

**MINUTES of a Meeting of Tatsfield Parish Council held on the 8th September 2025 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG commencing at 8.00 p.m.**

**Present:** Mr David Pinchin (in the chair)  
Mr Dave Mitchell Mr Martin Elmer Mrs Sue Dowse Mr Jason Syrett

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

And 1 parishioner

The meeting commenced at 8.14 pm

**1. APOLOGIES**

4212/0925 Kim Jennings and Simon Cook had sent their apologies. These were received and accepted by members.

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

4213/0925 Jason Syrett declared an interest in item 11a – Tatsfield Green – Boundary Dispute. He took no part in the discussion and agreement on this item.

**3. Approve and sign the MINUTES of the previous meeting held on 14<sup>th</sup> July 2025**

4214/0925 It was resolved that the minutes reflected a true and accurate record of the meeting held on 14<sup>th</sup> July 2025. They were duly signed by the Chair.

**4. Receive and Accept the Minutes of the Furze Corner Steering Group meeting held on 17<sup>th</sup> June 2025**

4215/0925 Members received and accepted the minutes of the Furze Corner Steering Group meeting held on 17<sup>th</sup> June 2025.

**5. Public Participation**

None

**6. Officer's report**

None

**7. PLANNING:**

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

4216/0925 It was resolved that the planning team for September would be Jason Syrett and Sue Dowse.

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

**TA/2025/277 Land at Shaw Road, Tatsfield**

Erection of 1x detached dwelling. \*to be ratified

This is an update on documents to an application reviewed in April 2025.

4217/0925 Comment: Tatsfield Parish Council submitted their comments on this application on 15th April 2025.

Since then we recognise that an Arboricultural Impact Assessment/Method Statement and a Sustainability and Energy Statement have been submitted by the applicant to support the application. These are noted together with the response from the LLFA dated 16th April 2025 raising concerns about surface water and SUDs.

Though we have no comments on the Arboricultural Impact Assessment/Method Statement and Sustainability and Energy Statement, a number of points of our objection of 15th April remain.

**TA/2025/880/NH Mirabilis, 65 Paynesfield Road, Tatsfield TN16 2BG**

Proposed additional storey extension. (Notification of enlargement of a dwellinghouse by construction of additional storeys under Schedule 2, Part 1, Class AA)\* to be ratified

This property falls within the defined village. The proposed full first floor extension to this bungalow (excluding the garage) appears to fall under the permitted development allowances with no or negligible impact on adjacent neighbours in terms of daylight/ over-shadowing – even accounting for ground level change between neighbours. A daylight/sunlight report has been submitted setting out the outcomes - including the ground floor extension proposals under 2025/855/NH. Their proposed design is in keeping with the existing property and would not look out of place in the overall street scene of Paynesfield Road.

4218/0925 Comment: No comment

**TA/2025/737 Hill Cottage, Barnfield Road, Tatsfield TN16 2LG**

Variation of condition 2 (plans) and discharge of conditions 3,4,5 and 7 of planning approval 2025/291 (obscure glass) of planning permission ref: 2024/725 to allow for a variation to the positioning of the building and to amend wording of other conditions. \*to be ratified

This proposal for a replacement dwelling has been approved previously by TDC.

The purpose of this application is to make a slight adjustment to the position of the building to increase separation to the southern boundary. Secondly, to avoid subsequent discharges of condition, all of the relevant details are provided to address conditions 3, 4, 5 and 7, enabling these to be reworded to compliance conditions.

4219/0925 Comment: No comment

**TA/2025/855/NH Mirabilis, 65 Paynesfield Road, Tatsfield TN16 2BG**

Erection of 2 rear extensions for which ( extension 1 ) would extend beyond the rear wall of the original house by not more than 5 metres, for which the maximum height would be 3.99 metres, and for which the height of the eaves would be 2.61 metres and ( extension 2 ) would extend beyond the rear wall of the original house by not more than 2.78metres, for which the maximum height would be 3.41 metres, and for which the height of the eaves would be 2.61 metres. (Notification of a Proposed Larger Home Extension in accordance with The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A) \*to be ratified

This property falls within the defined village.

These two extensions appear to fall under the permitted development allowances with no or negligible impact on adjacent neighbours in terms of daylight/ over-shadowing – even accounting for level change between neighbours. A daylight/sunlight report has been submitted setting out the outcomes. Their design is in keeping with the existing property.

4220/0925 Comment: No comment

**TA/2025/1011 Moorhouse Sandpits, Westerham Road, Westerham TN16 2EU**

Review of Mineral Planning Permission (ROMP) for the determination of full modern conditions under the Environment Act 1995 for the continued extraction of soft sand under planning permission ref: TA98/0054 dated 18 January 2001 and TA98/1208 dated 5 April 2001. (this application is determined by Surrey County Council under their ref SCCRef-2025-0059 - this record is for consultation only).

Moorhouse Sandpits is owned by the Titsey Estate Company and has been operational since the 1930s, providing soft/building sand to the construction industry. The site covers around 52 hectares and the submission proposes extraction will cease at the end of 2041 and restoration to be implemented by 21st February 2042.

This application is part of the periodic review of the Minerals Planning Permission. Updated Environmental Statement documents have been issued since April this year and in August various clarifications have been responded to.

No objections have been raised by Tandridge District Council or Sevenoaks District Council.

4221/0925 Comment: No comment

**c) EV parking charging points application – Paynesfield Road**

The Parish Council has not been formally notified of the consultation on this proposal in relation to EV charging points being installed in Paynesfield Road. Instead the Parish Council was notified by a local resident. Subsequently, the Parish Council has submitted a comment citing its inappropriateness, for the following reasons:

1. Parking in Paynesfield Rd, especially in off peak times is at a premium in an already a congested narrow road.
2. The location selected is a considerable distance from the village centre.
3. Restricted pedestrian access.
4. Increase in the volume of traffic using Paynesfield Road.

The Parish Council had contacted SCC earlier in the year to propose installation of some EV charging points in the AMB / VH car park but this had been turned down.

**8. FINANCE:**

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

4222/0925 It was resolved that the Finance Team for September would be David Pinchin and Sue Dowse.

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

4223/0925 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 September.

**(c) Receive monthly bank reconciliation reports**

4224/0925 Members received the monthly bank reconciliation reports. These were signed and dated by two parish councillors.

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

4225/0925 Members received the budget v. actual YTD spend reports.

**(e) PC insurance renewal 1<sup>st</sup> October 2025 – 30<sup>th</sup> September 2026**

The PC is in its penultimate year of a 5-year LTA. The premium for this year is £2899.83 (last year's premium was £2785.69). The insurer has confirmed that it has added the two bronze statues to the PC's cover at no additional cost. It has further confirmed that the land at Furze Corner is covered under the PC's current PLI. The Clerk is seeking clarification on one final point of cover. This may result in an increase in the premium. Due to the policy renewal date falling before the next PC meeting, the Clerk requests that the PC agree in principle the above renewal terms. Should the premium need to increase, the Clerk will circulate to all by email for agreement and then ratification at the October meeting.

4226/0925 Members agreed the Clerk's request and approved the premium costs, as detailed above.

**(f) Your Fund Surrey bid – approval**

Sue Dowse reported that Cllr Becky Rush had contacted the PC to urge them to apply for a YFS Small Communities Grant. Subsequently, the PC has submitted a bid for £16731 for a refurbishment project of the MUGA. The total projected cost for the project is £18702. The refurbishment includes: a thorough deep clean, highline fencing, new court lines painted (pickleball) and existing ones reinstated, new nets for tennis and badminton, new benches and canopies, storage with secure locks, a concrete table tennis table, a concrete foosball table (both with surrounds) and a new noticeboard. There has been lots of interest from the School, the Scouts and the local Judo club. Usage would need to be monitored. Users would be encouraged to bring their own bats / balls / etc.

4227/0925 Members approved the bid.

**(g) Approve salary increase for Clerk as per NALC National Pay Award to be backdated to 1<sup>st</sup> April 2025**

4228/0925 Members approved the Clerk's salary increase, to be backdated to 1<sup>st</sup> April 2025.

**9 Notified Items****a) Furze Corner**

Jason Syrett gave the following update: A meeting of the Furze Corner Steering Group was last held on 17<sup>th</sup> June 2025 but the team have been busy over the summer. A full application for £900,000 in funding has been submitted to Tandridge District Council Community Infrastructure Levy (CIL) in June 2025, with a final decision on the funding now expected very shortly – at the Planning Policy Committee meeting scheduled for 18<sup>th</sup> September 2025. A full application for a further £900,000 of funding was submitted to Surrey County Council 'Your Fund Surrey' in August 2025 and this is being followed up through correspondence. An outcome of this is expected this autumn. The total project value is currently estimated at £1.865m which leaves £65,000 funding not yet applied for. Tatsfield Cricket Club has raised concerns about the poor condition of the field and are doubtful whether the field will be playable for home games next season. They may need to play away in 2026. If the CIL and YFS funding is secured over the next 3 months, it is envisaged that a design team can be appointed to progress detailed design and surveys from early in the new year.

David Pinchin thanked Jason Syrett on behalf of the PC for pulling together the applications.

**b) Devolution (Surrey)**

Awaiting Government decision on Unitary Authorities which is due in October. Martin Elmer has registered for a Devolution update on 9<sup>th</sup> September (webinar) and will report back at the October meeting.

**c) Potential transfer of TDC community assets in the parish**

Kim Jennings and the Clerk had been due to attend a meeting with TDC officers last Tuesday to discuss TDC bringing the playground and outdoor gym up to a good standard (as part of their maintenance agreement) and to discuss the possible transfer of Furze Corner. TDC cancelled this meeting. They have now said that Furze Corner has a trust covenant on the freehold and the legal department is looking into this. It was agreed to postpone rescheduling the meeting with TDC until the legal team has clarified its position.

**d) EV charging**

Simon Cook had approached SCC in March 2025 to propose the installation of EV charging points in the AMB / VH car park. The proposal was rejected, with no reasons given. In light of the consultation to install 4x charging points on Paynesfield Road,

Simon Cook is following this up with SCC. He is also following up enquiries with other suppliers for points in the AMB / VH car park.

**e) PC Risk Assessments – receive reports and recommendations**

This item was deferred until the October meeting.

**f) Clerk's Appraisal**

The Clerk appraisal took place on 14<sup>th</sup> August. A summary has been circulated to all members.

**g) New PC website / emails**

Members discussed the two quotes the Clerk had obtained. On paper, Aubergine appeared to offer a more comprehensive service.

4229/0925 It was agreed that overall costs would be roughly the same. Members agreed that the Clerk would follow up with both companies and make the final decision.

**h) Remembrance Service**

Sue Dowse reported that Kim Jennings had spoken to the curate and she had agreed to lead the service. The Clerk had submitted the road closure order. A decision was due at the end of September. This year, a recording of the Last Post would be needed. Sue Dowse has emailed the Air Cadets to ask them to attend but has yet to hear back. Kim Jennings would clean the memorial plaque. Kim Jennings and Sue Dowse will be installing a poppy arch, with knitted / crocheted poppies attached to it, around the soldiers. Dave Mitchell agreed to read the Roll of Honour. David Pinchin said he would be available to help. Kim Jennings would email all village groups to ask who would like to lay a wreath. The service would take place on Saturday 8<sup>th</sup> November.

**i) MUGA refurbishment – approval of plans**

This item had been discussed under item 8f.

**10 Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

No report.

**b) District Councillor**

Cllr Allen said that he had no report as the District Council had not meet during August.

**c) VHMC**

No report

**d) Fairtrade**

Simon Cook had submitted the following report: He had attended a Fairtrade meeting on 18<sup>th</sup> August. Discussions covered finances, local business links, Fairtrade Fortnight – this includes a Church Tea Tasting on 28<sup>th</sup> September, a School Assembly on 22<sup>nd</sup> September, and a shelf in Sheree's Store – publicity plans. The next meeting would be held on 2<sup>nd</sup> December.

**e) Police**

Simon Cook had submitted the following report:

Advice from the police to be vigilant at ATMs as there have been a number of distraction thefts reported recently.

There had been two incidents reported recently in Tatsfield: an attempted break in on Ricketts hill Road and a vehicle accident at the Tatol bed.

Reports of ASB at the MUGA were reported on Tatsfield Talk on 1<sup>st</sup> September but not on 101. Action cannot be taken if not reported.

All the usual reminders about vehicle theft, burglary prevention and online / telephone fraud.

**11 Parish Council Land / Property**

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

**a) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute

This item will be discussed under Part 2.

**b) Westmore Green**

- Litter pick – 21<sup>st</sup> September

Following the success of the last village-wide litter pick, another has been organised for 21<sup>st</sup> September. Posters have gone up advertising this and Kim Jennings has arranged for litter pickers to be dropped to her house during the week.

- Permission to use picnic area for Hallowe'en activity

Sue Dowse noted that the picnic area was used last year for a Hallowe'en activity for under 10s. It was very well attended. It would be a free event, fully funded by the Roseheath Foundation.

4230/0925 Members agreed the request.

**c) Village Hall**

- PHS contract at Village Hall

The current 3-year PHS contract ends next summer. This has been a difficult contract to manage as there have been issues with deliveries / waste collections at the VH. Mainly this has been due to the hall not being manned continuously and no notice from PHS as to when the deliveries / collections will take place. However, it should be noted that this hasn't affected the AMB.

4231/0925 Members agreed to end the contract at the 3-year mark, notify the VHMC of this decision and look to obtaining a separate contract for the FHUs and soap / toilet rolls for the AMB only.

- Little Acorns – ‘blocked drain’ and outside area maintenance

The Clerk had been contacted to say that the drain in the soft play area was blocked. It was believed that Little Acorns would be responsible for maintaining this area. Additionally, the area by the bins, beyond the green fencing, contained a lot of debris and broken toys.

4232/0925 Members agreed that Sue Dowse, the Little Acorns liaison, would mention these items when she visited to discuss their involvement in Remembrance Day.

## **12 Meetings to attend/ correspondence**

- The NSYC had sent it thanks to the PC for the use of Westmore Green to host its tea and cake afternoon. Despite the weather, they were able to encourage 3 new members and raised £160 towards their Christmas lunch and outing.

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

- Finance Committees meetings TBA

Final public participation: CATs – should the PC considered applying to have the green space at The Square transferred?

The meeting closed at 9.37pm

The next Parish Council meeting would be held on Monday 13th October 2025 at 8pm.