



## OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held in the  
Meeting Room, the Community Hall, Church Lane, Oxted  
on Tuesday 10<sup>th</sup> March 2020 at 7:30pm

Cllr Liz Parker - Chair  
Cllr Barbara Harling  
Cllr Reg Hull  
Cllr Paul Whitehurst  
Cllr Matt Sapsford  
Cllr Alan Feesey  
Cllr Denise Wallace  
Cllr Peter Giles  
Cllr Peter Damesick  
Cllr Anne Rivers  
Cllr Deb Shiner

County Cllr. Cameron McIntosh

Mrs Maureen Gibbins  
Clerk to Oxted Parish Council

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## MINUTES

1. **Apologies for absence:** received and accepted apologies for absence from:  
Cllr Katherine Saunders
2. **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*
3. **Public session: Crime Prevention Advisor Mark Howells** attended the meeting and thanked the Councillors for inviting him to update them on issues pertaining to Fraud/Deception/Scams and Cons. Mr Howells highlighted as follows:
  - The population is too trusting
  - Average age of victims has reduced from 84 to 74 and is going down.
  - Older people are targeted as they don't necessarily have such good memories and won't make statements

- Life expectancy of a victim is generally less than 1 year post 'attack'
- Fraud is a police matter as it is a crime
- Action Fraud can identify patterns
- All utility companies have password schemes to help prevent scams. The scheme is free.
- True Call is provided free by Surrey Police to victims who have been scammed. This is a phone screening system.
- Never buy from a cold caller on the doorstep or telephone
- Mr Howells recommended that Parish Councillors should have ID badges for identification purposes.

The Chairman thanked Mr Howells for attending the meeting and for the information you provided.

4. **County Councillor report**

**County Councillor McIntosh** reported that most of time is being spent with Highways due to the numerous pot holes, broken man hole covers and flooding. Roads are in a terrible state and cannot be repaired properly until the weather improves and dries up. Cllr McIntosh has requested that major works are undertaken on A25, Red Lane and round Limpsfield traffic lights.

The parking review has been completed and Silkham Road has been proposed for extending the double yellow lines. Parking enforcement is going to be undertaken by Sevenoaks Council from 1<sup>st</sup> April and it is anticipated that unlawful parking will be better controlled. The parking situation will be reviewed in 4 months and if this is not working the agency agreement can be terminated.

Caterfield Lane –land slip works are being undertaken and the continuous movement of HGV's has contributed to the problem and thus will be requested to contribute to the resurfacing cost of the road. Land slips works are due to be completed by 16<sup>th</sup> March 2020.

5. **Minutes:** To approve the Minutes of Full Council meeting held on 14<sup>th</sup> January 2020. The minutes of the meeting held on 14<sup>th</sup> January 2020 were approved by the Council and signed by the Chairman of the meeting.

6. **Planning Committee:**

- i) Planning Committee: approved the minutes of the Planning Committee meetings held on 28/01/20 and 18/02/20.
- ii) Full Council received the minutes of the Planning Committee meetings held on 28/01/20 and 18/02/20.
- iii) Planning Committee report – Cllr Wallace had nothing to add to what is detailed in the planning minutes.
- iv) Neighbourhood Plan – It was agreed to invite a representative from one of the local neighbourhood plan groups to the next meeting of the Parish Council.  
**Action: Clerk**
- v) Requirement of paper plans – Following discussion it was resolved that paper plans would not be required for planning meetings as Councillors review the plans on-line in advance of the meeting and the Parish projector is available at meetings.  
**Action: Clerk**
- vi) Footpaths – Cllr Giles confirmed that the consultation on footpath 6.5 is still open. The letter for submission will be forwarded to the Clerk for onward submission.  
**Action: Cllr Giles/Clerk**

7. **Burial Committee:**

- i) Burial Ground Committee approved the minutes of the Burial Ground Committee meetings held on 26/11/19 and 21/01/20. Cllr Sapsford thanked the Clerk for updating the minutes. Cllr Sapsford requested an update of the Alex Jones meeting in part 2.
- ii) Full Council received the minutes of the Burial Ground Committee meetings held on 26/11/19 and 21/01/20 - received

8. **Master Park Roundabout**

- i) Feasibility study – Cllr McIntosh will obtain a quote for the removal of the lamp column on the roundabout. An estimate of circa £5k has been obtained for the paving repairs to the roundabout. Cllr Feeseey is obtaining a quote for an oak style structure for the roundabout with ‘Oxted’ in the middle.

Planning permission may be required and will be in the region of £400. It was also confirmed that approval from SCC Highways was essential. Cllr McIntosh will set up a meeting with SCC Highways.

**Action: CC McIntosh/Cllr Feeseey**

9. **PR**

- i) BID liaison – Cllrs Hull and Feeseey attended the BID AGM. There are proposals to improve the area of the underpass. A meeting will be arranged with Network Rail via the East Surrey Transport Committee. Cllrs Hull and Feeseey will offered to attend the meeting.

It was agreed the signage at Morrisons underground car park needs to be improved to ensure residents are not paying to park during the hours when there is no charge due.

- ii) Defibrillators – Following receipt of an email pertaining to the provision of defibrillators in Oxted, the Clerk reported the sites where defibrillators are already in situ. Cllr Feeseey will look into the possibility of one being installed at Hurst Green Station.

**Action: Cllr Feeseey**

10. **Finance**

- i) Financial summary – an outline summary was circulated at the meeting. It was agreed that, going forwards, the accounts will be analysed in more detail in order to identify the breakdown of CIL monies and burial ground income and expenditure.
- ii) CCLA- The Clerk gave a report on a meeting held with representative from CCLA. The account has instant access, an operating fee of .08%, no transaction charges and a return of .715% although this varies daily.

Following discussion it was agreed to open an account with an initial deposit of £100k and review the position in April 2020

**Action: Clerk**

- iii) CIL Projects and update – The Terms of Reference for the CIL Working Group were approved by all Councillors present. Vision and Proposal forms had also been circulated prior to the meeting. Potential projects will be reviewed by the CIL Working Group prior to recommendations being made to Full Council. All documents will be deposited in One Drive.

**Action: Clerk to check Councillors access to One Drive**

- iv) To agree the cheque list. The cheque list was proposed by Cllr Whitehurst and seconded by Cllr Feeseey. All present agreed with the payment of the accounts.

**11. Chairman's announcements**

- i) Alternative meeting rooms – Following discussion it was agreed that the Council meetings and Burial Committee meetings will remain at Oxted Community Hall and Planning Committee meetings will be held at the Red Cross Centre.  
**Action: Clerk**
- ii) Annual Parish Assembly arrangements and reports –The Annual Parish Meeting has been booked for Tuesday 21<sup>st</sup> April at the URC in Bluehouse Lane commencing at 7pm for 7:30pm. The Clerk requires a report from the Chairman of each of the main committees plus the Finance Working Group.  
**Action: Cllrs Saunders, Sapsford, Wallace and Giles**
- iii) Notice Boards – The notice board at Pollards Oak Shops got broken in the recent storms and the one in Old Oxted is also broken. Following discussion it was agreed the Clerk will obtain prices for new notice boards. Cllr Rivers will find out the supplier of the Master Park notice board.  
**Action: Cllr Rivers/Clerk**

**12. Highways**

- i) East Surrey Transport update – The meeting is being held on Wednesday 11<sup>th</sup> March and an update will follow via email
- ii) Verge improvement – quote of £15,670.86. This project is being addressed by the CIL Working Party.
- iii) Surrey & Sussex rail partnership – there was nothing to report.

**13. Clerk's report:** The report having been previously circulated was accepted.

**14. Correspondence received:** Circulated as received

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

CIL Working Group Report to be a separate item on the agenda  
Review frequency of meetings.

**Meeting closed at 2135**

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**Date of the next meeting Tuesday 12<sup>th</sup> May 2020 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)

Mrs Maureen Gibbins, Parish Clerk, email: [clerk@oxted-pc.org.uk](mailto:clerk@oxted-pc.org.uk) Phone 07510 226989