

**MINUTES of a Meeting of Tatsfield Parish Council held on the 19th May 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 Simon Cook Mr Martin Elmer  
Mr Dave Mitchell Mrs Sue Dowse

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners

The meeting commenced at 8.05 pm

**1. Election of Chairman**

4154/0525 Kim Jennings asked for nominations for the office of Chairman from the members present. David Pinchin proposed Kim Jennings and this was seconded by Martin Elmer. 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**

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

**3. Election of Vice-Chairman**

4155/0525 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 Jason Syrett. 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 from the Parish Council. Cllr Martin Allen (TDC) had sent his apologies.

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

4156/0525 Jason Syrett declared an interest in item 25a – Tatsfield Green – Boundary Dispute. He took no part in the discussion and agreement on this item.

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

4157/0525 It was resolved that the minutes reflected a true and accurate record of the meeting held on 14<sup>th</sup> April 2025. They were duly signed by the Chair.

**8. Receive and Accept the Minutes of the Furze Corner Steering Group meeting held on 25<sup>th</sup> March 2025**

4158/0525 It was resolved to accept the minutes of the Furze Corner Steering Group held on 25<sup>th</sup> March 2025.

**9. Approve the Code of Conduct for Parish Councillors**

4159/0525 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**

4160/0525 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.

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

4161/0525 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**

4162/0525 It was resolved that the Furze Corner Steering Group would continue for the coming year.

**13. Proposal for and agreement on Terms of Reference for item 11**

4163/0525 It was resolved to accept the Terms of Reference for the Furze Corner Steering Group which would remain unchanged from those previously agreed.

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

4164/0525 It was agreed that the following roles would be undertaken by these Parish Councillors:

Representatives on outside bodies:

Kim Jennings and Sue Dowse: 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, Dave Mitchell, Martin Elmer, Simon Cook

Affordable Housing: Kim Jennings, Jason Syrett

GDPR: Clerk

Responsibilities:

Kim Jennings: Youth, Health & Wellbeing (incl. village school) and Little Acorns, Parish Magazine reports, Risk Assessments, PC Facebook Posts and Updates, CCTV monitoring (AMB), Nitrous Oxide Canisters, Noticeboard

David Pinchin: Parish Magazine reports

Jason Syrett: PC Facebook Posts and Updates

Dave Mitchell: Volunteers incl. Snow Angels, Legionella monitoring / Fire Alarm testing / Emergency Lighting testing/ Fire Risk Assessment, VAS

Martin Elmer: Emergency Plan Organiser, Risk Assessments, Legionella Monitoring/ Fire Alarm Testing/Emergency Lighting Testing/Fire Risk Assessment

Simon Cook: Volunteers incl. Snow Angels, Risk Assessments, Noticeboard

Sue Dowse: Youth, Health & Wellbeing (incl. Village School) and Little Acorns, Highways / Footpaths / Parish Property (VH/ AMB and MUGA)

All Councillors to be responsible for the MUGA

Working Groups:

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

**15. Review of leases and property agreements**

4165/0525 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**

4166/0525 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**

4167/0525 NALC had issued updated Financial Regulations which did not contain many changes but for some relating to changes in Acts regarding procurement. The Clerk had also proposed increasing the current figures for procurement / quotes to reflect the rising costs of materials and labour. The Clerk had reviewed each section and removed any sections which did not apply to TPC. 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**

4168/0525 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**

4169/0525 The Clerk had circulated an updated Asset Register and this was agreed by members. Kim Jennings signed and dated the member check.

**20. Public Participation**

None

**21. Officer's report**

- The Clerk noted that she had carried out the Internal Year End Audit but it had not yet been finalised due to the Auditor needing to have the Asset Register signed off at this evening's meeting.

**22. PLANNING:****(a) Planning Team for May: Jason Syrett and Kim Jennings**

4170/0525 It was resolved that the planning team for May would be Jason Syrett and Kim Jennings.

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

There had been no planning applications for this meeting.

**23. Finance:****(a) Finance Team for May: Jason Syrett and Kim Jennings**

4171/0525 It was resolved that the Finance Team for May would be Jason Syrett and Kim Jennings.

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

4172/0525 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**

4173/0525 Members received the bank statements and signed those. The Clerk had not been able to run the reconciliation reports due to the 2024-25 year end accounts still being finalised.

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

4174/0525 The Clerk had been unable to run the report due to the 2024-25 year end accounts still being finalised.

**24. Notified Items****(a) Furze Corner update**

Jason Syrett gave the following report: A meeting of the Furze Corner Steering Group was held on 29<sup>th</sup> April 2025, chaired by Martin Elmer in Jason Syrett's absence. The full planning application has now been submitted to Tandridge DC. Its validation has been chased through Councillor Sayer (Leader, TDC) and Martin Allen. TDC has in the past few days requested additional Archaeological desk-based and Flood Risk Assessments. These have been prepared and issued to TDC on 17/05/25. The western edge of Furze Corner playing field forms part of the former London-Lewes Roman road. The Parish Council hopes to have the application registered and out to public consultation imminently. Applications for funding have been submitted to Tandridge CIL and Your Fund Surrey and are being followed up through correspondence. The plans were shared with members of the public at ClubFest on Westmore Green on 11<sup>th</sup> May with positive feedback received from those who viewed them. The next Steering Group meeting is on Tuesday 20<sup>th</sup> May.

**(b) Cookbook collaboration with the Parish Magazine**

Kim Jennings has been discussing with Tracey Syrett (Parish Magazine) about the idea of a collaborative cookbook project between the Parish Council and the Parish Magazine. It would be a similar size to the Parish Magazine and contain recipes from all village groups. The aim is to publish it prior to Christmas. The proceeds would be split between the Parish Council and the Parish Magazine.

4175/0525 Members approved the proposal.

**(c) Vern D'Anjou plaque in Tatsfield**

The Vern D'Anjou Association had offered to purchase a plaque commemorating the 50<sup>th</sup> anniversary of the twinning of Tatsfield and Vern D'Anjou. The Association is disbanding and would like to use the remaining funds to purchase a plaque that mirrors the one presented to the residents of Vern D'Anjou during the latest visit.

4176/0525 Members accepted the kind offer from the Association. Arrangements would be made to display the plaque in a prominent location in the village (suggestion – on the side of the VH). Dave Mitchell offered to make a frame for the plaque.

**(d) Parish Council risk assessments**

The annual risk assessments are due. Simon Cook and Martin Elmer agreed to carry out the risk assessments and have them finalised in time for the September meeting. Kim Jennings offered to assist.

**(e) Local Government Reorganisation**

Kim Jennings, Jason Syrett and David Pinchin had attended the Woldingham PC APM on 9<sup>th</sup> May. The guest speaker was Catherine Sayer (leader TDC). Main topic of discussion was the LGR. There was some confusion over the future of PCs.

The Government will not allow new PCs but existing ones can continue to function. Final submissions for the future of Unitary Authorities were submitted on 9<sup>th</sup> May. Martin Elmer had submitted the survey on LGR on behalf of the PC following the last meeting.

**(f) EV Charging**

Simon Cook reported that he had sent a copy of the initial EV Charging report to all Parish Councillors ahead of this meeting. As it was a substantial document, he had asked for it to be reviewed ahead of the meeting. In summary, the groundworks would need to be reviewed. A sub meter would need to be installed at the AMB to ensure a separate metered supply. There were 4x further actions from the report: complete and confirm details in Initial Information Form, to carry out technical background research, to submit to chargepoint operators, to give progress updates throughout. If the PC agreed, Simon Cook would ask Rural EV Charging to proceed to the next phase.

4177/0525 Members agreed to proceed as proposed.

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

**a) County Councillor**

Becky Rush was not at the meeting and no report was given.

**b) District Councillor**

Martin Allen has sent his apologies and gave the following report:

Local Government Re-organisation: Nine of the Eleven Districts and Boroughs have proposed that we form a 3 Tier authority in Surrey represented by 3 Councillors per ward/division. The Tandridge Councillors fully supported this proposal except for a couple of abstentions. Collectively TDC agree that this proposal aims to protect local democracy, keep decision making closer to communities and reflect Surrey's existing local identities while also being financially viable. Surrey County Council has proposed that we form a 2 Tier authority in Surrey represented by 2 Councillors per ward/division. Then Reigate and Banstead Council went and made a proposal that they should form an authority with West Sussex and included Tandridge in their proposals despite them being strongly advised that we would not support that proposal. All the proposals for this fast track unitary are now with the Minister in government to review and advise. Over the summer, the government is expected to consult on the proposals. A final decision will be made in the autumn. Work will begin on implementation, with unitary elections scheduled for May 2026 and the new councils set up by April 2027.

Changes are coming to bin collection cycles: residents have been advised through the parish magazine to look out for information regarding possible changes to some recycling and rubbish collections in the district to help improve efficiency. Currently about half the district has recycling collected one week while the other half has rubbish collected. All households will have recycling collected in the same week and rubbish the next. Food waste will continue every week as usual. If your collection cycle is changing, TDC will let you know well in advance. In the coming weeks, TDC will send postcards to affected households.

A reminder that the [MyTandridge account](#) – the secure online account for quick and easy access to council services is live. It saves time by remembering a user's details and allows tracking of requests.

Cllr Allen attended the Annual Council on the 15<sup>th</sup> May where a new Chairman and Vice Chairman were voted in for the municipal year. This will be Cllr Allen's 11<sup>th</sup> year as the District Council. He will provide updates about the roles that I accepted for the coming year at next month's meeting.

**c) Airport**

David Pinchin gave the following report: There have been several airport meetings recently. Martin Allen and I are now meeting David Winstanley, the airport's CEO and Colin Hitchins, Head of Sustainability, regularly every other month to discuss Tatsfield matters, the most recent was on 6 May. We are extremely grateful for this regular opportunity to meet and we are continuing to press the CEO regarding adjusting the Tatsfield NSA.

I attended a meeting of the BHA consultative committee on Thursday 24<sup>th</sup> April and the more recently introduced ARNAF (Airport Residents Noise Action Forum) on 15<sup>th</sup> April.

One of the main issues discussed at all the meetings has been the management and handling of the revised complaints process – mainly noise complaints related to flying incursions into the NSAs. Although there remain a few outstanding Tatsfield noise complaints, the great majority are now managed effectively and processed properly in line with the newly agreed 5-stage complaint-handling process. Martin keeps a track of all the Tatsfield incidents as they occur, of which there are now fewer than in the past, including investigation outcomes and how they are reported back to residents, we are extremely grateful to him for this. Reporting generally has also much improved, including back to the consultative committee, it is now more accurate, also the linking of incursions that are auto-detected with those the subject of resident complaints. To assist in this even more, ARNAF has established two working groups, made up of resident representatives, so independent of the airport, one for KPIs and one for the complaints process itself. It is encouraging that the airport is fully behind these initiatives involving our local communities which will hold the airport to account.

**d) Police**

Simon Cook gave the following update: Tatsfield crime – 2x attempted thefts of motor vehicles. A large white 'Luton' type van has been spotted in the village centre. The registration did not match the vehicle on the DVLA website. There have been several reports of two hooded youths approaching a number of properties. Also reports of catapults being used in the Ricketts Hill area. Fly tipping – there has been an increase in the amount of fly tipping across the district. A popular place at the moment

is still Beddlestead Lane and Gangers Hill. There was also the usual general advice regarding fraud, car crime and bike theft. Note: many ASB surveys were completed by villagers after it had been promoted on Neighbourhood Watch and Tatsfield Talk.

**26. Parish Council Land/Property**

a) **Tatsfield Green**

- Boundary Dispute (Under Part 2)  
This would be discussed under Part 2.

**27. Meetings to attend/ correspondence**

- TDC has offered Planning Training on 29<sup>th</sup> May 18:00 – 19:30.
- SALC Councillor Forum – 2<sup>nd</sup> July

**28. Matters for reporting or Inclusion in a Future Agenda**

- Tap outside the Village Club – would the PC contribute to the costs?

Final public participation:

None

The meeting closed at 9.25pm

The next Parish Council meeting would be held on Monday 9th June 2025 at 8pm.