



## OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held in the  
Meeting Room, the Community Hall, Church Lane, Oxted  
on Tuesday 9<sup>th</sup> July 2019 at 7:30pm

Cllr Liz Parker  
Cllr Deb Shiner  
Cllr Alan Feesey  
Cllr Peter Damesick  
Cllr R Hull  
Cllr Barbara Harling  
Cllr Anne Rivers  
Cllr Paul Whitehurst  
Cllr Peter Giles  
Cllr Denize Wallace

County Cllr. McIntosh

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## MINUTES

1. Prayers were led by Cllr Barbara Harling
2. **Apologies for absence:** were received and accepted.  
Cllr Katherine Saunders due to a prior commitment and Cllr Matt Sapsford due to travel issues.
3. **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.* There was none declared
4. **Public session:** Jennifer Vosper the Community Officer from TDC attended the meeting and explained her role. There are 5 Community Officers within the TDC and have been born out of the restructure. The Community Officers will be the eyes and ears in the area and, currently, are looking at fly-tipping issues and planning enforcement.  
A request was made for a dog litter bin to be installed on the western side of the trim trail in Hurst Green which is being followed up by J Vosper. All Councillors were encouraged to feed requests via the Clerk for onward communications to the Community Officer.

5. **County Councillor report**

- County Cllr. McIntosh reported that Church Lane has had a surface dressing and the new white lines will be painted within 2 weeks. Hoskins Road is to be resurfaced as is Chestnut Copse and Limpsfield Road (by the traffic lights).
- Rural cut is being undertaken on the verges and the Comms Gang is cutting back growth at the junctions.
- Southern Gravel has gone to appeal on the Chalkpit Site restrictions.
- Cllr McIntosh is now Cabinet minister for SENS transport
- Cllr Liz Parker enquired whether the internet cable between Hurst Green School and the Sure Start centre had been repaired. Cllr McIntosh will look into.
- Holland School are having the fence repaired at the back of the school
- Cllr Alan Feesey requested another post on the grass outside Hurst Green School to prevent a 4 x 4 driver from parking on the grass.
- Cllr Peter Giles enquired as to the rationale regarding commencing gas works on Bluehouse Lane the day before Oxted Academy finishes for the Summer. It was explained that these are emergency works and cannot be rescheduled.

6. **Minutes:** The Minutes of Full Council meeting held on 14<sup>th</sup> May 2019 were approved and signed as a true record by the Chairman.

7. **Planning Committee:**

- i) Planning Committee: Planning Committee approved the minutes of the Planning Committee meetings held on 14/05/19, 04/06/19 and 25/06/19.
- ii) Full Council received the minutes of the Planning Committee meetings held on 14/05/19, 04/06/19 and 25/06/19.
- iii) Planning Committee report – Cllr Denize Wallace had nothing further to add to the minutes which had previously been circulated.
- iv) Cllr Anne Rivers reported that at the recent Councillor training session it had been suggested by SSALC that planning training would be beneficial. It was confirmed that this is being arranged by TDC on a date to be confirmed.

8. **Burial Committee:**

- i) Burial Ground: Burial Committee approved the minutes of the Burial Ground Committee meetings held on 21/05/19.
- ii) Full Council received the minutes of the Burial Ground Committee meetings held on 21/05/19.
- iii) Burial Ground Maintenance and Tender – The Clerk confirmed she has sent out Tender Documents to 9 organisations and 2 have withdrawn from the process. Discussion ensued that a local firm should be approached and further contact details will be provided to the Clerk. All Tenders are due to be returned to the Clerk by 31<sup>st</sup> July 2019.
- iv) A number of issues were raised regarding the current maintenance which is not to the previously high standard.
- v) The Councillors unanimously agreed that only part payment of invoices will be undertaken until the works are being completed to a satisfactory standard.

9. **Master Park Roundabout**

- i) The Working Group comprising Cllrs Alan Feesey, Deb Shiner, Denize Wallace and Peter Giles was agreed.
- ii) The Report, which had been previously circulated, was expanded upon by Cllr Feesey. The project will be undertaken in 2 phases. Phase 1 regarding the planting was approved

with the works being undertaken by Tom Welland with delegated responsibility to a maximum sum of £1720. All present were in favour.

- iii) Cllr Giles outlined the phase 2 of the project which involves the involvement of local school children to design a structure for the roundabout. A feasibility study will be undertaken to ascertain what is permitted by SCC Highways. SCC has extended the roundabout sponsorship to Parish Councils however the sites are usually 10metres or larger in diameter. Concern was expressed that the structure could be a distraction for drivers; depending on the structure it could be climbed and be a danger. The initial cost for an 8ft metal oak tree galvanized and in 3D is between £1500 and £2000 from Tandridge Forge.
- iv) Cllr Peter Damesick raised the issue of access points on the roundabout as he had witnessed a tanker of sorts accessing the centre of the roundabout with pipes. The working group will look into.
- v) The Clerk is liaising with the County Cllr regarding the kerbing on the roundabout.

## 10. **PR**

- i) The Terms of Reference, which had previously been circulated, were amended to be effective from 9<sup>th</sup> July 2019. All communications to go via the Clerk for onward transmission. The Terms of Reference were adopted.
- ii) The report, which had previously been circulated, was discussed. The report is a work in progress document and all decisions require full council approval prior to implementation.

## 11. **Finance**

- i) Grant Aid applications for verification – Cllr Damesick expressed his disappointment at the list of applicants. In his opinion there should be a clear focus and selection and small charities should be encouraged to apply to show a specific and tangible benefit for the community. The Chairman noted the views of Cllr Damesick and requested a decision from the full Council. All present voted with a show of hands, there was one vote against the proposal and one abstention and 8 Councillors in favour. The Clerk will notify the applicants.
- ii) CIL Projects – The Chairman tabled a request from Hurst Green School for possible funding for new toilets as the current ones are in a dire state of repair. Following discussion it was agreed that the Parish would consider loaning the funds on the condition that the money would be refunded by SCC. SCC cannot finance the project until after April 2020. The Clerk will liaise with the school Bursar and pass on the comments of the Parish Councillors.
- iii) The approval of the cheque list was proposed by Cllr Paul Whitehurst and seconded by Cllr Peter Giles. All present agreed.

## 12. **Chairman's announcements**

- i) The Chairman confirmed all the Councillors should now be using their Councillor email addresses for Parish council work. Cllr Wallace is in the process of activating her address. Cllrs Whitehurst and Harling do not have access to emails and will continue to receive communications via mail.
- ii) The Clerks new email address is [clerk@oxted-pc.org.uk](mailto:clerk@oxted-pc.org.uk) and should be used for all parish council communications.

13. **Highways**

- i) East Surrey Transport update; Cllr Alan Feesey is attending the next meeting on Wednesday 10<sup>th</sup> July and will report back following his attendance.
- ii) Verge improvement update; Cllr Feesey is awaiting quotes for the works in question.

14. **Clerk's report:** The report, which had been previously circulated did not raise any comments.

15. **Correspondence received:** Circulated as received

16. **Items for consideration at future meetings**

Prayers at council meetings.  
Defibrillators  
Consideration of Neighbourhood Plan  
CIL Projects

**The meeting closed at 2150**

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**Date of the next meeting Tuesday 10<sup>th</sup> September 2019 at 7.30pm**

**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)

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