

YOU ARE HEREBY SUMMONED TO a Meeting of TATSFIELD PARISH COUNCIL which will be held in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG on Monday the 18th May 2026 at 8.00p.m. when the following agenda will be discussed: -

Samantha Head – Clerk

Signed *Samantha Head*

Issued on Tuesday 12th May 2026

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND AND WILL BE ABLE TO PARTICIPATE DURING SHORT ADJOURNMENTS. IF THE BUSINESS OF THE MEETING RENDERS IT NECESSARY, THE COUNCIL MAY, BY RESOLUTION, ASK MEMBERS OF THE PUBLIC AND PRESS TO WITHDRAW**

## AGENDA

1. Election of Chairman
2. Declaration of Acceptance of Office of Chairman
3. Election of Vice-Chairman
4. Declaration of Acceptance of Office of Vice-Chairman
5. APOLOGIES
6. DECLARATIONS OF INTEREST\* (relating to items on this agenda)
7. Approve and sign the MINUTES of the previous meeting held on 13<sup>th</sup> April 2026
8. Approve the Code of Conduct for Parish Councillors
9. Proposal for and agreement on Committees for the coming year and their members
10. Proposal for and agreement on Terms of Reference for Committees
11. Proposal for and agreement on sub-committees / advisory groups for the coming year and their members
12. Proposal for and agreement on Terms of Reference for item 11
13. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors
14. Reviews of leases and property agreements
15. Review of Standing Orders
16. Review of Financial Regulations
17. Review of Financial Risk Assessment
18. Review of Asset Register for 2025-26
19. Public Participation – there will be a period of 5 minutes at the beginning of the meeting, to hear questions or statements from members of the public. The public are requested to keep their question(s) brief. There will also be an opportunity for the public to ask questions at the end of the meeting. This will be a period of 5 minutes. In addition, it will be at the Chairman's

# Tatsfield Parish Council

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discretion to invite comment from any member of the public at any point during the meeting, should the Chairman feel it helpful to the item under discussion.

## 20. Officer's report

### 21. Planning:

- a) Planning team for May: 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.

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.

TA/2026/287 Gorsey 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.

TA/2026/380 Land adjacent to Junes Close, Goatsfield Road, Tatsfield TN16 2BU  
Demolition of the existing buildings and erection of a self-build dwelling.

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.

TA/2026/336 3 Paynesfield Road, Tatsfield TN16 2AT  
Demolition of the existing dwelling and erection of a replacement self-build dwelling.

### 22. Finance:

- a) Finance Team for May: Sue Dowse and David Pinchin
- b) Authorise payments (including authorisation of internet banking) detailed in Appendix B
- c) Receive monthly bank reconciliation reports
- d) Receive Budget v Actual YTD spend reports
- e) Expenditure for approval:
  - Nick Dance – Grass cutting of outfield at Furze Corner – 6 cuts in 2026 - £280.00 + Vat (to be ratified)
  - 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

### **23. Notified Items**

- a) Furze Corner Project update
- b) Furze Corner Playing Field – asset transfer offer from TDC
- c) Tatsfield Fairtrade Group – Parish Council Fairtrade Resolution
- d) TPC Complaints Procedure

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

- a) County Councillor
- b) District Councillor
- c) VHMC
- d) Police

### **25. Parish Council Land / Property**

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

- a) Westmore Green
  - Playground Fundraising – update
- b) MUGA
  - MUGA refurbishment project – update

### **26. Meetings to attend / correspondence**

### **27. Matters for Reporting or Inclusion in a Future Agenda**

**Part 2** – To consider passing a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public remain, there would be a disclosure of exempt information.

\*“DECLARATIONS OF INTEREST – All Members present are required to **3** declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or (ii) other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business.”