

MINUTES of a Meeting of Tatsfield Parish Council held on the 18th May 2026 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 Martin Elmer Mrs Sue Dowse
Mr Simon Cook Mr Dave Mitchell

In Attendance: Samantha Head (Clerk)
Martin Allen (TDC)
Ryan Bloomfield (Shadow Cllr – East Surrey Council)

And 2 parishioners

The meeting commenced at 8.00 pm

1. Election of Chairman

4331/0526 Kim Jennings asked for nominations for the office of Chairman from members present. David Pinchin proposed Kim Jennings and this was seconded by Simon Cook. There were no other nominations and all were in agreement with the proposal. Kim Jennings was duly elected as Chairman

2. Declaration of Acceptance of Office of Chairman

4332/0526 Kim Jennings signed her Declaration of Office of Chairman witnessed by the Clerk.

3. Election of Vice-Chairman

4333/0526 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 Dave Mitchell. There were no other nominations and all were in agreement with the proposal. David Pinchin was duly elected as Vice-Chairman.

4. Declaration of Acceptance of Office of Vice-Chairman

4334/0526 David Pinchin signed his Declaration of Office of Vice-Chairman witnessed by the Clerk.

5. APOLOGIES

4335/0526 Jason Syrett had sent his apologies. These were received and accepted by members.

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

None

7. Approve and sign the MINUTES of the previous meeting held on 20th April 2026

4336/0526 It was resolved that the minutes reflected a true and accurate record of the meeting held on 20th April 2026. They were duly signed by the Chair.

8. Approve the Code of Conduct for Parish Councillors

4337/0526 Members approved and adopted the Code of Conduct for Parish Councillors.

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

4338/0526 It was resolved that there would be one committee for the coming year. Finance Committee – this would be comprised of the following councillors: Dave Mitchell, David Pinchin, Jason Syrett and Simon Cook.

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

4339/0526 It was resolved to accept the Terms of Reference for the Finance Committee which would remain unchanged from those circulated by the Clerk.

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

None

12. Proposal for and agreement on Terms of Reference for item 11

Not applicable

13. Proposal for and agreement on roles and responsibilities for Parish Councillors

4340/0526 It was agreed that the following roles would be undertaken by these Parish Councillors:
Representatives on outside bodies:
Kim Jennings: TiB / THS / TACG

David Pinchin: Airport Consultative Committee / VHMC
Simon Cook: Fairtrade / Police Liaison

Committees:

Finance : Dave Mitchell, David Pinchin, Jason Syrett, Simon Cook

Projects:

AMB redecoration: Kim Jennings, Simon Cok, Sue Dowse
GDPR: the Clerk

Responsibilities:

Kim Jennings: Trees and Green Spaces, Parish Magazine reports, CCTV monitoring (AMB), Nitrous Oxide Canisters, Noticeboard, MUGA monitor
Jason Syrett: PC Facebook Posts / updates
Dave Mitchell: Volunteers including snow angels
Simon Cook: Highways / Footpaths / Parish property, volunteers including snow angels, risk assessments, noticeboard
Martin Elmer: Highways / Footpaths / Parish property, Emergency Plan organiser, risk assessments, Legionella monitoring / fire alarm testing / emergency lighting testing / FRA
Sue Dowse: Youth, Health & wellbeing (including village school) and Little Acorns, noticeboard

Working Groups:

Furze Corner: Kim Jennings, Jason Syrett, Martin Elmer, Sue Dowse

14. Review of leases and property agreements

4341/0526 The list of leases and property agreements was reviewed by the Parish Council in a document that had been circulated by the Clerk.

15. Review of Standing Orders

4342/0526 It was resolved to accept the Standing Orders and that they would remain unchanged from those circulated by the Clerk.

16. Review of Financial Regulations

4343/0526 It was resolved to accept the Financial Regulations and that they would remain unchanged from those circulated by the Clerk.

17. Review of Financial Risk Assessment

4344/0526 The Parish Council carried out an annual review of its financial management policies and processes. Kim Jennings signed and dated the member check.

18. Review of Asset Register 2025-26

4345/0526 The Clerk had circulated an updated Asset Register and this was agreed by members. Kim Jennings signed and dated the member check.

19. Public Participation

- Ryan Bloomfield, one of the two new Unitary Authority councillors, attended the meeting to introduce himself. He noted that his first East Surrey Council meeting would be on 20th May and if anyone had any issues / questions prior to 1st April 2027, they should refer these to the relevant current local authorities.
- Jeremy Pursehouse had sent his apologies, he had been called away to a housing meeting and so was unable to attend this meeting.

20. Officer's report

- The Clerk reported that TDC had finally resolved the rates situation for Furze Corner. The rates liability for the PC had been backdated to the signing of the lease and the arrears and current year sums would be payable over 10 instalments starting 1st June.

21. PLANNING:

(a) Planning Team for May: Jason Syrett and Sue Dowse

4346/0526 It was resolved that the planning team for May would be Jason Syrett and Sue Dowse.

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

TA/2026/315 Hazeldene, Ricketts Hill Road, Tatsfield TN16 2NB

Demolition of existing conservatory and rear extension. Erection of single storey rear extension. Alterations to the garage door and insertion of new windows. Conversion of loft with dormers to the front and rear.

This house is located in the Green Belt outside of the defined village near the junction with Paynesfield Road. The proposals increase the current dwelling by over 42% in volume even factoring in the demolitions. There are however three existing approved and built extensions to the original property.

4347/0526 Comment: Tatsfield Parish Council objects to this application.

This property has a planning history with three previous extensions being granted in 1980, 1984 and 2016 for extension to the kitchen, a garage and study extension and a further bedroom/en-suite over the garage.

The applicant has demonstrated that the now further extensions proposed under this application provide for a further 42.78% increase in volume from the current extended dwelling including a new second floor within the roof.

The proposed extensions when taken along with three previous built extensions in the 1980s and in 2016 would result in *'disproportionate additions over and above the size of the original building as it existed at 1 July 1948 (for non-residential buildings) or 31 December 1968 (for residential dwellings), or if constructed after the relevant date, as it was built originally.'*

The proposals are therefore contrary to DP13 of TDC Local Plan Part 2: Detailed Policies 2014-2029.

TA/2025/1531 Motorway Service Area, Clacket Lane, Westerham, Surrey TN16 2ER

Construction of a drive thru lane and an extension to the amenity building to provide the pay and collection location, alongside required civil works.

This application has already been running since December 2025 with a significant amount of documents submitted. It proposes the provision of a new McDonalds with a drive-through provision at the south side Clacket Lane Services (westbound) using land that is currently designated for coach parking. There are internal reconfigurations and a small external extension. The internal roadways are reconfigured to provide the drive-through facility.

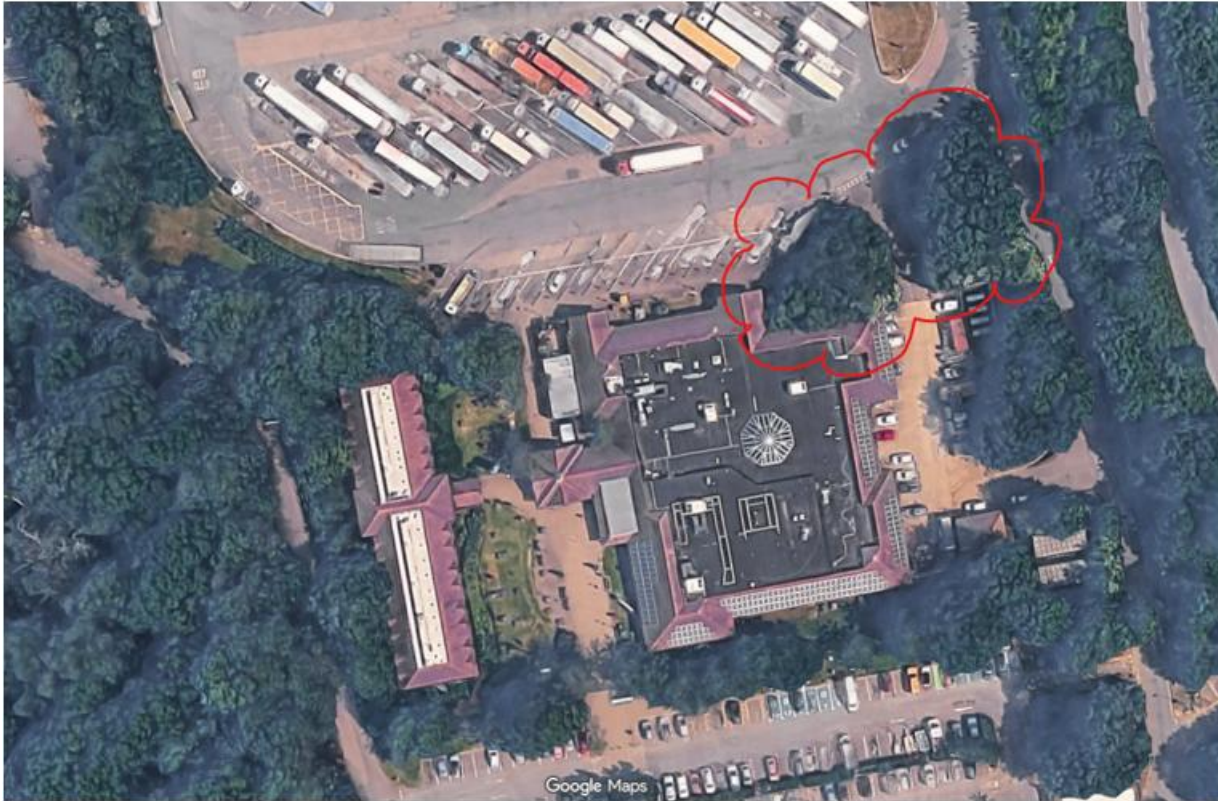
There are no objections from Natural England or Surrey Highways.

4348/0526 Comment: Tatsfield Parish Council object to this application.

Though we do not object to the principle of this application and the proposed use, we raise significant objection that, as a result of the reconfiguration of the roads around the entrance to the external drive-through area as currently shown, there will be substantial loss of a number of mature trees and mature planting resulting from the proposed works – see images below. The applicant has not shown these trees on their existing or proposed drawings or shown any attempt to keep the existing trees. We would ask that the design is reviewed again with the aim of retaining as many existing mature trees as possible - with new semi-mature trees planted in mitigation for any that are lost.

This site is located in the Surrey Hills National Landscape and close to an existing SSSI woodland. These habitats are important and should be retained to support the setting and impacts of the current motorway services.





TA/2026/287 Gorse Down Farm, Ricketts Hill Road, Tatsfield TN16 2NB

Demolition of two agricultural barns. Erection of a self-build dwelling and ancillary equipment store / garage, alteration to existing farm track and its access with new gate, piers and fencing, the laying out of a private garden area, car parking spaces and electric vehicle charging point, cycle storage and charging point, waste collection area. Associated infrastructure. Landscaping.

This application follows a previously approved application for the conversion of an agricultural building into a single 'larger' dwelling house (Class Q) granted under application reference 2025/192/NC.

The site comprises two barns, both of which would be removed in the new proposal. The east barn is to be replaced by a single dwelling upon the existing footprint. The new proposal is taller than the previous consent and increases the ridge height of the building by around 2 metres from existing.

The applicant has undertaken an energy assessment and proposes to use a ground source heat pump but not to include solar PV even though these are deemed 'feasible' for the project.

4349/0526 Comment: The Parish Council objects to this application for the following reasons:

- 1) The proposed house is 2 metres taller than the existing agricultural barn it is replacing (4.9m existing, 6.9m proposed) with, as a result, a substantial increase in built volume. The proposed development is therefore 'materially larger' than the building it is replacing creating harm to the Green Belt.
- 2) This application creates a new standalone additional dwelling from an existing agricultural barn in the grounds of an existing property with an existing dwelling farmhouse. This is therefore the creation of a new dwelling through the partitioning of an existing ownership. It is therefore a new home created commercially and should be accordingly subject to CIL.
- 3) The applicant has not demonstrated compliance with policy TNP08B of the Tatsfield Neighbourhood Plan. If this application is to be approved, solar panels and ground source heat pump should be committed to through submitted and approved drawings or planning conditions to meet the requirements of policy TNP08B.

TA/2026/380 Land adjacent to Junes Close, Goatsfield Road, Tatsfield TN16 2BU

Demolition of existing buildings and erection of a self-build dwelling.

This application proposes the replacement of an existing group of outbuildings (which the applicant argues are in 'commercial use') with a new build 4-bedroom house. The house would be seen as single storey from Goatsfield Road but with the land dropping away is two-storey in height, visible to the garden.

The site is located in the Green Belt and has no recent planning application history, with only historic applications dating back to the 1960s and 80s.

It is proposed to demolish all the existing buildings on the site including a range of two storey and single storey structures. The buildings were constructed by the previous owner for use as a workshop and the storage of building materials. The applicant argues that the new dwelling forms the partial or complete redevelopment of previously developed land, which would not cause substantial harm to openness, as well as also meeting all of the requirements for 'Grey Belt' development. The applicant cites a number of planning appeals in justifying their case for grey belt redevelopment. In volumetric terms, the proposed house would be around 10% larger than the existing group of buildings. It will also no doubt provide an improved street scene from the existing group of poor-quality storage buildings. A 10% reduction in carbon emissions through renewable energy sources is required on-site under local policy CSP14 of the TDC Core Strategy. The applicant argues that to fully demonstrate the 10% saving, a detailed design is needed and that this cannot be carried out until planning permission is granted. Further details of the proposed measures must therefore be secured through a planning condition.



Figure 3: Photograph of the existing buildings on site

- 3.2 They are proposed to be replaced by 1x self-build dwelling. The new dwelling is proposed to be a split-level, appearing single storey from the front elevation and streetscene, but utilising the site levels to contain a lower storey set down from the road.



Figure 4: Extract from Submitted Visuals

4350/0526 Comment: Tatsfield Parish Council recognises that this proposal replaces some very poor-quality outbuildings that do not currently contribute positively to local street scene on Goatsfield Road.

The proposed new dwelling is demonstrated as being around 10% larger in volume than the existing outbuildings and smaller in overall footprint. It therefore does not appear to me 'materially larger'. Its overall design approach seems broadly rural in character and contextual.

The Parish Council however objects to this application for the following reasons:

- 1) This application replaces existing rural outbuildings that are part of an existing house and replaces those with a new standalone additional dwelling. This is therefore not a replacement dwelling but the creation of a new dwelling through the partitioning of a garden. It is therefore not a 'self-build' property, but a new home created commercially and should be accordingly subject to CIL.
- 2) The applicant has not committed to 10% renewable energy on site - as required by CSP14. They have also not demonstrated compliance with policy TNP08B of the Tatsfield Neighbourhood Plan. If this application is to be approved, the proposed solar panels and air source heat pump should be committed to through submitted and approved drawings or planning conditions to meet the requirements of policy TNP08B.
- 3) The EIA has been carried out after substantial clearance of the site. The site is not a true representation of the site that existed before the planning application was submitted and has resulted in a significant loss of wildlife habitat.

TA/2026/469 45 Paynesfield Road, Tatsfield TN16 2BG

Erection of double storey side extension, single storey rear extension, new front porch and tile hung rendering to upper level of property and Velux window.

An existing 4 bedroom house located in the defined village with no listed planning history. The proposals include the loss of the garage and the increase to a large 5 bedroom home.

The new first floor extension is within close proximity (around 1500mm) of the neighbouring property and will have some impact on light to their property.

Increase in floor area and volume:

Ground Extension 139m² – garage + conservatory = **103m²**

Total Extension Volume 338.6m³ – garage + conservatory = **241.3m³**

Volume Increase = 50%

4351/0526 Comment: Tatsfield Parish Council object to this application. Though the principle of proportionate extensions to this property are supported, the proposed first floor extension to the north substantially closes off the gap in the street scene that separate this house from its neighbour (no. 47).

There will also be a loss of sunlight to the neighbour's conservatory and garden. The proposed first floor extension should be re-considered and to be smaller and more proportionate and subservient to the scale of the existing house, reducing its impact on the street scene and on the adjacent neighbouring home.

TA/2026/336 3 Paynesfield Road, Tatsfield TN16 2AT

Demolition of the existing dwelling and erection of a replacement self-build dwelling.

This is the same property where a current planning application is undetermined for 4 no. new replacement dwellings (located adjacent to Tatsfield Garage).

The proposals replace the existing dormer bungalow and separate garage with a large 5-bedroom house with 4 off-street parking spaces. What looks like an integrated garage on the property is a half-depth boot room and cycle store.

The design of the proposed house includes hipped roof detailing and solar PV panels on the south side.

Existing Dwelling Volume – 385.97m³ Existing Garage Volume – 62.4m³ Proposed Volume – 962.71m³

Increase in built volume = c. 149%

4352/0526 Comment: Tatsfield Parish Council objects to this application. Even recognising that this existing property is located within the defined village in the Green Belt, the very significant increase in volume arising from this proposal results in a replacement building that is materially larger than the buildings it is replacing in the green belt. This by definition causes harm to the Green Belt.

Though Paynesfield Road does include some larger houses further down the road away from the village centre, this property is located in an area where the existing houses are more modest in scale with clear breaks between. These proposals, as a result of their significant bulk and scale, are also out of proportion with the current street scene.

The proposals are therefore contrary to Tatsfield Neighbourhood Plan adopted policy TNP04A:

'Development proposals should reflect the local character areas as defined in Section 02.4 of this Plan and respond positively to the size and scale of existing buildings, neighbouring buildings, and their position within the building plot. Development proposals should substantively retain existing gaps between buildings.'

The Parish Council further notes that as shown in the revised plans, the applicants have relocated the parking spaces. In the original plans, they were located directly in line with the current dropped kerb. The proposed parking spaces now carry a note that it will require a new vehicle crossover. The Parish Council requests that, should this application be approved, a condition is applied that the current dropped kerb / vehicle crossover is returned to a standard kerb to enable on street parking.

22. FINANCE:

(a) Finance Team for May: Sue Dowse and David Pinchin

4353/0526 It was resolved that the Finance Team for May would be Sue Dowse and David Pinchin.

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

4354/0526 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 May.

(c) Receive monthly bank reconciliation reports

The Clerk was unable to provide the bank reconciliation reports this month as was awaiting the year end audit in order to sign off the year end accounts on the software for the last financial year.

(d) Receive Budget v Actual YTD spend report

As item 22c.

(e) Expenditure for approval:

- **Nick Dance – Grass cutting of outfield at Furze Corner – 6 cuts in 2026 - £280.00 + Vat per cut (to be ratified)**

4355/0526 Members ratified this expenditure item.

- **Tatol Bed refurbishment: Remove all sleepers and use our machinery to level the area (Saving the soil to but back in the beds and moving a couple of the decent sleepers over to repair the track road where the sleepers have rotted).**
 - **Use new modern sleepers to create a three tier terrace stepping back on each level, each level will be left ready to plant and topped with bark chip.**
 - **All sleepers treated, plastic lined to prevent rot and bolted together with timber locks to prevent twisting.**
 - **The beds will be built a bit further back from the current structure to avoid being hit by turning lorries that sometimes cut across the corner.**
 - **The area Infront of the sleepers that lorries sometimes mount, we will do a solid subbase and pave with a nice subtle Indian sandstone or tegula block that can withstand being driven over.**
 - **Reflectors will be mounted to the bottom sleeper, high lighting the corner to minimise drivers over steering the corner by seeing it too late.**
 - **All labour, materials and equipment and waste away included**
 - **Total £6218.00 plus Vat**
- 4356/0526 Members approved this expenditure.

23. Notified Items

a) Furze Corner project - update

Jason Syrett had circulated the following report: Tatsfield Parish Council submitted a full CIL funding application for Furze Corner on 19th April 2026 in the total sum of £815,000. This was acknowledged by TDC on 20th April.

Further clarifications were issued on 2nd May 2026 and again receipt of these has been acknowledged.

If granted in full (and unconditional on other funding) it enables the PC to progress with a reduced scope community project at Furze Corner playing field with a replacement sports pavilion sized at around 140sq.m and the required works to the playing field.

Whilst the application is in for consideration (outcome expected mid-September), The PC are maintaining the outer playing field and members of the cricket club are maintaining the cricket square.

No formal sports are currently planned to be played at Furze Corner this summer.

An enquiry has recently been received for potential use of the field for football by a local club and this is being reviewed. The PC has been approached by a football club currently based in Biggin Hill who would like to use the outfield next season at a rental price of £400 for the season, with the club carrying out the grass cutting and line painting.

4357/0526 Members agreed for the football club to use Furze Corner outfield next season.

b) Furze Corner Playing Field – asset transfer offer from TDC

The Parish Council has received an offer from TDC for Furze Corner to be transferred to the PC as TDC could now confirm that is not subject to Fields in Trust. The PC would need to provide its solicitor's details and agree to cover the legal expenses.

4358/0526 Members agreed to defer this item.

c) Tatsfield Fairtrade Group – Parish Council Fairtrade Resolution

The Tatsfield Fairtrade Group has requested the Parish Council's support in its renewal of Fairtrade status and has asked the Parish Council to endorse a statement to that effect. This statement has been circulated to all councillors ahead of this meeting.

4359/0526 Members agreed to support the Fairtrade Group. Kim Jennings signed the statement on behalf of the PC>

d) TPC Complaints Procedure

The Clerk had circulated a draft Complaints Procedure ahead of the meeting.

4360/0526 Members approved the Complaints Procedure.

24 Reports from County Councillor, District Councillor, Village Organisations and External Organisations

a) County Councillor

Jacquie Thomson has been elected to this post. She has been invited to attend PC meetings.

b) District Councillor

Cllr Allen gave the following update: Elections- Reform won 5 seats in the East and 9 in the West and, as a result of this and the demise of the Conservatives, it means that both the East and West Surrey Councils will have Lib Dem administrations as they have the majority. The Lib Dems secured 40 of the 72 available seats in the East and 56 in the West. A total of 452 candidates stood for 90 seats across 45 wards. In the East, the total number of verified ballot papers issued 199,485 from an electorate of 406,177. A turnout of less than 50% was nonetheless considered good. On a more local note, the Warmingham

division for both unitary and county returned the following councillors: Unitary – Ryan Bloomfield, Reform UK and Jeremy Pursehouse, Independent and County – Jacquie Thomson, Reform UK.

Cllr Allen has made contact with all three new councillors and provided them with contact details for both the Parish Magazine and the Parish Council, as well as an introduction to Tatsfield Talk.

Cllr Allen is now serving the final 11 months of his term as District Councillor and will continue business as usual.

Cllr Allen has invited the new Tandridge Borough Commander 4862 Inspector Rob Staplehurst to the village.

Cllr acknowledged that the 'consultation' for 84 dwellings on Ship Hill must have come as a surprise and shock but noted that this is typical of the situation across the district due to the grey belt rules and the district's lack of a 5-year housing supply whilst the Local Plan is being undertaken. Cllr Allen's conversation with the Head of Planning was not very encouraging as his words were 'it will be difficult to resist' housing and affordable homes. Cllr Allen was resolved to attempt to meet with the developers to express the local concerns.

Cllr Allen has been further advised that it is likely that under a new set of guidance from the Government on the NPPF, councillors will not be able to call planning applications into committee.

Cllr Allen was pleased to advise that there has been a pre-application for The Grasshopper. The proposal is still for a care home, a bit larger than the previous application, but may at least improve the current eyesore in the south of the parish.

Cllr Allen met with Guy Innes at the Titsey Estate as an application for 6 Padel courts and a café has been submitted.

It was pleasing to see the building rubble had been removed in Crossways. Cllr Allen continues to report what he believes is illegal building but the responses have been that the 'case has yet to be allocated'. This has been due to limited resources in the enforcement team.

At TDC's annual meeting on 21st May, there will be a small number of changes to the number of seats per committee but persons on those committees will remain almost unchanged. Cllr Allen will be continuing as leader of the Independent Group and will remain on the Licensing, Standards and Investment sub committees and a substitute member to some of the policy committees and will be a member of the Chief Officer sub committee (responsible for hiring and firing).

c) VHMC

David Pinchin gave the following report: I attended the VHMC meeting on 6 May.

Only one item for the PC which was a request for another lopping of the tree sited next door in the Old Police House garden because of recent further bird droppings on the Little Acorns soft floor play area. The PC did arrange for a substantial lopping of that tree 2 years ago. On checking, it is true that there has been a considerable load of droppings on one spot in the far corner recently but speaking to Kim Jennings I have been reminded that we undertook the previous work as a one-off gesture and that it is the responsibility of LA to look after the area in question. There has been no substantial growth on the tree so a further lopping would achieve very little.

d) Police

Simon Cook gave the following report:

29th April was a successful day of action targeting rogue traders.

18th May marks the beginning of Sceptre and Knife Crime Awareness Week. This is a twice yearly activity which forms part of the approach to tackling knife crime. There is a knife amnesty bin in the reception at Caterham Police Station.

It has been reported that there has been a spike in catalytic convertor thefts in Surrey.

Local crime: Several reports of crime in Tatsfield: a charity box was stolen from Sheree's Store on 12th May. This has been reported. On 11th April, the rear window of a parked car on Chestnut Avenue was smashed.

The usual reports of fly tipping in the area, notably now in Lusted Hall Lane and advice on burglary prevention, tackling violence against women and girls. There was a further appeal to recruit special constables.

25 Parish Council Land / Property

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

a) Westmore Green

- Playground Fundraising – update

Kim Jennings noted that the fundraising was now more than halfway to the total target at £5,200. Two fundraising events have been organised: a music bingo night – likely to be held on Thursday 10th September. Also nature group every Tuesday morning throughout the school holidays (for 5 weeks from 10:30-12:00)

Martin Elmer, Simon Cok and Dave Mitchell to organise a Golf Day.

b) MUGA

- MUGA refurbishment project - update

Sue Dowse gave the following update: The refurbished MUGA was officially opened on 17th May. The turn out was very good and some funds were raised through the tuck shop. The new tennis net was now up and will remain in place until September. There was a possibility of having a local netball team and a five-a-side football team.

26 Meetings to attend/ correspondence

- Kim Jennings and Sue Dowse attended the Westerham Town Council APM on 13th May.
- There is a SALC Councillors forum on Wednesday 17th June at 19:30.
- Simon Cook will attend the Fairtrade Group meeting on 1st June.

27 Matters for reporting or Inclusion in a Future Agenda

- Fairtrade report
- Risk Assessments

Final public participation:
None

The meeting closed at 9.30pm

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