Jill Hancock will continue as Chairman but new members were needed.

d) VHMC

David Pinchin had attended the meeting last week but there was nothing to report.

e) Police

Simon Cook gave the following report: the Neighbourhood alerts had flagged the latest Whatsapp scams where your phone number can be stolen. There is also a tech scam circulating whereby a new phone or tablet is delivered to you and then once set up, the recipient is contacted to say there has been an error and the phone / tablet needs to be collected. The scammers then harvest banking details from the device. There is also a job scam in action where an agency promises to source a job but needs a questionnaire completed first and a fee needs to be paid up front. The personal details are then used to defraud the victim. Surrey Police has launched its summer programme which includes bike marking, although the latest session was on 3rd June but it was not advertised until the 7th! There has been 7 incidents of crime in Tatsfield since the last PC meeting. The police are still advertising for In Custody Visit volunteers and special constables. There have also been two fatal RTC in the local area – one in Caterham on Hill and one in Biggin Hill.

12. Parish Council Land/Property**a) Tatsfield Green**

Boundary Dispute (Under Part 2)

There was no update.

b) Westmore Green

- Old Bus Shelter – the roof and exterior need a clean and a possible re-paint. It was suggested that Tatsfield Aquatics is asked to quote for the work as they are due to fit the new children's games on the back.

13. Meetings to attend/ correspondence

- The Clerk had received a request from Little Acorns asking for permission to a small storage cupboard in the soft pour play area in order to tidy away the outdoor toys at the end of each day.

14. Matters for reporting or inclusion in a Future Agenda

- Risk Assessments
- Tree Survey
- Japanese Knotweed – Millennium Wood

Final public participation:

- Would the PC be hosting a Hustings for the General Election candidates?
- Why didn't the PC arrange anything celebration for the Battle of Britain?

The meeting closed at 9.10pm

The next Parish Council meeting would be held on Monday 8th July 2024 at 8pm.