

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th May 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 Ashley Clifton Mr Ian Hayman Mr Jason Syrett
Mr John Rand

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

And 3 parishioners

Kim Jennings began by giving the sad news of the passing of Stephen Mittins. He was a highly valued, dedicated former member of the Parish Council and a good friend to all his colleagues. He will be sadly missed and condolences would be sent to Gillian and all his family.

The meeting commenced at 8.00 pm

1. Election of Chairman

3546/0522 Kim Jennings asked for nominations for the office of Chairman from the members present. David Pinchin proposed Kim Jennings and this was seconded by Alex Davies. There were no other nominations and all were in agreement with the proposal.

2. Declaration of Acceptance of Office of Chairman

Kim Jennings signed her declaration of Office of Chairman witnessed by the Clerk.

3. Election of Vice-Chairman

3547/0522 Kim Jennings asked for nominations for the office of Vice-Chairman from the members present. Kim Jennings proposed David Pinchin and this was seconded by Alex Davies. There were no other nominations and all were in agreement with the proposal.

4. Declaration of Acceptance of Office of Vice-Chairman

David Pinchin signed his declaration of Office of Vice-Chairman witnessed by the Clerk.

5. APOLOGIES

None

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

3548/0522 Jason Syrett declared an interest in item 26a – Tatsfield Green, Boundary Dispute. He took no part in discussions for this item. Ian Hayman declared an interest in item 26c Village Hall, Little Acorns request to extend outside area for reading hub and toy store. He took no part in discussions for this item.

7. Approve and sign the MINUTES of the previous meeting held on 11th April 2022

3549/0522 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11th April 2022. They were duly signed by the Chair.

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

3550/0522 It was resolved to receive the minutes of the Neighbourhood Plan Steering Group meeting held on 16th March 2022.

9. Approve the Code of Conduct for Parish Councillors

3551/0522 Members approved and adopted the Code of Conduct for Parish Councillors.

10. Proposal for and agreement on Committees for the coming year and their members

3552/0522 It was resolved that there would be one committee for the coming year. Finance Committee – this would be comprised of the following councillors: Kim Jennings, Alex Davies, David Pinchin and Jason Syrett.

11. Proposal for and agreement on Terms of Reference for Committees

3553/0522 It was resolved to accept the Terms of Reference for the Finance Committee which would remain unchanged from those circulated by the Clerk.

12. Proposal for and agreement on sub-committees / advisory groups for the coming year and their members

None

13. Proposal for and agreement on Terms of Reference for item 12

None

14. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors

3554/0522 It was agreed that the following roles would be undertaken by these Parish Councillors:

Representatives on outside bodies:

Kim Jennings: TIB

David Pinchin: Airport Consultative Committee, VHMC, Speedwatch, Police

Ashley Clifton: History Project

Alex Davies: TACG, Fairtrade

Jason Syrett: CA Tandridge District

John Rand: THS

Committees:

Finance: Kim Jennings, David Pinchin, Alex Davies, Jason Syrett

Neighbourhood Plan: Kim Jennings, Ashley Clifton, Ian Hayman, Jason Syrett

Projects:

AMB redecoration: Ashley Clifton

Responsibilities:

Kim Jennings: Parish Magazine reports, Risk Assessments

Ashley Clifton: Highways/Footpaths/Parish Property/MUGA, EmPlan organiser, Volunteers including Snow Angels, Legionella Monitoring/Fire Alarm Testing/Emergency Lighting Testing/Fire Risk Assessment

Ian Hayman: Youth, Health and Wellbeing (including the School and Little Acorns), Trees and Green Spaces, EmPlan Organiser, Volunteers including Snow Angels

Alex Davies: Risk Assessments

Jason Syrett: Risk Assessments, Legionella Monitoring/Fire Alarm Testing/Emergency Lighting Testing/Fire Risk Assessment

John Rand: Legionella Monitoring/Fire Alarm Testing/Emergency Lighting Testing/Fire Risk Assessment

Working Groups:

Ian Hayman: Furze Corner

Jason Syrett: Furze Corner

15. Reviews of leases and property agreements

3555/0522 The list of leases and property agreements had been reviewed by the Parish Council in a document that had been circulated by the Clerk.

16. Review of Standing Orders

3556/0522 It was resolved to accept the Standing Orders and that they would remain unchanged from those circulated by the Clerk.

17. Review of Financial Regulations

3557/0522 It was resolved to accept the Financial Regulations and that they would remain unchanged from those circulated by the Clerk.

18. Review of Financial Risk Assessment

3558/0522 The Parish Council carried out an annual review of its financial management policies and processes. Kim Jennings signed and dated the member check.

19. Review of Asset Register

3559/0522 The Clerk had circulated an updated Asset Register and this was agreed by members. Alex Davies signed and dated the member check.

20. Public Participation

- A parishioner reported that several vehicles had been vandalised in the village late Saturday night / early Sunday morning – query of the PC's CCTV picked anything up?
- Speedwatch needs new volunteers and new leadership.

21. Officer's report

- The Clerk has continued to chase Octopus Energy re the gas transfer. This is scheduled to go ahead within a week.
- 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 1%.
- TDC has sent over CIL monies of £463.97.

22. PLANNING:**(a) Planning Team for May: Jason Syrett and Ian Hayman**

3560/0522 It was resolved that the planning team for May would be Jason Syrett and Ian Hayman.

(b) To determine the Parish Council's position on Appendix A:**TA/2022/482 Sixpenny House, 105 Paynesfield Road, Tatsfield TN16 2BQ**

Erection of a replacement porch, and replacement decking to the side and rear of the property.

This property is located inside the settlement area.

This plan is for minor alterations to improve insulation through the addition of a new porch and replacing the existing decking at the rear of the property which is starting to rot as per the following in the application:

Description of Proposed Works

Please describe the proposed works

Under Planning Permission Ref: 2004/879 a drawing was submitted and received by the Council on 03/05/2005, it is dated as April 2005. Drawing No 0405/01 Revision D clearly shows a raised patio structure included in the plans which were later approved in the Decision Notice dated 29/12/2005. This was approved by the Director of Environmental Protection R W Evans. In this Grant of Permission, Mr Evans refers to this drawing specifically, and says 'I can now confirm that the proposed changes ...are all acceptable and are hereby approved as minor amendments. We bought the property in 2014 and the existing deck was in place and we submit evidence of the sales details to support this application. We can only assume the previous owner/developer decided the patio was too dear to build and opted for a decking structure instead. This deck is now rotting and requires replacement. We only seek to replace the deck as it is at the moment. The only difference will be building it in a composite decking material such as Trex in a Gravel Grey colour, in the hope that it has a longer life than regular timber.'

We also wish to change the porch and bring it out in line with the bottom step. This is a necessity as we have successfully achieved a CLOPUD (Ref: 2021/2201) to insulate and clad the property externally. However, in order to do this, the front windows do not allow enough of a return in order to complete this work, so we have also successfully achieved permission to change the windows to French Doors on the front elevation via the CLOPUD mentioned. In order to bring the windows out sufficiently to provide that space to install the cladding and insulation, we need to extend the existing porch out a little way. The insulation and cladding is an important improvement to the property as the original section of the dwelling is of solid wall construction. Therefore it is not thermally efficient and we would like to remedy that not only for economical reasons but also to reduce our carbon footprint. We envisage the porch to be largely painted white timber.

There is no change to the location or height of the existing decking however there has been a complaint from the neighbour at 107 saying that the decking will overlook their property.

As the actual application ensures no changes in height from the existing decking there is no grounds for the parish council to object.

3561/0522 Comment: No comment.

3562/0522 The Clerk was requested to inform Tandridge Planning Department of the Council's decisions.

23. Finance:

(a) Finance Team for May: Jason Syrett and Ian Hayman

3563/0522 It was resolved that the Finance Team for May would be Jason Syrett and Ian Hayman.

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

3564/0522 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for May.

24. Notified Items

(a) Platinum Jubilee

Kim Jennings noted that some of the bunting had been put up.

Ian Hayman and Kim Jennings had had another productive meeting with village groups and businesses and were happy to report that all arrangements were now in place. Chartwell Cancer Trust have agreed to run the BBQ.

Kim Jennings and Ian Hayman would be meeting this week to work out a timetable for the day and write up a risk assessment.

The post for the beacon basket had been installed and the basket is due to be finished and attached to the post in mid-May. The Parish Council asked Ian Longley to light the beacon on 2nd June. He has kindly agreed.

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

The Parish Council has received further information from the organisers who have confirmed that 50% of the proceeds will go to the PTA. The other 50% will be split four ways and given to charities, one organiser to each nominate the charity. Two of the beneficiaries have been chosen: the Not So Young Club and Save Downe Scout Camp.

3565/0522 Members agreed to grant permission for the Beer Festival to be held on Westmore Green. The Clerk to write to the organisers to confirm and request copy of the insurance cover for the event.

(c) Community Library

Further to previous discussions, Kim Jennings suggested a small book store, along the lines of a bird house, to be positioned against the side of the old bus shelter. Ian Hayman had approached David Bacon for a quote and would hopefully be able to provide this at the next meeting.

(d) VAS sign

Members noted that the VAS sign should be moved to a new location and that the rechargeable batteries etc. had arrived so this could be swapped out for the kit that had been loaned by the SCC officer.

Ashley Clifton to arrange.

(e) Eco Tatsfield – Dilo De Alwis

Dilo De Alwis had been invited to attend this meeting to present his project to the Parish Council. Unfortunately, Mr De Alwis did not attend the meeting.

25. Reports from County Councillor, District Councillor, Village Organisations and External Organisations

a) County Councillor

Becky Rush gave the following report:

- There is a quote to resurface the 20mph stretch of Ship Hill and this will be done this financial year, funded from Cllr Rush's members' allowance.
- Cllr Rush continues to pursue refreshing of white lines around Tatsfield.
- Church Hill has no width restricted sign. Cllr Rush will investigate if one would be possible.

b) District Councillor

Martin Allen gave the following report:

- Following the recent elections, there has been some changes at TDC. Of the 42 seats, the OLRG Alliance now hold 18 (+2), the Lib Dems 11 (+2), the conservatives 10 (-4) and the Independent Group 3 (unchanged). Full details of the elections can be viewed at www.tandridge.gov.uk/elections
- The DC's electoral process consultation continues. Currently a third of councillors are elected each year but this is being reviewed to see whether it may be better to hold elections every four years for all councillors. This will enable ward sizes to remain unchanged. Views can be submitted to www.tandridge.gov.uk/4yearelections responses by 5pm on Friday 17th June. The results of the consultations will be discussed at future committee meetings.

c) Neighbourhood Plan

Jason Syrett gave the following report:

The Neighbourhood Plan Steering Group met on 20th April.

They reviewed comments received from members of the public, statutory authorities and Tandridge District Council on the Regulation 14 Consultation held during March/April.

Comments received from members of the public were on the whole positive.

In the two dozen responses to the consultation, the main concern was maintaining Tatsfield's position in the Green Belt and the retention of its natural environment. This point was made eight times.

The need for an improved bus service had seven mentions. There were six references to not being resistant to new designs of properties or appreciations of the range of different styles in the village. The need for affordable housing and for bungalows for 'downsizers' each attracted five mentions.

There were four references to the 'dark skies' issue. The longest list of comments to address is from Tandridge District Council. Updating the Plan for the next draft is now underway and there is a further meeting of the NP Steering Group scheduled for 25th May.

In summary the plan is in good shape and needs lots of minor refinements to get it ready for Reg 16 submission. The Steering Group still hopes to get it through to public referendum within the next 12 months and this Parish Council term.

d) VHMC

There was no report. The Clerk has written to the contractor to advise that if he is unable to carry out the exterior decorating then an alternative contractor will be sought. There continues to be issues with service visits from Initial-Rentokil. The Clerk is continuing to follow up. She has now been successful in obtaining a quote from another company and will circulate details shortly.

e) Airport

David Pinchin gave the following report:

The Airport consultative committee met on 28th April.

The CEO was full of apologies for not being able to attend our APM recently due to his contracting COVID. He agreed that the resulting cancellation of his presentation to the village had been most unfortunate. We are now waiting to hear whether a separate village event will be proposed.

Meanwhile, the CEO has promised to publish in some written form the exact positioning of the NSA (noise sensitive area) to the south of our village together with relevant explanations. Martin and I have been pushing for this for months.

It was also reported that the results of the noise monitor that had been placed in the garden of one of our residents for two weeks earlier in the year had not yet been received. The CEO promised to let the resident and us have those as soon as possible.

During the first quarter there had been an increased number of 'off track' infringements over Tatsfield resulting in 35 first warnings and 5 second occurrences resulting in fines being issued.

Whilst it is worrying that so many infringements had occurred, it is reassuring that action has been taken.

The overall performance of the airport has stayed strong this quarter with a marked increase in the number of employment opportunities in business aviation across the site, which has been really good for the local area. In recent years – and despite COVID – the airport has attracted millions of pounds of new investment - as can be seen by new hangars and most recently the Landing Hotel which is on course to open in December. Bombardier, which is one of the world's leading manufacturer of business jets, are now entering a period of major recruitment for their new hangar, particularly for engineers supported by an apprenticeship programme, again really good for the local area. Castle Air – the UK's leading helicopter company – have recently announced that they will be doubling the size of their facility at the airport with the addition of a 20,000 sq. ft new hangar which will provide space for 23 additional helicopters. And also, the Lookout Cafe reopened at the end of March.

f) PFA

Jason Syrett gave the following report:

The Parish Council is in touch with the Tatsfield PFA (who currently lease Furze Corner) and Tandridge District Council (who are the freeholders) with a view to potentially taking over the lease of Furze Corner sports ground.

The proposal being to try to secure a long-term lease then submit funding applications with Tandridge and Surrey to secure funds to rebuild the cricket pavilion and rejuvenate club sports at Furze Corner.

An online meeting with Tandridge DC Open Spaces team and legal representatives is being scheduled for Wednesday 11th May to discuss potential options and these will then be brought back to the Parish Council for further consideration.

g) Police

The Clerk had emailed the police to notify them of tonight's meeting. No report.

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

- Boundary Dispute (Under Part 2)
This was discussed under Part 2.
- Bench and perennial flower bed – The noticeboard had been removed. Ashley Clifton offered to donate a bench but would need assistance transporting it to Tatsfield Green. Kim Jennings thanked him for this kind offer.

b) AMB

- Kitchen Refurb – two quotes had been obtained. It was proving extremely difficult to find a third. Members discussed the two quotes which were virtually identical but one offered complete retiling.

3566/0522 Members resolved to accept the quote from DW Firkins.

- Fuse board – Able Electrical Ltd had revised the quote from last summer. Members agreed that this work needed to be done.

3567/0522 Members resolved to accept the quote.

c) Village Hall

- Little Acorns request to extend outside area for reading hub and toy store – Little Acorns have written to the Parish Council to ask permission to extend the outdoor play area. This would involve moving the new green gates back to be repositioned just before the green metal shed. In this extra space, AstroTurf would be laid – it would be a walking only area – and a small reading shed / hut would be installed and this would be a quiet place for the children to read whilst being protected from the weather. It will also benefit the older children who are preparing for school. Little Acorns would also like to install a smaller toy shed so that the children will have access to their toys and learning activities and can pack them away at the end of the session. This project would be entirely funded by Little Acorns.

3568/0522 Members were supportive of this proposal from Little Acorns and gave agreement in principle, subject to approval from the VHMC.

- Broken ridge tiles and weather vane – the Parish Council had received a photograph of the weather vane on top of the VH roof. It seems at first glance that the ridge tiles underneath were broken – perhaps due to the weight of the weather vane. On closer inspection, it seems like the end ridge tile is a different size to the others and has been packed out with a lot of extra mortar which has subsequently crumbled away.

3569/0522 Members resolved to ask Joe Shanahan for a quote to repoint when he submits the quote to remove the moss from the other parts of the VH roof. The clerk to arrange this.

27. Meetings to attend/ correspondence

Jason Syrett to attend a meeting with TDC re Furze Corner.

28. Matters for reporting or inclusion in a Future Agenda

- Annual risk assessments
- MUGA hire for tennis

Final public participation:

- The bollard lighting in the VH car park were not working.
- Confirmation that John Rand will attend the next THS meeting as the PC representative.

The meeting closed at 9.22pm

The next Parish Council meeting would be held on Monday 13th June 2022 at 8pm.