

OXTED PARISH COUNCIL

Minutes of the Meeting held on Tuesday 15th March 2011 at 7.40pm in the Meeting Room, Community Hall, Church Lane, Oxted.

Present: Councillors: Mr T Dillon (TD)
Mr P Green (PG)
Mrs B Harling (BH)
Mrs L Parker (LP)
Mr J Rusby (JR)
Mr D Weightman (DW)
Mrs K Weightman (KW)
Mr P Whitehurst (PW)

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

Opening Prayers led by Mr D Weightman

Item		Action
1	<u>Apologies for absence</u> Apologies for absence were received and accepted from Mrs S Hayward, who had work commitments, Mrs B Greenland, who had a medical appointment, and Mrs T Park and Mr M Fisher, who were both out of the country on holiday.	
2	<u>Declarations of Interest</u> None were declared.	
3	<u>Minutes of the previous meeting</u> The minutes of the meeting held on 8 th February 2011 had been circulated, and it was resolved: that the minutes be approved.	
4	<u>Public Session</u> The Chairman adjourned the meeting to hear comments from members of the public. Mr Bristow reported that the fingerpost sign in Station Road East had now been fixed into a permanent position.	
5	<u>Chairman's announcements</u> 5.1 The Chair thanked Mrs K Weightman and Mr T Dillon for chairing the January and February meetings in his absence. 5.2 The Chair reminded Councillors that the Annual Parish Assembly is on Tuesday 29 th March at Hurst Green Community Centre, with a meeting time of 6.30pm, to	

	set up.	
6	<p><u>Clerk's Report</u></p> <p>6.1 The Clerk reported that she had actioned the items identified at the February meeting, and any matters arising were covered on the agenda or under correspondence.</p> <p>6.2 (6.3) The Clerk awaited drawings and a site plan from the Hurst Green Society for the new Hurst Green sign, to be able to proceed with a planning application.</p> <p>6.3 (6.4) The Clerk had approached the contractors suggested by TDC to gain quotes for the clearance of the debris from the area of Holland Road in front of Coldshott. The cheapest option is to chip the debris and redistribute on site. The cheapest quote is for £1650 +vat. Unfortunately two of the funding streams identified to pay for this work by TDC and Surrey are now spent due to the closeness to the financial year end. The County Council has asked whether the Parish Council would be prepared to fund 50% ie £825, with the other 50% being met by SCC. The Parish Council resolved to meet this cost, but did not want the Clerk to instruct the contractor until an undertaking had been received in writing as to the County Council's commitment to meet 50% of the bill.</p> <p>6.4 (10.3) The Clerk reported that Mrs Sue Hayward and her husband had visited Huddle Cottage to inspect the War Memorial. They are happy to undertake the restoration works to the actual wooden memorial, and will provide a quotation as soon as possible. However, Mrs Hayward does not feel confident to tackle the sign writing on this memorial. The Clerk agreed to contact Laura at the British Legion to see whether a separate quotation had been received for the sign writing, to discuss whether it might be possible to split the works and to keep each element under the £1,000 requiring tendering, as it is proving so difficult to acquire the necessary quotes.</p> <p>6.5 (11.1) The Clerk to arrange for Baker Brothers to quote for the remedial work needed for 2 of the notice boards.</p> <p>6.6 The Clerk distributed the necessary paperwork for the forthcoming election for any Councillors requiring it.</p> <p>6.7 The Clerk expressed her concern that there may not be a police presence at the forthcoming Annual Parish Assembly due to the date being 2 days before Inspector Burtenshaw's retirement, and prior to her predecessor's start date. It was hoped that there may be a presence from the local neighbourhood team and the Clerk was asked to contact PC Tristan Barnet to see if this would be possible.</p> <p>6.8 The Clerk and David Weightman had met with Steve Cunnah from Surrey County Council to discuss the destruction of the newly planted verge area in Old Oxted High Street. Steve was sympathetic to the addition of posts, but felt that this wouldn't really solve the problem as they would have to be set half a metre inside the kerb, which would still enable vehicles to park half on the road, half on the verge. It was felt a better option may be to insert enviro-scape within the first half a metre of the verge to provide a harder base to the grass, so that it is not continuously destroyed if cars continue to park there. David Weightman offered to price the necessary enviro-scape.</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p>

<p>7</p>	<p><u>Correspondence -appendix 1</u></p> <p>7.1 Tandridge District Council notified the Parish Council of an increase in the cost of parking permits for Ellice Road and Johnsdale car parks. There seems to be quite a difference in the charges for different car parks in Tandridge and the Clerk was asked to query the disparity.</p> <p>7.2 The Clerk advised Councillors that SCC's new policies on decluttering roads and requests for new signs seemed to prevent the installation of new signs at the County Council's cost.</p> <p>7.3 Notification had been received from BIFFA of an increase in waste collection charges at the Burial Ground.</p> <p>7.4 Paul Whitehurst, Liz Parker and Karen Weightman all agreed to attend Limpsfield Parish Council Annual Meeting on the 23rd March.</p> <p>7.5 A request had been received from the Oxted Chamber of Commerce seeking support objecting to Surrey County Council's proposals to implement on street parking charges. Karen Weightman provided a copy of the motion passed by Tandridge District Council objecting to the proposal. The Clerk was asked to write supporting the TDC motion, and supporting the local residents and Chamber of Commerce.</p>	<p>DM</p> <p>DM</p>
<p>8</p>	<p><u>Planning</u></p> <p style="text-align: center;">APPLICATIONS ACKNOWLEDGED AS VALID 7th – 11th February 2011</p> <p><i>Application Number</i> <i>Case Officer</i></p>	

Application Number

TA/2011/120

Erection of conservatory to rear elevation. (Listed Building Consent)
Oxted Court, 33 Church Lane, Oxted, RH8 9NB

Leave to officers

Case Officer

Mr M. Briant

APPLICATIONS ACKNOWLEDGED AS VALID

14th – 18th February 2011

Application Number

TA/2011/178

Conversion and extension of former coach house building. Demolition of existing garage and construction of replacement garage.
West Heath, Rockfield Road, Limpsfield, RH8 0HA

No comment

Case Officer

Miss R.

Burningham

Application Number

TA/2011/194

Demolition of existing single storey detached garage and erection of single storey detached garage.

1 East Hill Road, Oxted, RH8 9HZ

No comment

Case Officer

Ms A Song

Application Number

TA/2011/134

Demolition of sheds. Construction of 2 x 2 bed semi detached dwellings with associated access and parking.

Land south of 11B High Street, Oxted

No comment

Case Officer

Miss R.

Burningham

APPLICATIONS ACKNOWLEDGED AS VALID

21ST – 25th February 2011

Application Number

TA/2011/218

Erection of single storey rear extension. Erection of front extension to include increase in roof height and accommodation at first floor level over existing garage.

27 Juniper Close, Hurst Green, RH8 0RX

OBJECTION: overdevelopment of site

Case Officer

Ms A Song

Application Number

TA/2011/221

Erection of two storey extensions to front & north and south side elevations.
66 Chalkpit Lane, Oxted, RH8 0NE

OBJECTION: overdevelopment of site

Case Officer

Mr M. Briant

Application Number

TA/2011/225

Erection of single storey rear extension. (Certificate of lawfulness for a proposed development)

Hillbrow, Woodhurst Park, Oxted, RH8 9HA

Leave to officers

Case Officer

Mr Robin Evans

Application Number

TA/2011/173

Change of use from Class A1 (retail) to Class C3 (dwelling house) including replacement of shop front, alterations to front fenestration, alterations to roof and windows of rear extension, solar PV tiles to rear roof slope and car parking space to be provided at land to the rear.

17 High Street, Oxted, RH8 9LN

No comment

Case Officer

Miss R.

Burningham

APPLICATIONS ACKNOWLEDGED AS VALID

28th February – 4 March 2011

Application Number

TA/2011/205

Change of use to part of ground floor to form 1 bed flat.

18 Station Road West, Oxted, RH8 9EP

No comment

Case Officer

Mrs S Field

Application Number

TA/2011/262

Erection of single storey rear extension. (Certificate of lawfulness for a proposed development)

35 Central Way, Oxted, RH8 0LZ

Leave to officers

Case Officer

Mr Robin Evans

Application Number

Case Officer

TA/2011/191

Mr M. Briant

Erection of two storey front extension and first floor side extension.
8 Wynnstow Park, Oxted, RH8 9DR

No comment

Case Officer

Application Number

TA/2011/197

Mr Robin Evans

Erection of dormer window to south elevation.
Mill Barn, Spring Lane, Oxted, RH8 9PB

No comment

APPLICATIONS ACKNOWLEDGED AS VALID
7th – 11th March 2011

Application Number

Case Officer

TA/2010/1311

Ms V Riddle

Alterations to land levels, including levelling and excavation of pond and erection of shed, water store, wall/retaining wall, bird watching hide and covered seating area.
Holland Junior School, Holland Road, Hurst Green, RH8 9BQ

No comment

Application Number

Case Officer

TA/2011/266/TPO

Mr J Mitchener

TPO 16, 2009 (T) - Crown lift 4 Holm Oak to 5m over driveway to Ryelands and Westerlea. Crown thin 1 Holm Oak by 20% and 3 Holm Oaks by 15%. Crown thin 1 Sycamore by 15%
Vinlands, Rockfield Road, Oxted RH8 0HA

Leave to arboriculturist

Application Number

Case Officer

TA/2011/272/TPO

Mr J Mitchener

TPO 28 (T) - Fell 1 Oak tree
8 Farley Park, Oxted RH8 9HY

Leave to arboriculturist

Application Number

Case Officer

TA/2011/277

Mr M. Briant

	<p>Demolition of outhouse and erection of single storey side extension. 56 Pollards Oak Road, Hurst Green, Oxted, RH8 0JL <i>No comment</i></p> <p><i>Application Number</i> TA/2011/295 Erection of first floor rear extension and conservatory. Alteration to fenestration. 22 Pollards Wood Road, Oxted, RH8 0HY <i>No comment</i></p> <p><i>Application Number</i> TA/2011/297 Erection of first floor rear extension. Alteration to fenestration. 22 Pollards Wood Road, Oxted, RH8 0HY <i>No comment</i></p> <p><i>Application Number</i> TA/2011/222 Erection of conservatory to rear elevation. (Retrospective) 99 Barnfield Way, Oxted, RH8 9QG <i>No comment</i></p> <p style="text-align: right;"><i>Case Officer</i> Mr Robin Evans</p> <p style="text-align: right;"><i>Case Officer</i> Mr Robin Evans</p> <p style="text-align: right;"><i>Case Officer</i> Ms A Song</p>	
9	<p><u>Finance</u> 9.1 A list of cheques had been circulated and was approved – appendix 2.</p>	
10	<p><u>Burial Ground and War Memorials</u> 10.1 The new flat grave markers had arrived, and Mr David Weightman intends to set out the next block of graves at the Burial Ground. 10.2 Mr Weightman feels that some repairs are necessary to the stonework of the Oxted War Memorial, and agreed to gain quotations for the works. 10.3 Mrs Barbara Harling expressed concern that the Burial Ground at Caterham is now closed for interments, and was worried that this could impact on the Parish Council Burial Ground. A structure of higher fees for non-parishioners is already in place. The Clerk monitors the plots remaining versus demand regularly, and it was agreed that she would continue to monitor the situation closely.</p>	
11	<p><u>Council property</u></p>	

	<p>11.1 The Clerk to arrange for Baker Brothers to quote for remedial work to both Mrs Weightman, and Mrs Harling's notice boards.</p> <p>11.2 It was noted that the Bus Shelter in Broadham Green is full of leaves - Mr Whitehurst agreed to clear it.</p>	<p>DM</p> <p>PW</p>
12	<p><u>Parking and traffic matters</u></p> <p>12.1 The Parish Council agreed to review the provision of grit bins prior to the Winter period 2011/12, and wished for this item to be added to the April meeting agenda.</p> <p>12.2 Mrs Harling commented that new/additional street lights had been requested at the bottom of Chestnut Copse and by 130 Holland Road several years ago and that they have not been installed. The Clerk agreed to investigate the procedure for the installation of new lights to see if it is possible to secure 2 new lights.</p> <p>12.3 Last year local residents requested the removal of an oversized tree in Downs Way, and the Parish Council were asked by Mr Nick Skellett to ascertain whether all residents were in agreement. The Clerk called on each household and the request to remove the tree was unanimous as it blocks the light and satellite signals, and more importantly the roots are damaging drives and the public footpath. Unfortunately, it was decided by Surrey County Council that it was not their policy to remove healthy trees, despite the damage it is causing.</p>	DM
13	<p><u>Matters for inclusion on future agenda</u></p> <p>13.1 Review the list of grit bins in situ, and identify additional areas that would benefit from the addition of a grit bin.</p> <p>13.2 Review the asset register, and restore the values to depreciated assets.</p>	
	<p>There being no further business to discuss, the Chairman closed the meeting at 9.32pm.</p>	

Correspondence - 15.3.11

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. Road Closure granted for Westlands Way, for Royal Wedding Street Party.
2. Road Closure granted for Pollards Oak Crescent, for Royal Wedding Street Party.
3. Road Closure requested for Hazelwood Heights, for Royal Wedding Street Party.
4. Notification of increase in cost of Parking Permits.
5. SCC new policies on decluttering roads and requests for new signs.
6. Posters re: Surrey Reuse Network.
7. Churches Together in Oxted Annual Report.
8. Notification from BIFFA of an increase in waste collection charges.

For action:

1. An invitation to Limpsfield Parish Council Annual Meeting - 23rd March, 7.45pm.
2. Support request from Oxted Chamber of Commerce, and petition, regarding Surrey County Council's proposals to implement on-street parking charges in Oxted.

CHEQUE LIST – 15.3.11

Cheque number	Amount	Payee
1800	£1000	Master Park (Qrt 4 payment)
1801	£363.17	BIFFA (Burial Ground waste)
1802	£133.34	HM Customs & Revenue (NI & Tax)
1803	£739.20	D Marshall (Clerk's salary March)
1804	£279.25	SCC (March pension contribution, and adj)
1805	£2724.50	Complete Landscapes (BG maintenance February & fencing)
1806	£124.56	D Marshall (Clerk's expenses)
1807	£234.00	R C Larkin (BG grave markers)

Burials

768 Burns
764 Wright
754 MacRo

G or R

None