

**MINUTES of a Meeting of Tatsfield Parish Council held on the 8th December 2025 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 Jason Syrett Mr Dave Mitchell  
Mr Martin Elmer Mrs Sue Dowse Mr Simon Cook

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

And 2 parishioners

The meeting commenced at 8.00 pm

**1. APOLOGIES**

None

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

4262/1225 Sue Dowse declared an interest in item 9g – Grant Awards. She took no part in the discussion or agreement on this item.

4263/1225 Simon Cook declared an interest in item 9g – Grant Awards. He took no part in the discussion or agreement on this item.

**3. Approve and sign the MINUTES of the previous meeting held on 10<sup>th</sup> November 2025**

4264/1225 It was resolved that the minutes reflected a true and accurate record of the meeting held on 10<sup>th</sup> November 2025. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Finance Committee meeting held on 29<sup>th</sup> September 2025**

4265/1225 Members received and accepted the minutes of the Finance Committee meeting held on 29<sup>th</sup> September 2025

**5. Receive and Accept the Minutes of the Finance Committee meeting held on 17<sup>th</sup> November 2025**

4266/1225 Members received and accepted the minutes of the Finance Committee meeting held on 17<sup>th</sup> November 2025

**6. Public Participation**

- A resident commented on how lovely the Christmas lights and Christmas tree in the village centre looked.

- A resident commented on the sad news that the Bakery restaurant has closed with immediate effect.

**7. Officer's report**

- The Clerk noted that the tree which had been planted by TDC outside Crane Cottage had now been relocated.

- The Clerk confirmed that she had submitted the Vat reclaim for 01/04/25 – 30/09/25.

- James Longley had contacted the PC to check whether the PC still needed the AMB flower beds tidied. He had suggested mulching with woodchippings.

- Following the recent tree work on Westmore Green, TDC had stated that they were not responsible for the maintenance of the grass and trees on Memorial Green (triangle outside the Olde Ship PH). The Clerk had provided evidence that it formed part of Westmore Green, which the tree officer had accepted. He had carried out an inspection and confirmed no work is needed. He did say that further minor tree work was needed on the green but this would not involve traffic management.

**8. PLANNING:****(a) Planning Team for December: Jason Syrett and Simon Cook**

4267/1225 It was resolved that the planning team for December would be Jason Syrett and Simon Cook.

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

No planning applications received.

**9. FINANCE:****(a) Finance Team for December: Sue Dowse and Martin Elmer**

4268/1225 It was resolved that the Finance Team for November would be Sue Dowse and Martin Elmer.

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

4269/1225 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) Receive monthly bank reconciliation reports**

4270/1225 Members received the monthly bank reconciliation reports. These were signed and dated by two parish councillors.

**(d) Receive Budget v Actual YTD spend report**

4271/1225 Members received the budget v. actual YTD spend report.

**(e) Approve Budget for 2026-27 as recommended by the Finance Committee (as item 5)**

Jason Syrett, Chair of the Finance Committee, gave the following report on the Committee's review of the Budget. Figures have increased reflecting increasing costs. In particular, the PC's burden for tree work and the maintenance of PC owned buildings. There is emerging uncertainty around LGR which starts its transition from April 2026. One thing that has been highlighted through the PC's application for grants for Furze Corner is that it holds low reserves and needs to ensure it has the financial tolerance should emergency or large scale work be needed.

Members queried the grass cutting budget line

4272/1225 Members approved the Budget for 2026-27.

**(f) Approve Precept amount for 2026-27 of £81,000**

Following approval of the Budget for 2026-27, it was proposed to set the Precept at £81,000.

4273/1225 Members approved the Precept for 2026-27 of £81,000.

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

The Finance Committee had considered the grants requested received and recommended the following:

The Composting Group - £850 for shredder maintenance.

Tatsfield in Bloom - £1000 for planting and associated materials.

Tatsfield Singers - £200 for a new speaker.

The Not So Young Club - £208.80 for a payment machine.

4274/1225 Members approved the grant request of £850 for the Composting Group.

4275/1225 Members approved the grant request of £1000 for TIB.

4276/1225 Members approved the grant request of £200 for Tatsfield Singers.

4277/1225 Members approved the grant request for £208.80 for The Not So Young Club.

**(h) Items for expenditure:****- New timer for Christmas lights: cost tbc**

The work was not yet finished and so the cost had not been finalised. This item was deferred until the January meeting.

The Chairman thanked Chris McMullan, Ian Hayman, Dan Burr and the team for all their hard work in getting the Christmas lights ready for this year. She also thanked Sue Dowse for the great Christmassy display at the bottom of Ship Hill.

**10 Notified Items****a) Parish Assembly Meeting report**

Martin Elmer had circulated a report on the Parish Assembly meeting. It was a positive meeting and more informative than previous parish assemblies. The focus was on how TDC hands over to the new UA and how the staff transition is being managed. The general feeling was that there was going to be very little representation for residents at a very local level and this was creating a lot of uncertainty.

**b) SALC AGM and Conference report**

The Clerk had circulated a report on the AGM and conference.

**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 report: Following the recent elections, where 1 Tory seat was lost to the Lib Dems and 2 seats were held by the Lib Dems / RA, there was 1 Tory defection to Reform and this has meant there has had to be adjustment to the 'seat arrangement' as the Reform councillor does not qualify for a seat on committee, although he can vote at full and annual council meetings. The RA offered a set up which all 3 opposition parties objected to as it did not represent the correct percentage proportionality at committee as the RA is the minority party.

Cllr Allen has been discussing the flooding issue on Westmore Green with the TDC officer and will update that later.

Cllr Allen has spoken to the case officer for application 2025/961 who has confirmed they will ensure all relevant policies are adhered to and they also confirmed CIL was applicable. They noted that a new dwelling is being created through conversion and the CIL team will ensure that this is taken into account.

Cllr Allen and Cllr Pinchin had a meeting with the new chairman of NSSC and have a meeting at BHA on 10<sup>th</sup> December to discuss overflying reports and on 21<sup>st</sup> December to discuss the progress being made on moving the NSA further south.

Since the last PC meeting, Cllr Allen has attended an Independent Group meeting where the new Head of Housing gave an update on the response to the poor rating recently given by inspectors. Cllr Allen gave the new planning policy officer a tour around the village so that he could see the outer area and defined parts of the village.

Cllr Allen attended the Strategy & Resources committee on 27<sup>th</sup> November where the main topics were draft Budget presentations and asset transfers. He also attended the Audit & Scrutiny committee on 4<sup>th</sup> December. The budgets will receive a qualified report as the previous one closed within the back stop period.

A voluntary joint committee is being set up to prepare for East Surrey UA. Catherine Sayer is representing Tandridge. The committee will help with the work needed before the Structural Changes Order. Once the SCO is in place, the committee will become the formal Joint Committee and it will stay in place until the May 2026 Shadow UA elections. Setting up the East Surrey UA will cost around £1.5m in one-off costs in 2026/27 on top of the council's usual budget.

Cllr Allen has put on Tatsfield Talk details of the Tandridge Winter Support Scheme which is designed to help those on a low income with the cost of living. Funds will be allocated on a first come, first served basis.

#### **c) Police**

Simon Cook had submitted the following report:

Vehicle crime has featured heavily across several areas of Tandridge. Despite the recent incident in Warlingham, knife crime in Tandridge is thankfully below the national average. The knife amnesty bin is still at Caterham Police Station. There was a three vehicle accident at the junction of Approach Road and Clarks Lane. Continued reports of fly tipping in the area. General advice on burglary prevention and online / telephone fraud.

#### **d) VHMC**

David Pinchin gave the following report:

I attended the VHMC meeting on 3 December.

The committee had received the PC request from the Clerk asking them to consider a contribution of 30% of proposed costs of the necessary gable end roof replacements. The matter was discussed and the committee fully understood the PC position concerning additional costs and effect on the parish budget for next year. However, the matter could not be decided immediately as they needed to await the outcome of their own application for a sizeable grant for the necessary village hall toilet refurbishment which was a priority for next year. If a grant is obtained, then the VHMC will be happy to consider a donation to the PC. If not then this would likely not be possible as it would use up all available reserves. The committee will send a formal reply to the Clerk.

Antisocial behaviour was again raised, the most recent being another episode of swearing, shouting etc. from the next door neighbour to Little Acorns children in the LA area outside the hall. I reminded LA and the committee that details of each occurrence should be recorded and reported to the police. Only then are the police likely to attend. This is becoming a far too regular occurrence.

Overnight parking was again mentioned. The committee have asked for formal clarification as to the ownership of the car park and whether it is designated as a public or private facility.

#### **e) Airport**

David Pinchin gave the following report:

Martin Allen and I continue to meet David Winstanley, the airport's CEO and Colin Hitchins, Head of Sustainability for useful discussions about local Tatsfield matters, although annoyingly, a number of recent meetings have had to be postponed and rearranged. However, we both attended the main Airport Consultative Committee meeting on 30 October and Kim and I attended the residents forum (ARNAF) on 14 October. Martin and I also met the new Chairman of the Noise and Safety Subcommittee. Our next meeting with David Winstanley in January will focus on his promise to deliver a revised Tatsfield NSA south of the village centre.

Fortunately, there continue to be very few incursions into the Tatsfield NSA and the outstanding complaints that Martin has been monitoring have now finally been concluded by Colin Hitchins. The revised complaints process is still being worked on by the two ARNAF working parties.

There has been quite a lot of publicity recently about plans for a new Runway 03 approach to the airport and I have been asked by several people about any effect it might have on Tatsfield. The answer very simply is none and the runway itself will remain exactly the same, so too the amount of air traffic. The purpose of the new approach is to reduce noise pollution. It aims to shift a percentage of air traffic away from overflown areas, such as Keston, by having aircraft approaching from the east over more rural areas, rather than the current method of circling from the north. Also, the new satellite-based system will make landings more consistent in poor weather conditions, because the current system requires a visual circling manoeuvre that is not possible in bad weather. The airport is currently in the latter trial stages authorised by the CAA.

Another matter of local interest has been the recent resurfacing of the runway which was necessary due to standard wear and tear after 26 years of use. The project which cost approximately £20 million, a very large investment, and included several other improvements including new centreline and threshold lighting, was completed on time. Despite some initial concerns from residents, the night time work produced very few complaints, due mainly to a number of successful measures introduced for the period of the work, including an on-site batching plant to avoid additional traffic on surrounding roads and noise-suppressing fencing that followed the works along the runway.

#### **f) Fairtrade**

Simon Cook gave the following report:

The Fairtrade AGM was held on 2<sup>nd</sup> December. The group was planning to submit a grant application to the PC. Support from local businesses for Fairtrade products has been good. The Church Teas Tasting event on 28<sup>th</sup> September was a roaring

success. £280 takings and approximately £600 of Fairtrade goods were sold. Plans to do this again next year as the Fairtrade Fortnight event. The School Assembly on 22<sup>nd</sup> September was good. The children were very welcoming and were an attentive audience. It is encouraging how supportive the school has become. Fairtrade Group has agreed to pay Sheree £25 for creating a Fairtrade shelf. The group will have the tea tent at the next plant sale in May 2026. The next meeting will be June 2026.

### **12 Parish Council Land / Property**

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

**a) Westmore Green**

- Father Christmas event – This will take place on 19<sup>th</sup> December. Kim Jennings appealed for any help from other councillors.
- Drainage issues – Kim Jennings and Martin Allen had a meeting last week. Simon Mander (TDC) is due to email the PC with a formal response.

**b) MUGA**

- MUGA refurbishment project

Sue Dowse gave the following update: The two table tennis tables were now in situ and operational. People can use them but, for now, will need to bring their own bats and balls. Additional work was needed on the hardstanding. The next phase of the project will be purchasing new tennis nets, pickleball nets and netball posts. There is just over £8k left in the pot from the grant monies received from SCC. No further work will happen in 2025. There will be a launch day / open day in Spring 2026. Kim Jennings has put a call out in the Parish Magazine to see if anyone wanted to start up any clubs.

### **13 Meetings to attend/ correspondence**

None

### **14 Matters for reporting or Inclusion in a Future Agenda**

- EV Charging

Final public participation:

- How do you access the MUGA?
- Reduced 'traffic' and ASB in the VH / AMB car park has been a positive.

The meeting closed at 9.24pm

The next Parish Council meeting will be held on Monday 12th January 2026 at 8pm.