

# OXTED PARISH COUNCIL

Minutes of the Annual Statutory meeting of Oxted Parish Council held in the  
Meeting Room, the Community Hall, Church Lane, Oxted  
on Tuesday 14<sup>th</sup> May 2013 at 7.35pm

Mr Peter Bush (PB)  
Mrs Karen Weightman (KW)  
Mr David Weightman (DWe)  
Mrs Barbara Harling (BH)  
Mr Terry Dillon (TD)  
Mrs Sue Haywood (SH)  
Mr Robert Wingate (RW)  
Mr Stuart Paterson (SP)  
Mrs Denize Wallace (DWa)  
Mr Paul Whitehurst (PW)

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

## MINUTES

In the absence of the Chairman, due to illness, the Vice-Chairman, Terry Dillon opened the meeting and Chaired the first item on the agenda.

**1. Election of a Chairman for 2013/14**

Due to there being more than one candidate standing for election to Chairman the Clerk distributed voting slips to all Councillors present.

The Clerk and Inspector Austin counted the votes and confirmed that there were 5 votes for each candidate. The Acting Chairman cast his casting vote in favour of Mrs Karen Weightman.

Mrs Karen Weightman was duly elected as Chairman for the ensuing year.

Declaration of Acceptance of Office – signed at the end of the meeting.

Mrs Karen Weightman as the newly elected Chairman continued the meeting.

**2. Election of a Vice-Chairman for 2013/14**

Due to there being more than one candidate standing for election to Vice-Chairman the Clerk distributed voting slips to all Councillors present.

The Clerk and Inspector Austin counted the votes and confirmed that there were 5 votes for each candidate. The Chairman cast her casting vote in favour of Mr Paul Whitehurst.

Mr Paul Whitehurst was duly elected as Vice-Chairman for the ensuing year.

Declaration of Acceptance of Office – signed at the end of the meeting.

**3. Apologies for absence: to receive and accept apologies for absence.**

Mr. Martin Fisher, due to double booking of meetings and Mrs Liz Parker due to illness.

The Chairman thanked the outgoing Chairman, Mrs Liz Parker, for all her work during, what had been a difficult and also busy year.

4. **Declarations of Disclosable Pecuniary Interest:** *To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting. Mrs Haywood declared her interest in the Grant Aid application for the Girl Guide hut; Mr D Weightman declared his interest in the Grant Aid application from St Marys; Mr P Whitehurst declared his interest in the Grant Aid application from Oxted Citizens Advice. Other declarations regarding Grant Aid are detailed on the Grant Aid schedule.*
5. **Public session:** *a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes.*
- i. Inspector Angie Austin was invited to attend the meeting to update the Council on the position regarding CCTV.
- Surrey Police (Inspector Angie Austin) outlined the main facts around the current CCTV system as follows:
- The system was originally jointly funded by the equivalent of the Community Safety Partnership and Oxted Parish Council
  - The funding was for start-up of the system with no long term plan for maintenance, repair or replacement
  - There is a lack of clarity in relation to ownership or responsibility of the system and there is a misconception that it is owned by the Police
  - The system is not monitored, it records to hard drive, is via 3G and cannot be manually operated
  - The system is one which should have been installed as a 'temporary fix'
  - There is no confirmed evidence of a crime detection result
  - It is not clear who has data control responsibility
  - There is no CCTV strategy in place
  - The Community Safety Partnership can no longer fund the maintenance, repair, replacement or administration of the system
- Surrey Police informed the group that the Tandridge CCTV system as a whole had been discussed at the last Community Safety Partnership meeting and it had been agreed that:
- Responsibility for CCTV should be passed back to Parish Councils/appropriate body
  - The Community Safety Partnership should ensure that each CCTV camera was fit for purpose prior to handover
  - On-going funding and administration could no longer be provided by the Community Safety Partnership
- Discussion followed in respect of:
- The history of the introduction of the system. Whilst previously CCTV was viewed as a solution to crime prevention, reduction and evidence, as procedures had changed and more was learnt about

the use of CCTV it was now apparent that it wasn't always the best solution. Tandridge is a rural area and the main crime priorities were outside of the areas covered by CCTV.

- The benefits of the Shop Watch radio system
- What other options were available, including the potential costs although it was accepted that figures were purely approximations and that the most expensive option had been used to work to. The meeting was advised to seek advice from specialist companies and also Surrey Police Crime Reduction Officer Mark Howells.
- The reputational risks around removal of the system
- The benefits of a new system which could be tailored better to the crime reduction needs of the area eg cameras could be moved in line with problem hot spots as they occur seasonally
- The fact that legislation was currently being proposed which would affect CCTV systems and place responsibilities upon the owners of any system. Importantly, that the system would need to be fit for purpose and have a strategy in place for the use of it. The current system would not meet criteria.
- The main factor in any decisions around the use of CCTV needed to start from the point of 'what do we want it to do?' and also how much it would cost

Surrey Police confirmed that the system is currently in working order, the airtime on it had been funded until 28<sup>th</sup> March 2015, and also that the camera in Station Road East recorded for a 10 day period, and the camera in Station Road West for a 20 day period. However, any further maintenance or repair, or renewal of airtime would need to be arranged via the Parish Council; Surrey Police would provide contacts, assistance and advice in order to assist this process.

Surrey Police agreed to a regular check to ensure the system was working and if found not to be working would make contact with the Parish Council.

- ii. Prior to the Architect speaking Cllrs D Weightman and S Hayward withdrew from the meeting.

The Architect, Partner of JTP attended the meeting to report on the Community Planning Day regarding the Chichele Road development; the visitor explained that Oxted Residential Ltd is the client.. The wish is to create a vision for the site. Planning application will be submitted in summer following discussion with the community as to what is required. Community planning event - flyers to north of M25. They will write to stakeholder list.

Mr T Dillon asked the question of the visitor as to why the trees were ringed after a TPO had been issued; it was replied that the architect would need to ask the developer. Vision of proposal for the site will be on display on 13 June.

Mr S Paterson proposed that "Oxted Parish Council fully supports TDC's current position. First, that it is important for it, as the planning authority, to establish new targets and mechanisms for housing delivery, in consultation with its communities. And, second, only if absolutely necessary and supported

by clear evidence, that TDC would give consideration to making amendments to the Green Belt through the normal Plan making process.” The motion was seconded by Mrs K Weightman.

Cllrs. B Harling and P Bush abstained from voting on the motion.

Mrs B Harling expressed concern that Councillors did not declare an interest however, it was pointed out that a planning application has not yet been received.

6. **Minutes:** The Minutes of Full Council meeting held on 12<sup>th</sup> March 2013 were agreed as a true record and were signed by the Chairman.
  
7. **Queen’s Diamond Jubilee Committee:**
  - i. Update to Council. Only one matter outstanding which is the placement of play equipment in Master Park - Mark Howells of Tandridge Police gave advice on best position for equipment re security and reducing likelihood of damage. The installation of the equipment requires planning permission. Master Park Management Committee has received a complaint regarding the vibrant colour of the play equipment however, the colour was chosen as it is visual to partially sighted individuals. Mr R Wingate and Mrs D Wallace are attending a meeting of Master Park Management Committee on 22<sup>nd</sup> May where there will, hopefully, be a decision made. Discussion ensued regarding the placement of the equipment elsewhere if Master Park are unable to make a decision.  
It was agreed that the Parish Council must not take the attitude that as they pay money to Master Park it does not give the Parish Council more power over what happens.
  
8. **Planning Committee:**
  - i. Planning Committee: to approve the minutes of the Planning Committee meetings held on 19/03/13, 09/04//13 and 30/04/13.
  - ii. Full Council to receive the minutes of the Planning Committees 19/03/13, 09/04/13 and 30/04/13. The minutes following the three meetings were approved and received by the Council.
  
9. **Finance & General Purposes Committee:**
  - i. Finance & General Purposes Committee: to approve the minutes of the Finance & General Purposes meeting held on 23/04/13.
  - ii. Full Council to receive the minutes of the Finance & General Purposes Committee 23/04/13. The minutes following the F & GP meeting were approved and received by the Council.
  
10. **Burial Ground Committee:**
  - i. Burial Ground Committee: to approve the minutes of the BG Committee meeting held on 07/05/2013.
  - ii. Full Council to receive the minutes of the BG Committee 07/05/13. The minutes following the Burial Ground meeting were approved and received by the Council.
  - iii. Size of memorials. Proposed Mrs K Weightman and Seconded Mr P Bush. . It was unanimously agreed that there will be no change to the regulations in respect of the size of memorials. Clerk to contact resident and confirm the decision of Full Council.

Clerk

Clerk is currently rewriting the Burial Ground regulations in line with other burial grounds. Funeral Directors will be requested to send a copy of the letter, sent to clients with the regulations, to the Clerk.

- iv. Recommended fees for 2013 (schedule attached). Last point arisen out of complaint panel. There was discussion regarding the position of partners; it was agreed that this issue can be covered in the revised regulations. The new fees, which will be effective from 1<sup>st</sup> June 2013, were proposed by Mr D Weightman. All were in favour although with reservations from Mrs B Harling.
- v. The complaint regarding the fees was resolved satisfactorily. It was agreed that, as a one-off special case a refund of £1,330 would be made to the complainant. **Clerk**

## 11. Grant Aid

To consider and approve the recommendations submitted by the Grant Aid Panel (papers attached). Mrs K Weightman, Chairman of the Working Group explained that the criteria applicable is that the applicants are relevant, where possible, to the Oxted area; two youth groups were difficult to prove. Where interest is declared by a member of the Working Group then an average is applied to ensure the applicants are not disadvantaged.

Amounts allocated under S137

Proposed: Mrs Denize Wallace

Seconded: Mrs Sue Hayward

All in favour. Clerk will notify all applicants of their success or otherwise.

**Clerk**

## 12. Chairman's announcements

- i. Notice Boards – refurbishment of notice boards - Clerk to review all notice boards and report on conditions. Laminated sign to be displayed with guidelines for permissible notices - relevance to community, Parish, not for profit and not commercial (no staples). **Clerk**
- ii. Update on Annual Parish Assembly – thanks were expressed to Clerk for minutes. The evening went well with informative speakers. It was disappointing that there were so few genuine public attendees. Clerk to circulate questionnaire from the Probationary Body to all Councillors for completion. **Clerk**
- iii. Clerk tabled a copy of a newsletter she has compiled for another Parish Council. It was agreed to publicise annual assembly, Master Park, Grant Aid and other events. Newsletter to be drafted and distributed early in 2014 however material will be required by September 2013. **ALL**
- iv. Annual assembly for 2014. It was agreed the Clerk will ascertain the availability of OCH for a Monday in 2014 which does not clash with CAB. Speaker to also be identified. **Clerk**
- v. Clerk to invite Oxted chamber of commerce to Parish meetings. **Clerk**
- vi. Committee members – It was agreed that at the first meetings of the Committees this year the Terms of Reference will be reviewed and the compilation of the Committees will be reviewed. **Chairs**  
Mrs K Weightman reported who the members of each Committee were for 2012.
- vii. Grant Aid – Mr R Wingate and Mrs S Hayward wish to be on the Grant Aid Working Group.
- viii. CCTV – It was agreed, following the report by Inspector Austin, the CCTV situation needs to be fully discussed at the next Fully Council meeting on 8<sup>th</sup> July 2013. **Clerk**

## 13. Highways

Nick Skellit has agreed to meet at zebra crossing on Bluehouse Lane, Surrey expert - says very dangerous.

Mrs B Harling enquired as to the possibility for Highways to resurface Pollards Oak Rd. Clerk to contact SCC and request. **Clerk**

Double yellow lines around burial ground due to be done ASAP.

14. **Clerk's report:** on actions taken since the last meeting. **Attached**  
Prayer list – **Attached**
15. **Correspondence:**  
Surrey county show leaflets were circulated at the meeting.
16. **Items for consideration at future meetings**  
Review of committee structure (July meeting - part 2).  
CCTV  
Youth Equipment  
Skate Park in Hurst Green – however TDC has £50k from S106  
£6k project - ideas required
17. **Finance**
  - i. To agree the cheque list, as listed in appendix 2 **Attached**  
Proposed David Weightman  
Seconded Robert Wingate

Meeting closed at **2145**

**Date of the next meeting Tuesday 9<sup>th</sup> July at 7.35pm**

**Venue; The Meeting Room, The Community Hall, Church Lane, Oxted**

Copies of Parish Council minutes are held by the Clerk and are available on the

Parish Council web-site: [www.oxted-pc.org.uk](http://www.oxted-pc.org.uk)

Mrs Maureen Gibbins, Parish Clerk, Salmons, Salmons Lane, Whyteleafe, Surrey CR3 0HB

Phone 07510 226989