

OXTED PARISH COUNCIL

Minutes of the Meeting held on Tuesday 17th May 2011 at 7.40pm in the Meeting Room, Community Hall, Church Lane, Oxted.

Present: Councillors: Mr A Deane (AD)
Mr T Dillon (TD)
Mr M Fisher (MF)
Mrs B Harling (BH)
Mrs S Hayward (SH)
Mrs L Parker (LP)
Mr S Paterson (SP)
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 P Whitehurst

Item		Action
1	<p>The outgoing Chairman, Mr P Whitehurst, welcomed new members of the Council. He also thanked Councillors, and the Clerk, for their hard work and support during the year, and Mr Fisher for his presentation at the Annual Parish Assembly.</p> <p>(i) All Councillors signed their Declarations of Acceptance of Office. (ii) All Councillors completed their Notification of Interest Forms. (iii) The Clerk asked Councillors to forward their Election Expense Claim Forms to her asap.</p>	ALL
2	<p><u>Election of a Chairman for 2011-12</u> Mr D Weightman was proposed and seconded as Chairman for the year 2011-12. There were no other nominations. It was resolved to elect Mr Weightman.</p>	
3	<p><u>Election of a Vice- Chairman for 2011-12</u> Mrs L Parker was proposed and seconded as Vice-Chairman for the year 2011-12. There were no other nominations. It was resolved to elect Mrs Parker.</p>	
4	<p><u>Declarations of Acceptance of Office</u> Mr Weightman and Mrs Parker signed declarations of acceptance of office.</p>	

5	<p><u>Apologies for absence</u> No apologies for absence were made.</p>	
6	<p><u>Declarations of Interest</u> No declarations of interest were made.</p>	
7	<p><u>Minutes of the previous meeting</u> The minutes of the meeting held on 12th April 2011 had been circulated, and it was resolved: that the minutes be approved.</p>	
8	<p><u>Public Session</u></p> <p>The Chairman adjourned the meeting to hear comments from members of the public.</p> <p>Mr Bristow reported that the bushes and brambles overhanging and obstructing the footpath in Brook Hill had not been attended to. The Clerk confirmed that she had reported this matter to the Surrey Highways call centre, and would report it again.</p>	DM
9	<p><u>Chairman's announcements</u></p> <p>9.1 The Chair thanked Councillors for electing him, and Liz Parker, as Chair and Vice-Chair.</p> <p>9.2 Councillors agreed to continue beginning each meeting with a prayer, and the Clerk was asked to devise a Prayer Rota for the forthcoming year - attached as appendix 3.</p> <p>9.3 Working Parties/ Areas of Responsibility/Representatives on Outside Bodies and Road Responsibilities were agreed for the forthcoming year - attached as appendix 4.</p> <p>9.4 Councillors agreed that Councillor lists, to be displayed on the Parish notice boards, should contain a Councillors name, home telephone number, and email address - attached as appendix 5. The Clerk will produce laminated copies for display.</p>	DM DM DM
10	<p><u>Clerk's Report</u></p> <p>10.1 The Clerk reported that she had actioned the items identified at the April meeting, and any matters arising were covered on the agenda or under correspondence.</p> <p>10.2 (6.2) The Clerk had prepared the papers for the planning application for a new Hurst Green Sign, and awaited a cheque from the Hurst Green Society.</p> <p>10.3 (6.3) The Clerk advised Councillors that the clearance work in Holland Road, in front of Coldshott had taken place, and the area looked much improved.</p> <p>10.4 (6.8) The Clerk had managed to secure a response from Surrey County Council regarding the installation of additional street lights: "Regrettably there is</p>	

	<p>no budget to install additional lighting anywhere in the County. The current budget is allocated to maintain and upgrade the lighting that is currently installed....a Council member can fund additional lighting....the cost is approximately £2600 per column..”</p> <p>10.5 (7.5) The Clerk had informed the new Inspector, Angie Austin, of the Parish Council’s decision to support the Police request for funding for a pole to support CCTV in Hurst Green, at a level of up to 50% of the cost. Inspector Austin welcomed the news, and agreed to contact the Clerk to progress the order, once she had established the precise contribution from Councillor Nick Skellett.</p> <p>10.6 (12.1) The Clerk had written to the Chief Executive of Surrey County Council, outlining the Parish Council’s concerns over the newly implemented yellow lines in Church Lane. This letter had been copied to Councillor Nick Skellett, and David Curl from SCC. The Clerk had received a letter from the Chief Executive acknowledging receipt, and suggesting that a full response would be made, but three weeks later this response was still awaited. Further lining works had taken place, but these simply served to move the problem along the road, and there was no evidence of a review of the situation having taken place. The Clerk was asked to chase the Chief Executive’s office for a full response to the Parish Council’s concerns. The Clerk was also asked to email Councillor Nick Skellett, copying Councillor Gordon Keymer (TDC) and Janet Johnson (SCC), regarding an urgent review of the road lining along Church Lane.</p> <p>10.7 (12.3) The Clerk had written to the Oxted Chamber of Commerce, to see whether the Parish Council could work in partnership with the Chamber. Ideally, to fund a centrally positioned container, storing bags of salt/grit, to serve the footpaths outside the shops in Station Road. The Clerk awaited a response.</p> <p>10.8 (12.4) The Clerk had informed Diane Pike (TDC), that the Parish Council had agreed to fund a third of the cost of installing pigeon net under the railway bridge, together with Network Rail and TDC, at a cost of £833.66 per organisation. She advised the Clerk that this work was planned to take place during the school Summer holidays, to minimise disruption.</p>	<p>DM</p> <p>DM</p>
<p>11</p>	<p><u>Correspondence -appendix 1</u></p> <p>11.1 Killoughery Waste Management have appealed against the refusal of a permit for infill at the Sandpit, Barrow Green Road. Comments from the original application will be passed forward, but the Clerk was asked to reaffirm the Parish Council’s objections to this application.</p> <p>11.2 Liz Parker agreed to represent the Parish Council at Tandridge Access Group AGM on Tuesday 7th June.</p> <p>11.3 The Clerk circulated a list of training courses for new Councillors.</p> <p>11.4 Community Infrastructure Levy Consultation: Tandridge District Council is in the process of producing a Community Infrastructure Levy (CIL) which will enable them to raise funds from developers undertaking new building projects in the District. It was agreed to put this consultation on the agenda of the next meeting of Oxted Parish Council for discussion prior to the 30th June deadline for comments.</p>	<p>DM</p> <p>LP</p> <p>DM</p>
	<p><u>Planning</u></p>	

APPLICATIONS ACKNOWLEDGED AS VALID
11th – 15th April 2011

Application Number

Case Officer

Application Number

TA/2011/436

Case Officer

Ms V Riddle

Change of use of first and second floor and outbuilding from Class C3 (Dwellinghouse) to Class A1 (Retail) Use.

79 High Street, Oxted, RH8 9LN

No comment, but concerned over the loss of residential use, and no provision for parking/loading/unloading

APPLICATIONS ACKNOWLEDGED AS VALID

18th – 21st April 2011

Application Number

TA/2011/370/TPO

Case Officer

Mr J Mitchener

TPO 6, 2003 (T) & 7, 2003 (T) - Remove deadwood, dying and diseased branches from 1 Oak tree and laterally reduce canopy over lawn by up to 3m. Remove deadwood, dying and diseased branches from 1 Oak tree, remove low limb over lawn and laterally reduce limb growing towards Oak 1 by up to 3m.

Cresswell House, Lankester Square, Oxted RH8 0LJ & Tandridge Heights Memorial Care Home, Memorial Close, Oxted RH8 0NH

Leave to arboriculturist

Application Number

TA/2011/472/TPO

Case Officer

Mr A Durkin

TPO 18, 2006 (T) - Fell 1 Silver Birch

The Wellows, 8 Greenhurst Lane, Oxted RH8 0LB

Leave to arboriculturist

Application Number

TA/2011/474

Case Officer

Ms A Song

Erection of first floor rear extension with hipped roof.

6 High Street, Oxted, RH8 9LP

No comment

Application Number

TA/2011/499

Case Officer

Miss R.
Burningham

Conversion and extension of former coach house building to form a two bedroom dwelling. Demolition of existing adjoining garage and construction of replacement garage.

West Heath, Rockfield Road, Oxted, RH8 0HA

OBJECT: inappropriate development for the area. An objection was also received from a neighbouring property.

Application Number
TA/2011/450

Case Officer
Miss R.
Burningham

Demolition of Willowmere. Construction of 2 x detached houses with garaging.
Willowmere, Wilderness Road, Oxted, RH8 9HS
OBJECT: due to the impact on the greenbelt

APPLICATIONS ACKNOWLEDGED AS VALID
26th – 28th April 2011

Application Number
TA/2011/534

Case Officer
Mr M. Briant

Erection of two storey front/side extension.
84 Bluehouse Lane, Oxted, RH8 0AD
No comment

Application Number
TA/2011/490

Case Officer
Ms A Song

Erection of lych gate and associated works to form steps and alter stone retaining wall and fencing.
All Saints Church, 12 Chichele Road, Oxted, RH8 0AG
No comment

APPLICATIONS ACKNOWLEDGED AS VALID
3rd – 6th May 2011

Application Number
TA/2011/485/TPO

Case Officer
Mr J Mitchener

TPO 6, 2003 (T) - Reduce height of 1 Gleditsia triacanthos by 3m and rebalance crown. Reduce height of 1 Birch by 1m and rebalance crown by up to 0.5m
24 Lankester Square, Oxted RH8 0LJ
Leave to arboriculturist

Application Number
TA/2011/535

Case Officer
Mrs S Field

Demolition of garage. Erection of 4 dwellings (comprising 2 x 4 bed detached houses and 2 x 3 bed link detached) with associated parking and access. (Reserved matters relating to outline permission granted under 2008/325 for landscaping)
Land east of 5 - 11 Westlands Way, Oxted
Leave to officers

Application Number

TA/2011/538/N

Formation of tracks. (Agricultural Notification)
Perrysfield Farm, Gibbs Brook Lane, Oxted, RH8 9PG

Leave to officers

Case Officer

Mrs S Field

Application Number

TA/2011/550

Erection of first floor infill extension to front elevation above integral garage and two-storey extension to front elevation with pitched roof over to provide new entrance. Erection of conservatory and infill extensions to rear elevation. Insertion of two rooflights to front roofslope and installation of two solar panels to rear roof slope. Erection of pitched roof over existing detached garage and external alterations.

(Amended description)

11 Icehouse Wood, Oxted, RH8 9DN

No comment

Case Officer

Ms A Song

APPLICATIONS ACKNOWLEDGED AS VALID

9th-13th May 2011

Application Number

TA/2011/555

Erection of detached garage and store. (Certificate of lawfulness for a proposed use)
56 Church Lane, Oxted, RH8 9NB

Leave to officers

Case Officer

Mr Robin Evans

Application Number

TA/2011/562

Display of 3 externally illuminated signs and one internally illuminated sign. (Listed Building Consent)

The Old Bell, 68 High Street, Oxted, RH8 9LP

Leave to officers

Case Officer

Mr M. Briant

Application Number

TA/2011/565

Display of four externally illuminated signs and one internally illuminated sign. (Advertisement)

The Old Bell, 68 High Street, Oxted, RH8 9LP

Express concern over the levels of illumination, and the effect on nearby properties

Case Officer

Mr M. Briant

18	<p><u>Matters for inclusion on future agenda</u></p> <p>18.1 Recommendations of the Grant Aid Working Party for consideration, and to agree Grant Aid awards – June meeting.</p> <p>18.2 Consider and agree the Annual Audit Return – June meeting.</p> <p>18.3 Consider and agree the timings of future meetings – June meeting.</p> <p>18.4 Consider and comment on the Community Infrastructure Levy Consultation – June meeting.</p> <p>18.5 Invite Catherine Sayer, Chair of the Oxted & Limpsfield Residents’ Association to a future meeting to give Councillors a short presentation on the work of the group, and to discuss the planned 2012 Chalkpit review – Autumn meeting (Oct/Nov).</p> <p>18.6 The Parish Council to consider the construction and implementation of a Parish Plan – future meeting.</p> <p>18.7 Part II for the Clerk’s review – June meeting.</p>	<p>)</p> <p>)</p> <p>)</p> <p>) DM</p> <p>)</p> <p>)</p>
	<p>There being no further business to discuss, the Chairman closed the meeting at 9.37pm.</p>	

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 Hills Society newsletter.
2. Road Closures, 8th July for the Oxted Pram Race.
3. Adopt a kiosk: Broadham Green telephone kiosk.
4. Refusal of Oxted Sandpit permit has gone to appeal.
5. Surrey Artists Open Studio – leaflets for notice boards.

For action:

1. An invitation to attend Tandridge Access Group AGM, Tuesday 7th June, 2pm.
2. New Councillor training sessions.

Appendix 2

Cheque number	Amount	Payee
1817	£52.50	Hurst Green Community Assoc. (APA hall hire)
1818	£1,980.00	Nick Dance (Coldshott clearance)
1819	£740.00	Complete Landscapes (BG maintenance)
1820	£31.00	Oxted Community Hall (Meeting Room hire)
1821	£133.34	HM Customs & Revenue (NI & Tax)
1822	£739.20	D Marshall (Clerk's salary May)
1823	£225.55	SCC (May pension contribution)
1824	£1,396.41	Zurich (Insurance renewal)
1825	£120.00	Sage (payroll cover)
1826	£56.40	Westerham Parish Council (photocopying)
1827	£102.51	D Marshall (Clerk's expenses, including Norton)

Burials

702 Lilley
683 Schenk
405 Glancy

G of R

None

APPENDIX 3



OXTED PARISH COUNCIL

PRAYER ROTA 2011-12

2011

May	Paul Whitehurst
June	Barbara Harling
July	Stuart Paterson
September	Martin Fisher
October	Karen Weightman
November	Robert Wingate
December	Liz Parker

2012

January	David Weightman
February	Paul Whitehurst
March	Barbara Harling
April	Stuart Paterson



OXTED PARISH COUNCIL

AREAS OF RESPONSIBILITY AND REPRESENTATIVES ON OUTSIDE BODIES 2011/12

WORKING PARTIES

Annual Parish Assembly and emergencies

Chairman	David Weightman (Chairman of PC)
Members	Liz Parker (Vice-Chair)
	Paul Whitehurst (A past Chairman)

Burial Ground and War Memorials

Chairman (Burial Ground Officer)	David Weightman
Working Party Members	Barbara Harling
	Liz Parker
	Karen Weightman

Grant Aid

Chairman	Karen Weightman
Members	Andrew Deane
	Barbara Harling
	Sue Hayward
	Stuart Paterson
	Denize Wallace

Litter and recycling

Chairman	Liz Parker
	Sue Hayward
	Karen Weightman

Planning

Chairman	Terry Dillon
	Andrew Deane
	Liz Parker
	Denize Wallace
	Karen Weightman

Highways and Safe Routes to School
(with responsibility for parking and car parks)

Chairman	Martin Fisher (Also responsible for liaison with Oxted & Limpsfield Residents Association)
Members	Barbara Harling Denize Wallace Robert Wingate

Web-site

Andrew Deane
Sue Hayward
Debbie Marshall (Parish Clerk)

COUNCILLORS WITH SPECIAL RESPONSIBILITY FOR COUNCIL PROPERTY

Bus shelters	<i>Broadham Green</i>	Paul Whitehurst
	<i>Old Oxted</i>	Martin Fisher
	<i>Oxted Police station</i>	Denize Wallace

The Pound, Sandy Lane	Martin Fisher
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Doomsday Plaque

*(Fixed to Huddle Cottage, 49 High Street
Old Oxted)*

David Weightman

Notice boards:	<i>Ellice Road CP</i>	Robert Wingate
	<i>Gordons Way</i>	Karen Weightman
	<i>Hurst Green Road</i>	Liz Parker
	<i>Master Park</i>	Denize Wallace
	<i>Burial Ground</i>	David Weightman
	<i>Mill Lane</i>	Andrew Deane
	<i>Old Oxted</i>	Martin Fisher
	<i>Pollards Oak Road</i>	Barbara Harling
	<i>Railway bridge, HG</i>	Sue Hayward

*Railway station,
Oxted* Stuart Paterson

War Memorials: *Church Lane
Oxted* David Weightman/Denize Wallace
Terry Dillon (Liaison with the Royal British
Legion)
Hurst Green Barbara Harling/Sue Hayward

Seats: *Church Lane, Oxted* Denize Wallace
Barrow Green Road Karen Weightman
Woodhurst Lane Barbara Harling
*Circular bench HG** Barbara Harling
Broadham Green Paul Whitehurst
Bus shelter

*not owned by OPC

COUNCILLORS WITH INDIVIDUAL AREAS OF RESPONSIBILITY

Responsible Finance Officer Martin Fisher

Burial Ground Officer David Weightman

Footpaths and Rights of Way
Oxted North Denize Wallace
Oxted South Andrew Deane/Sue Hayward

Press and Publicity Martin Fisher

Liaison with Master Park Terry Dillon

Internal Auditor Angela Howells

REPRESENTATIVES ON OR LINKS WITH OUTSIDE BODIES

CAB Oxted Paul Whitehurst

East Surrey Parishes Liaison Group Liz Parker

Gatwick Area Conservation Campaign Andrew Deane

Hurst Green Community Association Liz Parker

Oxted United Charities

Barbara Harling
Mary Sellar **R**
Chris Berry **R**
Violet Lea **R**

Police Panel

Liz Parker/Andrew Deane
David Weightman/Karen Weightman

Tandridge Access and Rights of Way Forum Sue Hayward

Transportation Group/Surrey Rail Forum Ron Bristow **R**

R – appointed by the Parish Council.

**OXTED PARISH COUNCIL
ROAD RESPONSIBILITIES**

OXTED NORTH

OXTED NORTH

MARTIN FISHER	DENIZE WALLACE
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High Street Godstone Road Beadles Lane St. Clair Close Springfield Hall Hill Brook Hill Neb Lane Meadowbrook Sandy Lane	Wheeler Avenue Peter Avenue Haywain St. Marys Close Master Close Station Road West Station Approach West Hill East Hill
TERRY DILLON Hoskins Road East Hill Road East Hill Station Road East Johnsdale Ellice Road Amy Road Beatrice Road Church Lane	DAVID WEIGHTMAN Silkham Road Downs Way Greenacres Field Court Woodland Court Gordons Way Chalkpit Lane Westlands Way Chichele Road
STUART PATERSON Barrowgreen Road Alexander Place Bluehouse Lane Central Way Eastlands Way Eastlands Close Barnett Shaw Oakshaw Quarry Road Quarry Close	KAREN WEIGHTMAN Rockfield Road Rockfield Close Woodhurst Lane Woodhurst Park Culver Drive Woodland Rise Farley Drive Rockfield Road Icehouse Wood Old Lane Fairfax Close

**OXTED PARISH COUNCIL
ROAD RESPONSIBILITIES**

OXTED SOUTH

OXTED SOUTH

ELIZABTH PARKER	PAUL WHITEHURST
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<p> Holland Crescent Holland Road Rosemary Close The Hawthorns Bromford Close Barnfield Way Coldshott Roseacre Meadowlands Nunappleton Way </p>	<p> Boulthurst Way Hazlewood Road Home Park Hazlewood Heights Testers Close The Hollies Bramble Close Juniper Close Bay Trees </p>
<p> BARBARA HARLING </p> <p> Hurstlands Greenhurst Lane Chestnut Copse The Greenway Pollards Oak Crescent Pollards Oak Road Oak Close Holland Lane Red Lane Pollards Wood Road Wolfs Wood </p>	<p> SUE HAYWARD </p> <p> Wolfs Hill Paddock Way and Close Meldrum Close Broadham Green Southlands Lane Gibbs Brook Lane Popes Lane Hall Hill Caterfield Lane Merle Common </p>
<p> ANDREW DEANE </p> <p> Comforts Farm Avenue Orchard Way Mill Lane Warren Lane Hurst Green Road Hurst Green Close Hallsland Way Mill Shaw Tanhouse Road </p>	<p> ROBERT WINGATE </p> <p> (Icehouse Wood) (Parklands) (Wynnstow Park) Oast Road Laurel Drive Church Way The Waldrons Woodhurst Lane The Maltings Spring Lane <i>(private roads)</i> </p>

OXTED PARISH COUNCIL:

Please contact your Parish Councillors, detailed below, regarding any issues of concern within Oxted and Hurst Green. Details of all meetings, agendas, and minutes, can be found on the Parish website: www.oxted-pc.org.uk, or be obtained from the Clerk.

NORTH WARD

Terry Dillon	Tel: 01883 712549	E-mail: tjdillon@globalnet.co.uk
Martin Fisher	Tel: 01883 712263	E-mail: mhfisher@btinternet.com
Stuart Paterson	Tel: 01883 714642	E-mail: stuartjohnpaterson@hotmail.com
Denize Wallace	Tel: 01883 730179	E-mail: Denize.wallace@ntlworld.com
David Weightman	Tel: 01883 715420	E-mail: david@survez.co.uk
Karen Weightman	Tel: 01883 715420	E-mail: david@survez.co.uk

SOUTH WARD

Andrew Deane	Tel: 01883 717779	E-mail: andrew@andris.co.uk
Barbara Harling	Tel: 01883 723034	
Sue Hayward	Tel: 01883 716384	E-mail: sue@jincox.co.uk
Liz Parker	Tel: 01883 715852	E-mail: elizabeth.parker7007@ntlworld.com
Paul Whitehurst	Tel: 01883 717043	
Robert Wingate	Tel: 01883 714549	E-mail: robert@thewingates.co.uk

CLERK:

Debbie Marshall Tel: 01342 871613 E-mail: oxtedpc@btconnect.com
 Council Correspondence: Candles Trees, Blackberry Lane, Lingfield, Surrey, RH7 6NH