

MINUTES of a Meeting of Tatsfield Parish Council held on the 10th November 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 Martin Elmer Mrs Sue Dowse Mr Simon Cook

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

And 4 parishioners

The meeting commenced at 8.00 pm

1. APOLOGIES

4248/1125 David Pinchin, Jason Syrett and Dave Mitchell had sent their apologies. These were received and accepted by members.

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

None

3. Approve and sign the MINUTES of the previous meeting held on 13th October 2025

4249/1125 It was resolved that the minutes reflected a true and accurate record of the meeting held on 13th October 2025. They were duly signed by the Chair.

4. Public Participation

- A local resident asked the Parish Councillors if they were aware James Millard's interest in developing the field owned by Mr Reeves. The resident had been told that plans were afoot for a development of 8 properties. Investigations into the soil type and drainage had recently been carried out in the field. The resident asked if the Tatsfield Neighbourhood Plan would have any effect on any future planning application there.

5. Officer's report

- The Clerk noted that the Precept had been paid.

6. PLANNING:

(a) Planning Team for November: Jason Syrett and Martin Elmer

4250/1125 It was resolved that the planning team for November would be Jason Syrett and Martin Elmer.

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

TA/2025/1149 Mirabilis, 65 Paynesfield Road, Tatsfield TN16 2BG

Lawful Development Certificate (proposed). Additional storey to bungalow.

We have already reviewed three planning applications on this property in recent months for rear and upward extensions. In September 2025 we reviewed the application for the upward extension under application TA/2025/880/NH and returned no comment. This LDC application is consistent with those proposals.

4251/1125 Comment: No comment

TA/2025/961 Aston Acres, Kemsley Road, Tatsfield TN16 2BH

Conversion and elevational alteration of the existing barn to form 1 no. dwelling.

This proposal is to convert an existing large barn building into 1no. 5 bedroom dwelling. The building currently sits within the curtilage of Aston Acres in Kemsley Road. There are negligible volumetric changes proposed to the barn which is currently in a relatively poor condition.

There are currently two objections from neighbours about the application on the planning portal.

The applicant claims that the proposals are in line with Green belt policies and meet current housing need.

TDC policy DP13 states:

*The re-use of buildings within the Green Belt (outside the Defined Villages) for industrial, commercial, community or residential** purposes, where:*

1. *The proposal preserves the openness of the Green Belt and does not conflict with the purposes of including land within it; 36 TLP Part 2: Detailed Policies 2014-2029 13 Buildings in the Green Belt*
2. *The buildings are of permanent and substantial construction, are structurally sound*** and capable of re-use without major alterations, adaptations or reconstruction;*
3. *The proposed use can be wholly or substantially contained within the building identified for re-use; and*
4. *The proposal is not likely to result in the need to construct additional agricultural buildings, unless it can be demonstrated that the building to be re-used is no longer suitable for an agricultural use.*

Paragraph 154 (h) (iv) of the December 2024 National Planning Policy Framework (NPPF) relates to an exception to the general rule that development in the Green Belt is inappropriate.

The text states that the re-use of buildings is not inappropriate development provided that:

- *the buildings are of permanent and substantial construction; and*
- *the development preserves the openness of the Green Belt and does not conflict with the purposes of including land within it.*
- *This provision is often relevant to proposals involving the conversion of existing structures, such as agricultural barns, to other uses (e.g., residential dwellings), subject to the specified conditions being met.*

4252/1125 Comment: Tatsfield Parish Council have no formal objection to the proposals as it appears to meet the requirements for conversion under DP13 and Paragraph 154 (h) (iv) of the NPPF.

We however ask the District Council to secure, through condition or submitted drawings, the delivery of an energy efficient, sustainable design incorporating minimum 10% renewable on site energy generation for the building in line with adopted Tatsfield Neighbourhood Plan policy TNP08B.

We also request, as it seems evident that this development is not subservient to the original house and is the creation of a new separate dwelling, to review and secure CIL payment for the new dwelling created.

7. FINANCE:

(a) Finance Team for November: Sue Dowse and Martin Elmer

4253/1125 It was resolved that the Finance Team for November would be Sue Dowse and Martin Elmer.

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

4254/1125 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 November.

(c) Receive monthly bank reconciliation reports

4255/1125 Members received the monthly bank reconciliation reports. These were signed and dated by two parish councillors.

(d) Receive Budget v Actual YTD spend report

4256/1125 Members received the budget v. actual YTD spend report.

(e) Items for expenditure:

- **Scrub and reseal of VH floor (October 2026): £3880.50 plus Vat £776.10 – Total: £4565.60**

4257/1125 Members agreed this expenditure.

- **Replacement of VH gable ends: £7300 plus Vat**

4258/1125 Members agreed to this work as it was necessary but asked that the VHMC is approached to contribute a third of the funds.

8 Notified Items

a) Furze Corner

Jason Syrett gave the following update: The Furze Corner Steering Group has not met at a formal meeting since the last PC meeting. Funding conversations are ongoing.

b) Devolution (Surrey)

The Clerk had circulated the summary which had been collated by a SLAC representative. It gave a very clear timeline of the LGR. The Government has decided to proceed with 2 Unity Authorities (East and West). This division is subject to Parliamentary approval through a Structural Changes Order (SCO). The Draft SCO will be circulated to Chief Executives for factual checks by 7th November 2025. Formal laying of the Order before Parliament is due in early January 2026. Shadow authorities to be created following May 2026 elections. New councils to assume full powers on 1st April 2027. The SCO will abolish all existing councils on 1st April 2027. The Government will issue a Section 24 Direction requiring councils to seek consent from new UAs before major contracts or assets disposals. Effective date likely 30th June 2026. The Government confirmed £500m in-principle debt repayment support for Woking BC during 2026-27. Parish and town councils will remain and become increasingly important in local representation and service delivery.

c) Emergency Plan

The volunteers list had been checked by Martin Elmer. The Plan has been reviewed and updated (as necessary) by the Clerk and circulated to all councillors.

4259/1125 Members approved and adopted the Emergency Plan.

d) PC meeting dates 2026

4260/1125 The following dates for the 2026 PC meetings were agreed by members: 12th January, 9th February, 9th March, 20th April (moved due to bank holiday), 18th May (moved due to bank holiday), 8th June, 13th July, 14th September, 12th October, 9th November, 14th December.

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

No report.

b) District Councillor

Cllr Allen gave the following report: Tom Coleman Fry, the DC's Enforcement Manager, has left the council after a period of sickness. Cllr Allen is scheduled to meet an officer regarding issues collecting waste on Ninehams and Borough roads. He also has a planning meeting scheduled. The Independent Group had a meeting with the newly appointed interim officer for HMOs and Article 4s. Work will be concentrated on Caterham and Whyteleafe where businesses and houses are being lost to HMOs. Cllr Allen is continuing communication with officers regarding the flooding issue on Westmore Green. The LGR decision had now been announced. Cllr Pinchin and Cllr Allen will attend a meeting at BHA on 18th November where the issue of moving the NSA south will be high on the agenda but, as seen in the Parish Magazine articles, Tatsfield is only being affected by a small number of errant aircraft which are being reported and warned. One pilot recently was recently issued with a second warning. Cllr Jennings and Cllr Allen met the owners of 3 Paynesfield Road regarding their intended planning application. They have made plans that meet the minimum requirements to get 4 houses on the plot and were warned about the parking issues. The Independent Group supported an individual at the Lingfield By Election and recorded third place, behind RA and Reform but ahead of the Tories, Lib Dems and Labour. Cllr Allen will attend a meeting with David Ford and Jane Rochelle (Head of Housing) to discuss the poor rating in the recent Inspector's report and what efforts are being made to improve matters. Cllr Allen will attend the Investment Sub-Committee on 11th November, Housing on 13th, Planning Policy on 20th and Strategy & Resources on 27th where further decisions will be made about asset transfers. There is an Audit & Scrutiny meeting on 4th December.

c) Police

Simon Cook had submitted the following report:

Kevin Simpson had emailed to say they had been unable to attend the October meeting as they had been called away on other duties. The key message this month was the increase in vehicle crime across Tandridge. There would be a Meet the Beat session at Oxted Library on 11th November between 15:45 and 16:45.

10 Parish Council Land / Property

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

a) Village Hall

- Annual exterior maintenance review - The Clerk met with the outgoing VHM secretary, Pete Greenwood, and the incoming secretary, Nick Troake on 29th October. They carried out the annual walkabout of the exterior. There were only a couple of issues raised: gable end repairs had been completed, repairs to the door jamb on front elevation are not urgent but will need repair next year, the floor reseal is agreed for October 2026, Little Acorns has been asked again to clear the debris in the bin area, the bollards at the front of the VH are sticking and very difficult to lower / raise.
- Request to park overnight in December – a request has been received to park camper vans in the VH car park overnight for one night as there is a 70th birthday party in The Ship.

4261/1125 Members declined the request, noting the recent issues with vehicles being parked overnight in the car park.

b) Westmore Green

- Father Christmas event – This will take place on 19th December. Father Christmas will be driven through the village and make a final stop at the green (the grotto) and children can visit and receive a gift. There will be a snow machine. Plans to charge a £2 admittance fee to raise funds for the village centre Christmas lights.
- Drainage issues – This has been raised by a local resident and passed to Cllr Allen who has been following up with TDC who are responsible for the maintenance of the greens. Officers are currently awaiting a price for the work. The issue may need to be passed to the legal department. Officers believe that water is running down from Lusted Hall Lane and so might be a Highways issue.

c) MUGA

- MUGA refurbishment project

So far, 47% of the budget has been spent; weeds have been cleared, lines have been painted / repainted, new bases for the table tennis tables. Next will be new benches, tables and accessories, tennis posts & nets and lockers.

11 Meetings to attend/ correspondence

- Simon Cook to attend the Fairtrade AGM on 2nd December.
- Kim Jennings and Martin Elmer to attend the Parish Assembly meeting at TDC on 18th November.
- Simon Cook will attend the police advisory meeting for the Neighbourhood Watch.
- Clerk to attend the SALC AGM and conference on 18th November.
- The Christmas Tree will be in place from 28th November. A local sponsor has agreed to pay for the tree this year, Yes Windows. Some work is needed to the Christmas lights which will cost approximately £400. Lights will be switched on 1st December.

12 Matters for reporting or Inclusion in a Future Agenda

None

Final public participation: None

The meeting closed at 8.50pm

The next Parish Council meeting will be held on Monday 8th December 2025 at 8pm.