

OXTED PARISH COUNCIL

Minutes of the Meeting held on Tuesday 14th June 2011 at 7.40pm in the Meeting Room, Community Hall, Church Lane, Oxted.

Present: Councillors: Mr A Deane (AD)
Mr T Dillon (TD)
Mrs L Parker (LP)
Mrs D Wallace (DW)
Mr D Weightman (DW)
Mrs K Weightman (KW)
Mr P Whitehurst (PW)
Mr R Wingate (RW)

Parish Clerk: Mrs D Marshall
In attendance: 1 member of the public

Opening Prayers led by Mr D Weightman

Item		Action
1	<p><u>Apologies for absence</u> Apologies for absence were received and accepted from Mr M Fisher, Mrs S Hayward and Mr S Paterson, who were on holiday, and from Mrs B Harling who was unable to attend due to family reasons.</p>	
2	<p><u>Declarations of Interest</u> Mrs L Parker declared that she had an interest in one of the items to be discussed under 11. Grant Aid, as she is a member of St. John's Church, but this was a personal interest, and not prejudicial.</p>	
3	<p><u>Minutes of the previous meeting</u> The minutes of the meeting held on 17th May 2011 had been circulated, and it was resolved: that the minutes be approved.</p>	
4	<p><u>Public Session</u> The Chairman adjourned the meeting to hear comments from members of the public. Mr Bristow reported that the bushes and brambles overhanging the footpath in Brook Hill had still not been attended to - the Clerk confirmed that she had reported this matter to the Surrey Highways call centre. Mr Bristow agreed to represent the Parish Council at Sussex Community Rail Partnership's Annual Stakeholder Meeting, on Tuesday 2nd August.</p>	

5	<p><u>Chairman's announcements</u></p> <p>The Chairman had nothing to report.</p>	
6	<p><u>Clerk's Report</u></p> <p>6.1 The Clerk reported that she had actioned the items identified at the May meeting, and any matters arising were covered on the agenda or under correspondence:</p> <p>6.2 (1.1/1.2) All Councillor Declarations of Acceptance of Office and Notification of Interest Forms have been lodged with Tandridge District Council.</p> <p>6.3 (1.3) The Clerk has now received all outstanding Records of Election Expense Claims.</p> <p>6.4 (9.4) The Clerk distributed laminated Councillor Details for the parish notice boards.</p> <p>6.5 (10.5) The Clerk had liaised with Inspector Austin, and established that further funding had been secured for the provision of a pole for the proposed CCTV in Hurst Green. There would now be a 3 way split of the cost, with the cost to the Parish Council being £520 +all of the VAT. The Clerk awaits confirmation in writing in order to place the order.</p> <p>6.6 (10.6) The Clerk chased the Chief Executive's Office at Surrey County Council for a full response to the Parish Council's concerns regarding the lining in Church Lane. The reason given for the lines not being extended along the full length of the road are "due to the legal process involved in making a change to the traffic regulation order...we could not consider the request at that time". Extending the lines along the remainder of Church Lane will be considered during the next parking review, due to begin in October/November. The Clerk has contacted Janet Johnson and this matter will be raised at the June Local Committee (cc Nick Skellett/Gordon Keymer).</p> <p>6.7 (11.1) The Clerk reaffirmed the Parish Council's objections to the application for a permit to infill at the Sandpit, Barrow Green Road. A decision is expected towards the end of the month.</p> <p>6.8 (14.2) Denize Wallace provided the Clerk with details of a local sign writer. The Clerk had discussed the works needed to repair the War Memorial in Old Oxted with Mr Delger at length, and he had visited the site. He felt that the four panels holding the sign writing were too badly eroded to be repairable and needed replacing. The Clerk now awaits his quotation.</p> <p>6.9 (16.1) The Clerk had placed the order to repair the notice board in Gordon's Way - the work was due to take place week commencing 6th June.</p> <p>6.10 (17.2) The double yellow lines painted in Hurst Green Road, have moved the parked cars further up the hill, near the bend in the road. This completely obstructs the sight lines and is very dangerous. The Clerk has reported the issue, and Councillors safety concerns, to Janet Johnson, to be raised at Local Committee (cc Nick Skellett and Gordon Keymer).</p> <p>6.11 (17.3) The Clerk liaised with Angelo to establish that the broken man hole cover in the footpath at the junction between Woodhurst Lane and Church Way was a BT</p>	

	<p>cover. BT had been notified and he agreed to chase repair.</p> <p>6.12 (18.5) The Clerk invited Catherine Sayer, Chair of the Oxted & Limpsfield Residents' Association to give Councillors a short presentation on the work of the group, and to discuss the planned 2012 Chalkpit review. Catherine accepted the invitation, and this was put in the diary for the November meeting.</p>	
7	<p><u>Community Infrastructure Levy Consultation</u></p> <p>The District Council had asked for the Parish Council's comments regarding a Community Infrastructure Levy, and an outline response had been prepared for discussion by the Planning Working Party. Although suggestions included items that would benefit the parish, such as a bench, water fountain, tourist board etc it was clarified that the levy was not designed to be used to "remedy existing issues/needs", but to meet any additional needs created by accommodating extra housing. Following discussion, the Parish Council asked the Clerk to respond to the consultation:</p> <p>Oxted Parish Council feels that any funds raised from a Community Infrastructure Levy should be used to address the key infrastructure needs of that particular area/parish within Tandridge. Clearly the emphasis should be on projects which in whole, or in part, are necessitated by the increase in the local population as a result of new developments.</p> <p>The Parish Council's initial thoughts for possible inclusion on such a list are:</p> <p>Medical Services - Expansion of Health facilities. Education - Provision of additional places in Schools. Play Areas - New and Refurbished. Master Park - Enlarged/Refurbished Pavilion, provision of other activities. Car Parks - Expansion perhaps under or over existing Car Parks Footpaths - Provision of a foot path along Wolf's Hill</p> <p>Ultimately, the Parish Council should be able to draw up project proposals, except where another organisation is primarily responsible for the particular activity, such as The Primary Health Care Trust or SCC.</p>	DM
8	<p><u>Correspondence -appendix 1</u></p> <p>8.1 Councillors were advised of items of correspondence received, as detailed on the list of correspondence - appendix 1.</p> <p>8.2 Tandridge Voluntary Service Council Network Luncheon - Thursday 14th July, invitation to be passed to Mrs Harling, who often represents the Parish Council at this regular event.</p> <p>8.3 1st Oxted Scout Group AGM - 15th June, the Vice- Chair, Mrs L Parker, to represent the Parish Council.</p> <p>8.4 NALC Policy Consultation - Planning for Traveller Sites - to be passed to the</p>	DM

Raising of land levels along western side of site and erection of retaining wall.
White Lodge, Quarry Road, Oxted, RH8 9HE

No comment

Application Number

TA/2011/575

Erection of detached 2-bed dwelling.

Land rear of 63 Pollards Oak Road, Hurst Green, RH8 0JF

No comment

Case Officer

Ms V Riddle

APPLICATIONS ACKNOWLEDGED AS VALID

31st May – 3rd June 2011

Application Number

TA/2011/643

Erection of rear conservatory. (Application for planning permission to extend time limit for implementation of permission TA/2008/555)

Ash Tree Cottage, Sandy Lane, Oxted, RH8 9LU

Leave to officers

Case Officer

Mr M. Briant

Application Number

TA/2011/666/TCA

Fell 1 Thuya tree

Ash Cottage, Hall Hill, Oxted RH8 9PA

Leave to arboriculturist

Case Officer

Mr J Mitchener

Application Number

TA/2011/696

Erection of single storey rear extension.

54 Chestnut Copse, Hurst Green, RH8 0JJ

No comment

Case Officer

Mr Robin Evans

Application Number

TA/2011/698

Erection of two storey extension to east elevation to provide double garage with workshop/storage over.

Beavers, Quarry Road, Oxted, RH8 9HF

OBJECT: concern as to the width of the property, and is out of keeping with the area

Application Number

TA/2011/701

Case Officer

Mr M. Briant

Case Officer

Ms V Riddle

Change of use of first and second floor and outbuilding from Class C3 (Dwelling house) to Class A1 (Retail) Use (Certificate of Lawfulness for a proposed use).
79 High Street, Oxted, RH8 9LN

Leave to officers

APPLICATIONS ACKNOWLEDGED AS VALID

6th – 10th June 2011

Application Number

TA/2011/700

Case Officer

Ms V Riddle

Variation of condition 2 of permission TA/96/P/992 dated 07 January 1997 to allow opening hours of 08.00 to 23.30 Monday to Saturday and 08.00 to 23.00 on Sundays. The Oxted Inn, 4 Hoskins Walk, Oxted, RH8 9HR

OBJECT: impact to residential properties above and locally. The opening hours for the outside area should be restricted to those of the public house

Application Number

TA/2011/702

Case Officer

Mr Robin Evans

Display of non-illuminated wall mounted sign to east elevation, non-illuminated window graphics to north elevation and 2x double sided lamp post mounted banners to car park (Advertisement Consent).

Tandridge Leisure Pool, Hoskins Road, Oxted, RH8 9HT

No comment

Application Number

TA/2011/671

Case Officer

Ms A Song

Variation to Condition 2 of permission TA/2010/975 to allow revised front elevation design with respect to Plot 1.

Land adjacent to The Meadows, 1 Burntwood Drive, Oxted, RH8 9EN

No comment, provided there's no increase in height of the building

10 **Finance**

10.1 A list of cheques had been circulated and was approved – appendix 2.

10.2 Councillors approved the Annual Audit Return.

10.3 Councillors approved the Annual Governance Statement.

11 **Grant Aid**

11.1 Mrs Weightman reminded Councillors that Grant Aid applications are considered from local organisations that will benefit the local area of Oxted and Hurst Green. All applications have to be accompanied by the organisation's financial accounts. The Grant Aid Working Party had met to consider the

	<p>applications received, where each councillor awarded each application a mark out of five. These results formed the basis of the Working Party's recommendations to Council, and are attached as appendix 3.</p> <p>11.2 The Parish Council considered the Working Party recommendations, and agreed to approve the grants suggested. Mr and Mrs Weightman both declared a personal and prejudicial interest in the applications from St. Mary's Church and St. Mary's PCC, due to their close involvement with the church, and withdrew from the meeting whilst approval of these applications was reached. Mr Whitehurst and Mr Weightman declared a personal, but not prejudicial, interest in the application from the Citizens' Advice Bureau.</p> <p>11.3 The grants awarded for 2011/12 are as follows: St. Mary's PCC - £400 Oxted Citizens Advice Bureau - £400 The Oxted Band - £400 Age Concern, Oxted - £450 St. Mary's Church - £1000 St. John's Church - £383.85 Holland School Association - £450</p> <p>11.4 A letter had been received from the Chair of St. Agatha's Hall regarding the grant aid award received for the year 2010/11 for the purchase of a replacement floor polisher. It would appear that the existing floor polisher may be able to be repaired and refurbished at a reduced cost. St. Agatha's sought permission to spend the grant on these works, rather than the agreed replacement, and asked whether any remaining money should be returned to the Parish Council. Councillors agreed that they were happy for the existing machine to be repaired/refurbished with the money, rather than a replacement bought. It was felt that the feasibility of refurbishment should be established and final costings secured, before addressing the financial position. Mrs L Parker, agreed to discuss the matter with the Chair of St. Agatha's .</p>	
12	<p><u>Timing of Parish Council Meetings</u></p> <p>12.1 Mr M Fisher had proposed that future Parish Council meetings should begin at 7.30pm, rather than at the current 7.40pm. This is in line with District Council meetings, and would help to ensure that meetings do not go on too late.</p> <p>12.2 All Councillors agreed to this change. It was agreed that this would be effective from the September meeting, as the agendas on the public notice boards already advertise the July meeting starting at 7.40pm.</p>	
13	<p><u>Burial Ground and War Memorials</u></p> <p>13.1 The Chair had hoped to meet with the Burial Ground contractor to review the maintenance programme, but this had been delayed to later in the week.</p> <p>13.2 An email had been received from Laura at the British Legion, identifying details of another sign writer, who may be suitable to undertake the necessary works to the War memorial in Old Oxted. The Clerk agreed to approach him for a quote.</p> <p>13.3 The Clerk to liaise with Laura to establish how many quotes are needed to be</p>	<p>DW</p> <p>DM</p> <p>DM</p>

	able to apply for a grant towards the works. 13.4 The proposed works will also require the approval of Piers Mason (TDC) and Martin Higgins (SCC).	
14	<u>Council property</u> Nothing to report.	
15	<u>Parking and traffic matters</u> 15.1 The Clerk had been questioned about the proposed installation of a gate to an alleyway in Coldshott, Hurst Green. She was unaware of any work taking place, and asked if local Councillors could shed any light on the situation, with no result.	
16	<u>Matters for inclusion on future agenda</u> Nothing to report.	
	There being no further business to discuss, the Chairman closed the meeting at 9.03pm.	
	Part II of the meeting was closed to members of the public and press. <u>Clerk's Salary Review</u> The Chairman read a report from Martin Fisher which proposed an increase of just under 1.7% from £13.77 per hour for 65 hours a month (£895.00 gross per month) to £14.00 per hour for 65 hours a month (£910.00 gross per month). This was unanimously agreed together with a vote of thanks for all the Clerk does for the Parish Council. This is with effect from the 1 st April 2011 (to be back dated).	

Appendix 1

Correspondence - 14.6.11

Information regularly received:

Hurst Green News - monthly
Surrey County Council – Agenda, minutes, Emergency Planning Journal
Tandridge Local Committee minutes and agenda
Tandridge District Council – Agenda and minutes, Planning details and dates of meetings
Surrey Rail Forum
Surrey Community Action – newsletters
Local Councils Advisory Council – newsletters
Limpsfield Parish Council – minutes and agenda
East Surrey Parishes liaison Group – minutes and agenda
East Surrey Rural Transport – newsletters
The Voice – Tandridge Voluntary Service Council
Master Park newsletters
The Playing Field – Surrey County Playing Fields newsletter

For information:

1. Surrey Highways online posters for notice boards.
2. Road Closures: 23rd July for Street Party, Holland Crescent.
3. Road Closures: 2nd July for Oxted Carnival.
4. Andrew Deane’s notification of vandalism to the Skate Park.
5. TDC advise “No Pay and Display for Tandridge”.
6. Temporary prohibition of traffic order – Brook Hill.

For action:

1. An invitation to attend Tandridge Voluntary Service Council Network Luncheon – Thursday 14th July, 12 noon.
2. An invitation to attend 1st Oxted Scout Group AGM – 15th June, 7.25pm.
3. NALC Policy Consultation – Planning for Traveller Sites – passed to Planning Working Party.
4. Request to lobby for Oxted’2 inclusion in the Olympic Torch procession.
5. Sussex Community Rail Partnership’s Annual Stakeholder Meeting – Tuesday 2nd August, 4.30pm.
6. Request to support a proposal under the Sustainable Communities Act – passed to Planning Working Party.

CHEQUE LIST – 14.6.11

Cheque number	Amount	Payee
1828	£1,305	Complete Landscapes (BG maintenance)
1829	£133.34	HM Customs & Revenue (NI & Tax)
1830	£739.20	D Marshall (Clerk's salary June)
1831	£225.55	SCC (June pension contribution)
1832	£54.48	D Marshall (Clerk's expenses)
1833	£459.17	BIFFA (BG Waste)
1834	£1,000	Master Park (Qrtly grant)

Burials

720 Wheatcroft
18 Duncton
774 Flynn

G of R

None