MINUTES of a Meeting of Tatsfield Parish Council held on the 14th September 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 Dave Mitchell Mr Simon Cook Mr Martin Elmer

In Attendance: Samantha Head (Clerk)
Martin Allen (TDC)
Jacquie Thomson (SCC)
Jeremy Pursehouse (Shadow Cllr – East Surrey Council)

And 3 parishioners

The meeting commenced at 8.00 pm

1. APOLOGIES

4388/0926 Jason Syrett and Sue Dowse 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 July 2026

4389/0926 It was resolved that the minutes reflected a true and accurate record of the meeting held on 13th July 2026. They were duly signed by the Chair.

4. Public Participation

None

5. Officer's report

- The Clerk confirmed that the external auditor had passed the PC's external audit (AGAR) for 2025-26.

6. PLANNING:

(a) Planning Team for September: Kim Jennings and Martin Elmer

4390/0926 It was resolved that the planning team for September would be Kim Jennings and Martin Elmer.

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

TA/2026/825 Land To The Rear of Barn Cottage, Westmore Green, Tatsfield TN16 2JS
Demolition of existing barn and erection of a dwelling with associated parking area.

This application is for a full planning application for the demolition of the existing barn and outbuildings, and the erection of a replacement dwelling, along with a new parking area and landscaping at Land to the rear of Barn Cottage, Westmore Green. The location of the proposal is in the garden area to the rear of Barn Cottage with an existing barn. It is detached and set back from the road. The access driveway runs between Barn Cottage and The White House on the western side of Westmore Green.

Previous proposals to demolish the barn and replace it with a new dwelling were refused twice under applications 2017/1662 and 2019/1011. The barn had previous permission for conversion to residential under 2015/1709 which we assume has long lapsed.

The defined village boundary runs through the Barn Cottage plot, with the barn and location of the proposed dwelling positioned outside of the defined village in the Green Belt. Barn Cottage is within the boundary.

4391/0926 Comment: Tatsfield Parish Council object to this proposal. Previous proposals to demolish this barn and replace it with a new self-contained dwelling were refused twice under applications 2017/1662 and 2019/1011. The barn had previous permission for conversion to residential under 2015/1709 which we assume was not implemented.

This application proposes the replacement of a garden building with a new dwelling. The outbuilding is currently subservient to and within the garden confines of the adjacent house in the Green Belt outside of the Defined Village of Tatsfield. Consistent with TDC's most recent reasons for refusal under 2019/1011, noting the 25.5% proposed increase in volume through the addition of a second storey and with new windows facing adjacent properties/gardens we argue that this application forms inappropriate development in the Green Belt.

The proposal would result in a building that is materially larger than the one it replaces and therefore constitutes inappropriate development in the Green Belt. No very special circumstances have been demonstrated that clearly outweigh the harm by definition and that caused to openness of the Green Belt and, as such, the proposal is contrary to the provisions of the NPPF and Policies DP10 and DP13 of the Tandridge District Local Plan Part 2: Detailed Policies (2014).

The proposal, by reason of the cumulative impact of the windows on the front elevation of the proposed building would lead to unacceptable actual and perceived overlooking and loss of privacy to the curtilage of Barn Cottage and to The White House, contrary to Policy CSP18 of the Tandridge District Core Strategy (2008) and Policy DP7 of the Tandridge District Local Plan Part 2: Detailed Policies (2014)

Though Policy TNP03a of the adopted Tatsfield Neighbourhood Plan supports limited housing development, this is confined to sites within the defined village which this location is outside of.

If TDC were minded to approve this application, then it should be subject to CIL for the creation of a new dwelling.
It should also be noted that the driveway which would provide access to the proposed dwelling is a shared driveway with The White House (next door neighbour). Use of this driveway to access the proposed dwelling would create significant disruption to the neighbouring property. It is unclear from the planning documents available if consent would be needed from The White House for use of the driveway to the proposed dwelling.

Public participation: Comment – this proposal contains very limited information on the shared driveway. Use of the driveway would create significant disruption during construction. The applicant is trying to compare Green Belt with grey belt and they are not the same. The proposal would significantly overlook adjacent properties due to it being 2-storey and its siting. In the 2015 application, there was no mention of the x2 outbuildings. By including these in the calculations, this brings the proposed increase to 25.5%. Taking these out would mean the proposed increase would be nearer to 40%. This is a truer representation and suggests an element of deception within the application,

TA/2026/732 2 Sunnybank, Old Lane, Tatsfield TN16 2LH
Proposed front landscaping works to form new retaining walls and altered external steps.
This application was approved on 26/08/2026. No further action.

TA/2026/937/NH Greensleeves, Ricketts Hill Road, Tatsfield TN16 2NG
Application for Prior Approval of a proposed enlargement of a dwellinghouse by construction of an additional storey. (Class AA of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015).
This application is for the same property and extension as TA/2026/993 – see separate response.
It is not clear why two different types of applications have been submitted for the same extension.
The proposal comprises a single storey rear extension under Class A of Permitted Development to the existing dwellinghouse. The extension is shown with a projection of 3.0m and a width of approximately 4.2m to the rear of the dwelling with a maximum height of approximately 3.3m from the highest adjacent ground level. Elevations and materials are to match the existing dwelling.
The extension would provide additional ground floor living accommodation and would remain ancillary to the use of the property as a single dwellinghouse.
4392/0926 Comment: No comment

TA/2026/595 Land Adjacent to Cedar Cottage, Ninehams Road, Tatsfield TN16 2AN
Erection of 1x self-build dwelling and associated parking and landscaping.
This application was reviewed at the Parish Council Meeting in July. Our response has been submitted to TDC.
No further documents have since been uploaded since that change the basis of our response.
4393/0926 Comment: No further comment.

TA/2026/993 Greensleeves, Ricketts Hill Road, Tatsfield TN16 2NG
Erection of a single storey rear extension (Certificate of Lawfulness Proposed)
This application is for the same extension at the same property as TA/2026/937/NH – see separate response.
It is not clear why two different types of applications have been submitted for the same extension.
The proposal comprises a single storey rear extension under Class A of Permitted Development to the existing dwellinghouse. The extension is shown with a projection of 3.0m and a width of approximately 4.2m to the rear of the dwelling with a maximum height of approximately 3.3m from the highest adjacent ground level. Elevations and materials are to match the existing dwelling.
The extension would provide additional ground floor living accommodation and would remain ancillary to the use of the property as a single dwellinghouse.
4394/0926 Comment: No comment

TA/2026/839/NH The Briars, Ninehams Road, Tatsfield TN16 2AN
Proposed rear landscaping works to form new retaining wall and external steps.
The site is a single-storey detached dwelling located at the far end of Ninehams Road, outside the Defined Village of Tatsfield. The original small house has already been subject to a number of extensions in 1973, 1979 and an enlargement of the garage in 1985. This extension will demolish an earlier rear extension and increase in volume to the rear.
This extension falls within the realms of permitted development under the larger home extension rules.
4395/0926 Comment: No comment

TA/2026/786 Sunnyside, 17 Paynesfield Road, Tatsfield TN16 2AT
Erection of single storey side extension to form new bathroom.
This is an existing semi-detached house on Paynesfield Road with its entrance located on the side via a small porch. This side extension wraps around the existing porch on the side of the house and adds a small wet-room. This represents a modest increase in footprint and floorspace relative to the original house. Given the limited scale of the extension, its single

storey form, and its subservient relationship to the existing house, the proposal is considered to represent a proportionate addition. There appears to be negligible impact on the neighbour due to the fence and high hedge between.
4396/0926 Comment: No comment

7. FINANCE:

(a) Finance Team for September: Martin Elmer and David Pinchin

4397/0926 It was resolved that the Finance Team for September would be Martin Elmer and David Pinchin.

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

4398/0926 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) Items for expenditure: car park bollards – additional work: £tbc

Dave Mitchell explained the difficulty in understanding how the car park bollards can be serviced. A screw at the top of the unit has rusted and seized. If the top is cut off, the inner workings can be removed and then the base can then be accessed to be cleaned. However, in doing this, the top will need to be rewelded on after. This will cost an additional £250.00. The PC would need to fix on the reflective tape.
4399/0926 Members agreed the additional £250.00 expenditure. Dave Mitchell to liaise that the PC has agreed expenditure.

(d) Receive monthly bank reconciliation reports

4400/0926 Members received the monthly bank reconciliation reports. These were signed and dated by two parish councillors.

(e) Receive Budget v Actual YTD spend report

4401/0926 Members received the budget v. actual YTD spend report.

(f) Appoint April Skies Accounting as the PC's internal auditor for 2026-27 and confirmation that the auditor, Mike Platten, is independent from the Parish Council

4402/0926 Members agreed to appoint April Skies Accounting as the PC's internal auditor for 2026-27. Members further confirmed that the auditor, Mike Platten, is independent from the Parish Council.

(g) DM Payroll Services – new payroll contract

The payroll provider has emailed a new contract. It is, for the large part, the same as the current contract. The minor changes will take effect for the 2027/28 financial year. The fee for the 2027/28 financial year will be £146.
4403/0926 Members approved the new contract and authorised the Clerk to sign it on behalf of the PC.

(h) Approve salary increase for Clerk as per NALC National Pay Award, to be backdated to 1st April 2026

4404/0926 Members agreed the Clerk's pay increase and for it to be backdated to 1st April 2026.

(i) Not So Young Club request to repurpose part of the 2026-27

The PC granted the NSYC £208.80 for 2026-27. This was to buy a card machine. They got a good deal on the machine and did not spend the whole grant. They have thanked the PC for the grant and asked if they could repurpose the surplus funds and put the monies towards their outings.
4405/0926 Members agreed that the NSYC could keep the surplus funds and repurpose them to use for outings.

(j) Parish Council insurance policy renewal

The PC is currently on a 5-year LTA which ends on 30th September. 5-year LTA's are no longer offered and not approved by the auditors. The Clerk is seeking a quote for a 3-year LTA but is currently following up on a new reinstatement value assessment for the VH and the AMB as these were last undertaken over 5 years ago. The Clerk is confident that this will all be in place before the current policy expires.
4406/0926 Members agreed to approve the new policy by email and ratify at the October meeting so that the PC's cover did not lapse.

(k) Down to Earth Trees Ltd tree survey quote

The Clerk had obtained a quote for the tree survey. It was £2400 plus Vat (which is the same price as the last survey).
4407/0926 Members approved the quote and requested the Clerk arrange for the survey to be carried out.

8. Notified Items

a) Furze Corner project – update

Jason Syrett had sent the following report: Two Steering Group meetings were held since the last Parish Council Meeting on 4th August and 1st September. Progress across the summer months remained limited as key activities were held up by holiday absence from meetings and ongoing administrative delays, notably in finalising and securing the drawdown of Community Infrastructure Levy (CIL) funding from Tandridge District Council (TDC). Consequently, critical preliminary tasks such as commissioning soil, topographical, and asbestos surveys, as well as purchasing replacement shipping containers to decant the existing pavilion and equipment have been put on hold pending the release of these funds. Clarification on land ownership and driveway works regarding access at the Approach Road entrance also remains unresolved while awaiting responses from TDC. Additionally, general summer availability and heatwave conditions slowed progress on looking after the

cricket square, though bramble clearing was completed by the Parish Council to help prepare the football pitch area. Despite these funding bottlenecks, the Steering Group has maintained some momentum to keep the project moving forward. Biggin Hill Football Club (BHFC) has been actively preparing the site for the upcoming football season, completing pitch staking, line marking, and volunteer recruitment, while coordinating local scout hut facilities for match days. Crucially, the Parish Council and BHFC are facing urgent deadlines prior to November 1st to finalise the site lease agreement and register for Ground Maintenance Association (GMA) membership; completing these actions is required to preserve existing ground surveys and secure FA grants for socketed goals and pitch maintenance. Work is also ongoing to refine the smaller pavilion design, review demolition quotes, and establish local contractor interest so that physical works can commence once CIL capital is unlocked. Recent correspondence from TDC this week (08/09/26) has now said they want to see quotes for the full extent of the works to help start to unlock the CIL funds. This will require a lot of work and further review. A number of requests on Facebook for other members to join the Steering Group and help the project have resulted in very limited interest from across the community.
The next Steering Group meeting is scheduled for Thursday 1st October.

Members discussed the issue of lack of fundraising for the project which has essentially meant there are no funds to start works. Kim Jennings has suggested a meeting with TDC (and Jason Syrett and Martin Elmer) to discuss a way forward. The access road is an issue TDC highlighted with the PC on a site visit on 4th August. The Clerk has emailed TDC 3 times now but has received no response.

Biggin Hill Football Club had also reported that the brambles the PC had had cut back were already growing back. They had been trying to dig some of them out at the root but this would need further attention.

b) Furze Corner – various

i) Lease for Biggin Hill Football Club

Martin Elmer reported that the club wanted exclusive use of the playing fields. The PC had suggested priority use rather than exclusive use. This had not been accepted and the club had concerns over how this would work and this was not what had been previously agreed. Kim Jennings noted that the agreement had been made between the club and the Furze Corner Steering Group, not the Parish Council and although Biggin Hill Football Club will provide labour to prepare the site for use, the hire fee for the site would simply not enable to PC to break even on the running costs.
Tatsfield Rovers had indicated that they are looking to return to Tatsfield and it was suggested that perhaps they could share the maintenance of the site as well as the use of the grounds. Furthermore, the PC still needed to seek approval from TDC (the current freeholders) for the club to use the playing fields. Martin Elmer would respond to BHFC.

ii) GMA Membership £196.00

4408/0926 Members agreed the above membership.

iii) Access road resurfacing

The Clerk has emailed TDC several times regarding the resurfacing work to the access road. There has been no response. With the little recent rain, the access road has already turned very muddy and this will only get worse through the autumn and winter.

iv) TDC approval for Biggin Hill Football Club use of Furze Corner

4409/0926 Members agreed that this was vital in order to progress the lease with Biggin Hill Football Club. It was suggested that Jason Syrett could follow up on this.

c) **Remembrance Service 2026**

Kim Jennings reported that she had attended meetings with the Vicar. This year's Remembrance Service will be hosting in conjunction with the Church and will be on Sunday 8th November. Dave mitchell will still read out the list of wreath layers and Martyn Saines will read the Roll of Honour. Other roles are yet to be decided. The wreaths which are currently in storage will need to be checked.

d) Land Registry Title Absolutes for Maesmaur Corner and Shaw Road Triangle

The Parish Council holds possessory titles for both Maesmaur Corner and Shaw Road Triangle. The requisite time has now passed to be able to convert these to absolute titles. The Clerk has obtained quotes from Nichola Stokoe to undertake the legal work: £450 plus Vat per title, plus AML checks (x2 needed at £25 per person) and Land Registry fees of £40 per title.
4410/0926 Members agreed the above expenditure.

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

a) County Councillor

Jacquie Thomson gave the following update: She had been fighting for local school children to get bus passes for travel to Oxted School. Unfortunately, she had been unsuccessful.

b) District Councillor

Cllr Allen gave the following update: Cllr Allen reported that the draft Local Plan consultation has received approximately 1245 responses online out of a total of 1400. Protection of the Green Belt and the countryside along with infrastructure feature most strongly of all opinions shared. As of 3rd September, 43% of votes have been for option 4.

Green Belt assessment Stage 1 review – has assessed 47 Green Belt parcels with the strongest Purpose C performing quite well everywhere within the district, except where there is an urban influence.
There is a new National Scheme of Delegation will come into force on 31st October and will alter planning decision making. A report will be issued in September making the position clearer. It will mean that after 31st October, councillors will no longer be able to call in applications. They will be decided by officers under delegated powers. This may impact 2 cases the PC is currently objecting to.
Cllr Allen is working more closely with Group Leaders and Senior Officers in monthly meetings to try to get TDC in order for a smooth handover. This closer scrutiny has thrown up 'other' enforcement cases in Tatsfield and Titsey of which Cllr Allen was unaware. He has requested updates on all. The meetings are also looking closely at BIFFA and Freedom Information to try to improve their services. The work with BIFFA has been successful but it is not the same outcome regarding Freedom Leisure.
Business as usual continues at TDC. Meetings with the Chief Executive and Group Leaders continue with discussions on LGR. The Ministry of Housing, Communities and Local Government (MHCLG) announced a review of their LGR programme. While it has been confirmed that LGR will continue in Surrey, as planned, a decision has been made to pause LGR in 16 other areas and withdraw it in 4 others.
Both East and West Surrey Councils have employed senior personnel in the statutory positions and regular meetings are taking place.
September has been a busy month for meetings at TDC.
Cllr Allen has emailed Park Wood Golf Club regarding land clearing and will be meeting soon to follow up.
Cllr Allen continues to report overflying of the NSA with 4 incidents occurring in August and in September.
Cllr Allen is following up the playing field maintenance grant for Furze Corner and the Titsey Road works / closure.

c) Shadow Unitary – East Surrey Council – Councillor(s) reports

Ryan Bloomfield was not at the meeting.
Jeremy Pursehouse gave the following update: Outlined what would happen to a piece of land currently owned by TDC – maintenance contracts would be transferred over to the new UA. He advised that the PC gets in writing the terms of the agreement for Westmore and Tatsfield greens. In terms of the new UA, Cllr Pursehouse is trying to get East Surrey Council (ESC) to look at the smaller issues that are important to residents e.g., representation on outside bodies. He is also seeking clarification on the allowances Surrey CCllrs currently have for the area. Will ESC Cllrs have the same? Regarding the news that the Government has paused many LGRs in other parts of the country, Surrey is now being used as a pioneer case as it is to far into the process to stop. What is currently unknown is how this will affect the next stage i.e., the strategic mayoral authority.

d) Police

Simon Cook reported: There have been reports of an increasing number of burglaries where houses are under renovation. This is due to the scrap value of copper increasing from £3k per tonne in 2025 to £7k per tonne this year.
Tatsfield: one incident as described above, licence plates being stolen, van break in and tools stolen, arrest of a 70-year-old male on suspicion of arson, incidents of ASB (particularly in the last 2 weeks). Lots of fly tipping along Lusted Hall Lane and Chestnut Avenue.
Advice: on scam awareness. A particular rise in the number of people receiving calls purporting to be from the police. Also on burglary prevention, online and telephone fraud.
Surrey Police appeal to recruit Special Constables.

e) VHMC

David Pinchin reported that only one thing had been raised at the recent meeting and that was the PC decision last year to not renew the PHS for the AMB and the VH when it came up for renewal. The PC decided it would be better to separate out the two contracts so that the VHMC had its own point of contact with PHS and therefore more control over the arrangements.

10 Parish Council Land / Property

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

a) Westmore Green

- **Playground refurbishment project**

Kim Jennings gave the following report: The musical bingo night had been a great success. £1029 had been raised towards the playground refurbishment. Kim Jennings thanked Greg Watkins for all his help. The total raised towards the playground refurbishment now stands at almost £7,000.

- **Tatol bed refurbishment**

This is due to start on 15th September and will take approximately 4 days to complete.

11 Meetings to attend/ correspondence

- Parish Assembly Meeting – TDC Council Offices, Oxted 30th September 17:30 – Martin Elmer agreed to attend on behalf of the PC

12 Matters for reporting or Inclusion in a Future Agenda

- Fairtrade report
- Finance Committee meeting – 28th September 8pm AMB

Final public participation:

- What is the date for the PC grant applications?
- A resident commented on the frustrations with transport and sport activities for younger people and how many barriers seem to be put in place.

The meeting closed at 9.22pm

The next Parish Council meeting will be held on Monday 12th October 2026 at 8pm.