

MINUTES of a Meeting of Tatsfield Parish Council held on the 9th March 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 (arrived at 8.24pm)

In Attendance: Samantha Head (Clerk)

And 4 parishioners

The meeting commenced at 8.02 pm

1. APOLOGIES

Cllr Allen (TDC) had sent his apologies.

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

None

3. Approve and sign the MINUTES of the previous meeting held on 9th February 2026

4303/0326 It was resolved that the minutes reflected a true and accurate record of the meeting held on 9th February 2026. They were duly signed by the Chair.

4. Public Participation

- A local resident raised the issue of water coming down Lusted Hall track. This was an ongoing issue which Cllr Allen (TDC) is following up with the district council which is responsible for the maintenance of Westmore Green.

5. Officer's report

None

6. PLANNING:

(a) Planning Team for March: Jason Syrett and David Pinchin

4304/0326 It was resolved that the planning team for March would be Jason Syrett and David Pinchin.

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

TA/2026/31 The Chestnuts, Ship Hill, Tatsfield TN16 2LB

Conversion of the existing garage into a Guest Bedroom and Utility, changes to the existing window and door openings and additional rooflights over the family room. Extended patio to the rear and alterations to the driveway to improve access along with new access gates.

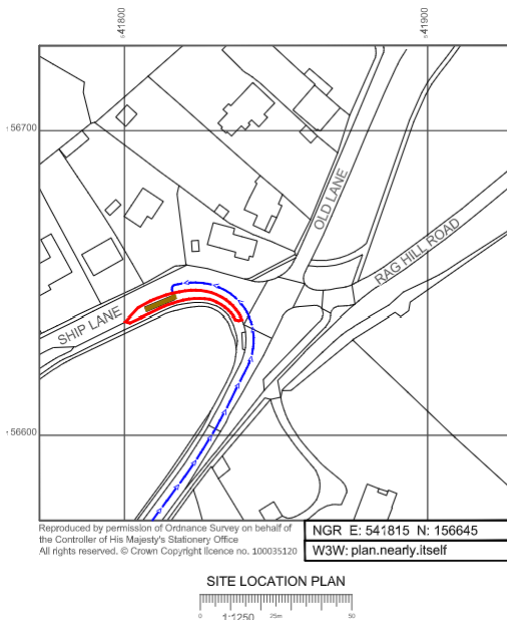
The property is located outside of the defined village in the Green Belt.

This application proposes some minor changes to the single storey section of the house to convert the garage into a bedroom/en-suite and utility room. Two new rooflights are added. The garage door is replaced by a window. Complementary to the existing design of the house. No volumetric change in the massing.

4305/0326 Comment: No comment

(c) Notification of proposed replacement Telecommunications Installation at HO/MBNL/97287 – Ship Hill, Tatsfield TN16 2JY

The works, which are anticipated to occur within the coming months will involve replacement of the existing 8m telegraph pole and 2no. cabinets with a 20m street works monopole supporting 9no. antennas, 5no. cabinets, 1no. wrap around cabinet and ancillary development thereto. The installation will also be moved approx. 19m west on the same grass verge. Upgrading an existing communications site to achieve these network improvements allows the operators to limit the overall number of base station sites required and limits the level of visual impact associated with network development, as is encouraged by the Government and planning legislation. These works will enable enhanced 4G services, 5G and future technologies to be added to the site. The works in question are 'permitted development' and as such do not require prior approval or planning consent from the local authority.



7. FINANCE:

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

4306/0326 It was resolved that the Finance Team for March would be Sue Dowse and David Pinchin.

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

4307/0326 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 March.

(c) Receive monthly bank reconciliation reports

4308/0326 Members received the monthly bank reconciliation reports. These were signed and dated by two parish councillors.

(d) Receive Budget v Actual YTD spend report

4309/0326 Members received the budget v. actual YTD spend report.

(e) Receive and Accept Mid-Year Internal Audit report and recommendations

4310/0326 Members received and accepted the Mid-Year Internal Audit report and the auditor's recommendation.

(f) Review Ear Marked Reserves

4311/0326 Members reviewed the Parish Council's Ear Marked Reserves. Currently, the PC has EMRs of £10k – VH, £7k AMB reserve fund and £5k Emergency reserve fund.

Members resolved to keep the EMRs at the current amounts, with a view to increasing in the next financial year.

It was also suggested that should any monies be left at the end of this financial year, it may be proposed that these monies are moved into the PC's reserves.

(g) PC land maintenance 2026 – James Longley – proposal to maintain Kemsley Wood and Blackberry Lane footpaths and AMB flowerbeds

James Longley has asked if the PC wishes him to undertake the above listed maintenance again this year, with no increase on last year's prices (Blackberry Lane – Hayes Pasture - £65 per visit 1x visit per month April – October, Kemsley Wood - £100 per visit 2x per year, AMB flowerbeds - £85 per visit 1x a month April – October / November)

4312/0326 Members approved the above expenditure.

8. Notified Items

a) Furze Corner project - future

Jason Syrett gave the following update: There was a small window to resubmit a CIL funding request. Scenarios for a smaller project have been explored. The PC had today received a quote for the work needed on the field / pitch for c. £200k.

It was suggested that if the PC could secure the £450k CIL funding offered last year, the remainder of the £450k could be

used for a smaller, low-maintenance pavilion for changing facilities and toilets. The PC is seeking an initial quote from Passmores for a suitable pavilion.

4313/0326 Members agreed to resubmit a bid in this round of CIL funding.

b) APM 2026

The APM will be held on Monday 23d March in the AMB. Confirmed speaker is: Richard Biggs, Claire Coutinho's Constituency Manager. Martin Allen will give a report, as will the PC Chair. Kim Jennings said she would send round requests for refreshments.

c) Approach Road speed limit reduction

Martin Elmer gave the following update: There has been considerable communication between the local residents and SCC Highways and the PC and Highways. Both the SCC Cabinet Member and one of the Highways engineers have stated that there is no budget for an additional measures, including a speed survey and that there had been no recorded accidents up to the end of 2024 (as far as records currently go).

4314/0326 It was agreed to defer this item until the new Unitary Authority is in place in May 2027. Martin Allen would update the local residents who had made the original request.

d) Resident request for PC to use CIL monies to contribute to maintenance / repairs of Greenway and Shaw Road

A local resident of Greenway had written to the PC on behalf of the residents of Greenway and Shaw Road to request details of CIL monies the PC had received in respect of building work along Greenway and Shaw Road and also for the PC to allocate some of these CIL monies the repair / maintenance of these roads. The rationale was that the PC had agreed with the District Council to these builds which had caused damage to these two unmade roads. Members discussed the vast number of unmade roads in Tatsfield which were all suffering from various degrees of damage from increased vehicle movements (additional larger cars, delivery vans and also construction traffic) and also from the very wet weather. The Clerk confirmed that the PC currently had £61.60 of residual CIL funds. Councillors raised the following questions: have the local residents raised the issue of damage by construction vehicles with the builders? Would the Bridleways Association be liable?

4315/0326 Members resolved that the PC could not contribute to maintenance of unmade roads in Tatsfield as this was the responsibility of the residents of those roads. The PC requested the Clerk respond with the following:

As previously indicated, the Parish Council discussed your email and request at its recent meeting on the evening of 9th March. The Parish Council has requested that I respond to the points you raise in your email and I will endeavour to do so in the same order.

Firstly, the Parish Council (PC) does not agree nor approve any planning applications. Tandridge District Council (TDC) is the planning authority and decision maker. TPC is merely a statutory consultee which comments on applications in the parish. These comments are reviewed by the Local Planning Authority (TDC) but are limited only to points of planning policy. You are quite right that there has been an increase in building works (new builds / home extensions) in Tatsfield in recent years which is mirrored across the country. An unfortunate side effect of this is an increase in construction traffic / noise / dust / occasional works to provide new utility supplies and general disruption. The PC cannot do anything about this.

Community Infrastructure Levy (CIL) becomes payable by developers to TDC 60 days after commencement of building work – only on a) new housing and b) convenience retail projects that receive planning permission to create new floor space. Payments are phased on larger schemes. As Tatsfield now has a Neighbourhood Plan (NP), the PC receives 25% of any CIL that TDC receives. Prior to the NP, the PC received 15%.

The property owner can be granted full exemption from CIL if the work is deemed a new build or replacement self-build home, or if the work is an extension to an existing home. Essentially, the PC will only get CIL contributions for new build houses that are built for private sale or any new retail supermarket developments in Tatsfield Parish. New Affordable Homes are not CIL liable.

Whenever the PC has observed applications that may be creating new dwellings for sale, it has raised the possibility of it being CIL liable in its consultation response. However, if the owners successfully argue to TDC that their building work is subservient to or part of the existing dwelling (even if they, for example, then AirBNB it), then the PC will not receive CIL monies.

The PC has not received any CIL funds since the 2023-24 financial year. I am unable to confirm what, if any, CIL monies are due to the PC for any of the 'builds' along Greenway. The PC is notified twice yearly when TDC has received any CIL funding due and when it will be passed on to the PC. In the last report, no CIL money was due to TPC. CIL monies will only be passed on if they are received by TDC. One other condition of CIL is that it must be spent within 5 years of receipt or it must be returned to TDC. The PC currently has £61.60 of unspent CIL funds.

The PC's position is that residents are responsible for maintaining their unmade road, of which there are many in Tatsfield, and members were therefore unanimous in their decision to deny your request for financial assistance. Members did suggest that the owners of the new builds and / or their contractors should be approached to make good any damage they have caused to the roads and verges.

e) Tandridge District Council Local Plan 2024-2044 – consultation – comment to be ratified

At the last PC meeting, Jason Syrett had offered to draft the PC's comment to this first stage of TDC's Local Plan consultation. Due to the deadline of 1st March, this had been circulated by email and approved by all members.

4316/0326 Members ratified this comment.

f) Litter Pick – 19th April 2026

This year's Big Green Spring Clean is scheduled for 13-29 March. It was suggested that the next Tatsfield Litter Pick could be held on Sunday 19th April.

4317/0326 Members agreed this date and to publicise the event.

g) Approval of PC IT Policy

The Clerk had circulated a draft IT Policy.

4318/0326 Members approved the IT Policy.

h) Approval of FOI Policy

The Clerk had updated the PC's FOI Policy and this had been circulated to all councillors.

4319/0326 Members approved the updated FOI Policy.

i) Assertion 10 compliance – report and recommendations

The Clerk had circulated a short report on the new Assertion 10 requirements.. The report outlines the PC's current compliance and what is in the process of being actioned / still needs to be actioned. The Clerk is confident that the PC will meet all the requirements necessary to answer 'yes' to the relevant box on this year's AGAR.

4320/0326 Members received and accepted the short report.

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

a) County Councillor

No report due to ward being vacant. There will be a by-election on 7th May.

b) District Councillor

Cllr Allen had sent his apologies. He said there was nothing to report for this meeting and directed everyone to read his update in the Parish Magazine.

c) Police

Simon Cook gave the following report:

There had been a rise in the number of catalytic convertor thefts. The Police continue to encourage to hand in knives at front counters at police stations across Surrey. No crime has been reported locally since the last PC meeting. Fly tipping is also on the rise particularly along Beddlestead Lane and Gangers Hill. General advice includes burglary prevention tips, how to spot online / telephone fraud. Surrey Police again are appealing for Special Constables.

d) VHMC

David Pinchin gave the following report: He attended a VHMC meeting on 4th March. One item on the agenda was the condition of the LA access door to the outside play area. This will be discussed in item 10b. The VHMC was still concerned about recent damage to 2 windows believed to be from an incident of ASB and the use of air gun pellets. However, there is no proof and nothing was reported. The Committee has been advised to set up a village hall profile on Tatsfield Talk so as to bring such matters to the attention of the local community as soon as they arise. The VHMC is still working on the BIFFA application for a grant towards major toilet upgrades. Mention was made of the fact that the MUGA gate had been left open. The Clerk had followed up with Derek Rose.

The Chairman reminded members that they could also lock the MUGA gate should they see it has been left open.

10 Parish Council Land / Property

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

a) MUGA

- MUGA refurbishment project

Sue Dowse gave the following update: The main noticeboard and smaller noticeboard have been ordered. This leaves a balance of around £5k to purchase small goods and some smaller signs. There is an ongoing discussion about whether to install a small pathway to the table tennis tables. The grand opening is scheduled for the Easter holidays.

b) Village Hall

- **Little Acorns request for replacement external door**

Via the VHMC, Little Acorns has contacted the Parish Council regarding the condition of the access door and frame to the outside play area. The Clerk was able to confirm that the door was installed in 2016 (summer holidays) but can find no records of which company installed the door, although the cost was £3155 plus decorating costs (unknown). Little Acorns appears to have offered a contribution of £1.2k

Dave Mitchell agreed to look at the door and frame and advise further on any work that might be required.

c) AMB

- **Front door and fire exit door - maintenance**

The main door has been swollen due to the weather and it is increasingly difficult to open. It may be that the door needs repair not replacement. Ashley Clifton offered to look at the door.

Simon Cook offered to paint the front door and fire exit door.

- **Down pipe outside front door – maintenance**

Dave Mitchell offered to fit a new connector in the downpipe.

11 Meetings to attend/ correspondence

- The Chairman reported on a meeting she had attended, along with Sue Dowse and the Clerk on Westmore Green last week with Catherine Dainkeh (TDC). The District Council had reached the final phase of its playground refurbishment scheme and, due to the age of the equipment at the Westmore Green play area, proposed replacing the play equipment. There was also a possibility of relocating the outdoor gym equipment and using that space to expand the play area. The contractors would be asked to provide seeds and plants for the garden area as part of the social value contribution. TDC has committed a budget of £160k, conditional on the PC raising £5-10k. The project is anticipated to commence in autumn 2026. The Chairman suggested that a group is formed for this fundraising. It would consist of Kim Jennings, Sue Dowse, Martin Elmer and Simon Cook, plus parent helpers.
- There is a SALC Councillors' Forum on 25th March at 19:30. The Clerk has circulated joining details.

12 Matters for reporting or Inclusion in a Future Agenda

None

Final public participation:

- Traffic lights at the bottom of Titsey Hill – work is starting in the new financial year. The road will be closed for some time.

The meeting closed at 9.16pm

The next Parish Council meeting will be held on Monday 20th April 2026 at 8pm.