



**Clerk's Report**

6.1 The Clerk reported that she had actioned the items identified at the September meeting, and any matters arising were covered on the agenda or under correspondence:

6.2 (6.3) The Clerk now has three quotations for the repair/refurbishment of the War Memorial in Old Oxted and is working with Laura Ashton from the British Legion to make an application for funding.

6.3 (8.5) The Clerk considered the Aggregates Recycling Joint Development Plan document as part of the Minerals and Waste Plan consultation, and found no issues to raise.

6.4 (8.7) The Clerk commented on the Draft Recommendations of the Electoral Review of Surrey, outlining the Parish Council's concerns about removing Tandridge from Oxted Division, and supporting Tandridge Parish Council's objection.

6.5 (8.10) The Clerk advised OLRG that the Parish Council would be making their own response to the draft National Planning Policy Framework consultation, but would be interested in seeing the OLRG response. This has since been received and will be discussed during the meeting, together with the TDC response.

6.6 (10.1) The Clerk was assured by TDC that the land adjacent to 19, Beadles Lane was more likely to be leased than sold. In the event that it was to be sold, there would be restrictions to the sale to prevent future development, without compensation to the District Council.

6.7 (12.1) Mr Weightman, Mrs Wallace, and the Clerk, have reviewed the Burial Ground regularly since the last meeting, mostly daily. There have been continuing issues with the maintenance contractor, who has neglected to make weekly visits, and has not mown the grass for three weeks. There has also been an escalation in the problems caused by parked vehicles on the approach to the Burial Ground: the BIFFA waste lorry has been unable to collect for over a month and the bin is overflowing. The contractors were unable to access with their larger vehicle on Friday 7<sup>th</sup> October, and I fear parked cars are now preventing the access of hearses.

6.8 The Clerk liaised with SCAPTC and organised a more local session of training for new councillors, held at TDC on the 19<sup>th</sup> September, so that the new members of the Parish Council, together with a dozen other local councillors, might receive training. The councillors who attended the session felt it was worthwhile.

6.9 The Clerk and Mr Weightman reported to councillors that the War Memorial panels in Old Oxted, containing the names, have been removed from the surround and from the site. Having liaised with the British Legion, no-one knows who has removed the panels. The Clerk will continue to try and contact the householders, to see if they have any further information.

6.10 Mr D Weightman and Mrs K Weightman attended the public meeting on the 19<sup>th</sup> September regarding the proposed landfill site at Covers Farm, Westerham. Mr Weightman advised that it was confirmed at the meeting that should the site be used, the huge number of lorry movements would not be travelling through the streets of Westerham, but would approach the site from the A25 in the other direction ie through Oxted. However, it was also identified that Kent had a large number of such sites. As this is one of many, it was suggested that it is unlikely to be one of the proposed sites.

DM

7	<p><b><u>Correspondence -appendix 1</u></b></p> <p>7.1 Councillors were advised of items of correspondence received, as detailed on the list of correspondence – appendix 1.</p> <p>7.2 Mr R Wingate distributed some general interest leaflets for display on the notice boards, including information from crimestoppers.</p> <p>7.3 The Clerk advised councillors that the Annual Audit Return had been returned, with no matters for attention.</p> <p>7.4 A request was received from Surrey Playing Fields Association for an affiliation fee. As the Parish Council is not responsible for any playing fields, it was agreed not to join.</p> <p>7.5 The 2013 Review of Parliamentary Constituencies in England consultation had been received. Councillors felt that none of the changes proposed affected the Oxted area, but asked the Clerk to review the document to confirm.</p>	DM
8	<p><b><u>Planning</u></b></p> <p style="text-align: center;"><b>Applications acknowledged as valid 12/09/11 – 16/09/11</b></p> <p><i>Application Number</i> <span style="float: right;"><i>Case Officer</i></span></p>	

*Application Number*

**TA/2011/1142**

Erection of two storey rear extension.  
19 Mill Lane, Oxted, RH8 9DF

No comment, but concerned over impact on neighbour

*Case Officer*

Ms A Song

**APPLICATIONS ACKNOWLEDGED AS VALID**

**19<sup>th</sup> – 23<sup>rd</sup> September 2011**

*Application Number*

**TA/2011/1234**

Demolition of existing covered area and rear part of garage. Erection of new single storey extension between house and garage.

36 Wheeler Avenue, Oxted, RH8 9LE

No comment

*Case Officer*

Mr W Spencer

*Application Number*

**TA/2011/1242**

Structural repairs to timber frame junction between first floor joists and front/rear walls. (Listed Building Consent)

The George, 52 High Street, Oxted, RH8 9LP

Leave to officers

*Case Officer*

Mr Robin Evans

**APPLICATIONS ACKNOWLEDGED AS VALID**

**23<sup>rd</sup>-30<sup>th</sup> September 2011**

*Application Number*

**TA/2011/1131**

Erection of 2 storey rear extension and loft conversion with front and side dormer windows

19 East Hill Road, Oxted, RH8 9HZ

No comment

*Case Officer*

Mr M. Briant

*Application Number*

**TA/2011/1255**

Amendments to consent granted under TA/2009/470 for construction of 6 tennis courts at a lower level, with revised arrangements for ramps and steps and associated hard standing and retaining walls. (Retrospective)

Lifeline Health & Fitness, Holland Field, Holland Road, Hurst Green, RH8 9BQ

Leave to officers

*Case Officer*

Mrs S Field

*Application Number*

**TA/2011/1256**

Variation of Condition 2 (TA/2011/671) to amend layout of dwellings within Plots 1 and 2.

Plot 1 & 2, Burntwood Drive, Oxted, RH8 9HD

No comment

*Case Officer*

Ms A Song

*Application Number*

**TA/2011/1275**

Formation of three bunds (certificate of lawfulness for a proposed development)

Lifeline Fitness, Holland Road, Hurst Green, RH8 9BQ

Leave to officers

*Case Officer*

Mrs S Field

*Application Number*

**TA/2011/1233**

Demolition of Willowmere & Willowmere Cottage, garage, sheds & greenhouse and erection of 4 detached dwelling houses and associated garaging, access and landscaping (amended description)

Land at Willowmere, Wilderness Road, Oxted

No comment

*Case Officer*

Mrs C Hammerton

**APPLICATIONS ACKNOWLEDGED AS VALID**

**3<sup>rd</sup> – 7<sup>th</sup> October 2011**

*Application Number*

**TA/2011/1274/TCA**

Fell 1 Goat Willow

1 Stone Cottages, Broadham Green, Oxted RH8 9PF

Leave to arboriculturist

*Case Officer*

Mr J Mitchener

*Application Number*

**TA/2011/1284/TPO**

TPO 106 (GOD) - Reduce height of 5 Holly trees to 6m in height and remove dead limbs

7 Rockfield Close, Oxted RH8 0DN

Leave to arboriculturist

*Case Officer*

Mr J Mitchener

*Application Number*

*Case Officer*

	<p><b>TA/2011/1297</b> <span style="float: right;">Mr W Spencer</span>  Erection of single storey rear extension. Erection of two storey front bay window, a covered walkway to front elevation and extension to front dormer window. Erection of pitched roof over existing rear roof slope.  23A Bluehouse Lane, Oxted, RH8 0AA  No comment</p> <p><i>Application Number</i> <span style="float: right;"><i>Case Officer</i></span>  <b>TA/2011/1301</b> <span style="float: right;">Mr W Spencer</span>  Partial demolition of existing rear projection. Erection of replacement rear extension.  3 Johnsdale, Oxted, RH8 0BW  No comment</p> <p><i>Application Number</i> <span style="float: right;"><i>Case Officer</i></span>  <b>TA/2011/1302</b> <span style="float: right;">Mr Robin Evans</span>  Erection of first floor extensions over existing garage and over existing single storey side extension.  3 Hallsland Way, Hurst Green, RH8 9AL  No comment</p> <p><i>Application Number</i> <span style="float: right;"><i>Case Officer</i></span>  <b>TA/2011/1304</b> <span style="float: right;">Mr M. Briant</span>  Erection of single storey extension and reinstatement of two windows to east elevation.  South House, Hall Hill, Oxted, RH8 9PA  No comment</p> <p><i>Application Number</i> <span style="float: right;"><i>Case Officer</i></span>  <b>TA/2011/1246/TPO</b> <span style="float: right;">Mr J Mitchener</span>  TPO 106 (GOD) - Crown lift 1 Sweet Chestnut by 5m, thin crown by 10% and reduce some branches by up to 3.3m  9 Rockfield Close, Oxted RH8 0DN  Leave to arboriculturist</p>	
9	<p><b><u>Lighting Replacement Project</u></b>  9.1 Tandridge District Council invited the Parish Council to comment on Surrey County Council’s proposal for lighting replacement within Conservation Areas.  9.2 Councillors considered the proposals in detail, and agreed that all of the lights in Old Oxted High Street should be replaced with special lamps, as proposed by SCC and TDC. The Parish Council also agreed that it was not necessary to upgrade the</p>	

	<p>lamps in Godstone Road and Beadles Lane, which are currently of standard design.</p> <p>9.3 There are currently five special lamp posts and two standard posts in Station Road West. The Parish Council agrees with the SCC and TDC proposal to replace these with seven new posts of special design. However, the Parish Council much prefers the design of the option B posts recommended by SCC, and feels it is preferable to have the same design as is proposed in Old Oxted for consistency. Option C, proposed by TDC, is also more costly. The Parish Council would prefer option B.</p> <p>9.4 The Parish Council supports the view of TDC regarding the seven lamp columns in Broadham Green, that the best solution is standard designs in green, rather than black, consistent with the lamp column that has already been replaced. The Clerk was asked to respond to the TDC consultation accordingly.</p>	DM
10	<p><i>Mrs Barbara Harling declared a personal and prejudicial interest in the next item, as she was one of the nominees, and withdrew from the meeting.</i></p> <p><b><u>Oxted United Charities: re-nomination of trustees</u></b></p> <p>10.1 The terms of office of Rev'd Professor Mary Sellar, and Mrs Barabara Harling, had both come to an end. The secretary of OUC confirmed that both ladies were willing to stand again, and asked for the Parish Council's approval.</p> <p>10.2 The Parish Council wished to convey thanks to the ladies for their service, and were pleased to return them to office. The Clerk was asked to advise OUC of the Parish Council decision.</p> <p><i>Mrs Barbara Harling returned to the meeting.</i></p>	DM
11	<p><b><u>National Planning Policy Framework</u></b></p> <p>11.1 All Councillors had been circulated with the Tandridge District Council response to the NPPF, prior to the meeting for consideration. They were also provided with the response of Oxted &amp; Limpsfield Resident's Group.</p> <p>11.2 After some discussion, it was agreed that the TDC document was comprehensive, and that the Parish Council would respond by supporting the District response, sharing TDC concerns.</p> <p>11.3 The Clerk was asked to respond accordingly.</p>	DM
12	<p><b><u>Finance</u></b></p> <p>12.1 A list of cheques had been circulated and was approved – appendix 2.</p> <p>12.2 After some discussion, Councillors agreed to pay the Burial Ground maintenance contractor 50% of the invoice received for September maintenance. Although it was felt that three out of four cuts were not made during September, there was only clear evidence that two visits had been missed, and this formed the basis of the decision.</p>	
13	<p><b><u>Burial Ground and War Memorials</u></b></p> <p>13.1 There was a lengthy discussion about the ongoing commuter parking issues at</p>	

	<p>the Burial Ground. The signs and fencing put up had prevented commuters parking on the verge, but they continue to park alongside, fully in the road. The situation has also worsened due to cars now parking to the left of the Burial Ground gates. This makes it impossible to gain access to the Burial Ground for anything larger than a small car. The Clerk was extremely concerned that the hearse would not be able to gain access for a funeral booked later in the week.</p> <p>13.2 It was agreed that it was essential to gain the support and advice of SCC and the local police, to establish what could be done to keep the access clear. The Clerk to contact the Police Inspector and Nick Skellett for further assistance.</p> <p>13.3 Mrs L Parker distributed photographs taken of the tyre marks found on graves. It appeared that some of the marks may have been caused by bikes, rather than mowing equipment.</p> <p>13.4 The maintenance of the Burial Ground has continued to be monitored. The frequency of visits is contrary to the contract, yet the Parish Council continues to receive full invoices. There have also been a number of complaints about the standard of maintenance undertaken. These issues are all ongoing and the Clerk advised that as the Burial Ground Officer has already had a number of discussions with the contractor, she felt the issues should now be outlined formally in writing, to provide a written record and protect the Parish Council. Mr D Weightman was keen to have an onsite meeting with the contractor and Mrs D Wallace, and the Clerk, if available, to discuss the issues. It was agreed that the outcome of this meeting would be followed up in writing.</p> <p>13.5 Mr T Dillon agreed to liaise with the British Legion to organise the cleaning of the War Memorial prior to the Remembrance Parade.</p>	<p>DM</p> <p>DW/DW/DM</p> <p>TD</p>
14	<p><b><u>Council property</u></b></p> <p>14.1 Mrs Karen Weightman's notice board still requires attention. The Clerk is struggling to find someone to undertake the work, and appealed to Councillors for any local tradesmen who might be willing to tackle it.</p>	
15	<p><b><u>Parking and traffic matters</u></b></p> <p>15.1 The lamp post outside 16 Woodhurst Lane is out - Clerk to report.</p> <p>15.2 The grit/salt bin outside Moorhouse School is damaged - Clerk to report</p>	<p>DM</p> <p>DM</p>
16	<p><b><u>Matters for inclusion on future agenda</u></b></p> <p>16.1 Commemoration of the Queen's Diamond Jubilee, 5<sup>th</sup> June 2010.</p>	
	<p>There being no further business to discuss, the Chairman closed the meeting at 9.22pm.</p>	

## **Correspondence – 11.10.11**

### **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. Crimestoppers newsletter and leaflets.
2. Advice of payment of precept, 2<sup>nd</sup> half yearly payment.
3. TDC Care and Repair Agency Annual Report.
4. Oxted CAB Annual Report.
5. Surrey County Playing Fields Association Annual Report.
6. Annual Audit returned, with no items brought to the Parish Council's attention.

### **For action:**

1. Request from Surrey Playing Fields Association for £10 affiliation fee.
2. 2013 Review of Parliamentary constituencies in England – consultation.

## **CHEQUE LIST – 11.10.11**

<b>Cheque number</b>	<b>Amount</b>	<b>Payee</b>
<b>1860</b>	<b>£102.46</b>	<b>HM Customs &amp; Revenue (NI &amp; Tax Oct)</b>
<b>1861</b>	<b>£775.57</b>	<b>D Marshall (Clerk's salary Oct.)</b>
<b>1862</b>	<b>£229.32</b>	<b>SCC (Oct. pension contribution)</b>
<b>1863</b>	<b>£52.00</b>	<b>D Marshall (Clerk's expenses)</b>
<b>1864</b>	<b>£41.00</b>	<b>British Legion (Remembrance wreaths)</b>
<b>1865</b>	<b>£370.00</b>	<b>Complete Landscapes (BG maintenance Sept)</b>

**Burials**  
**Storrier**

**G of R**  
**None**