



## OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at Oxted Community Hall  
on Tuesday 8<sup>th</sup> March 2022 at 6:30pm

Cllr Peter Giles – Chairman  
Cllr Peter Damesick  
Cllr Liz Parker  
Cllr Barbara Harling  
Cllr Paul Whitehurst  
Cllr Reg Hull  
Cllr Deb Shiner  
Cllr Alan Feesey  
Cllr Denize Wallace  
Cllr Anne Rivers arrived at 1855

Mrs Maureen Gibbins  
Clerk & RFO to Oxted Parish Council

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## MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
Cllrs Katherine Saunders, Matt Sapsford
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:**  
**Cllr Jackie Wren** – reported as follows:
  - Following the purchase of school plantation at Barrow Green Road by a developer and concern by local residents an Article 4 has been issued on the land; this prevents any works being undertaken without planning permission. Ward Councillors, TDC officers and the Police are monitoring activity.
  - Antisocial behaviour/criminal assault and behaviour - councillors are working with local beat officers as high-powered air guns being used by youngsters and although the youngsters were caught, they had to be released as the guns had been disposed of. A complaint has been submitted to Karen Hughes regarding the handling of the situation. Incidents must be reported to 999. Emergencies– (live incidents, life issues, break ins, assaults, catapults to cars, building windows) must be reported to 999

- Increase in drug use – meeting with local team to address the issues – any activity must be reported detailing places and times. Cllr Chris Langton will be bringing up at police session.
- Queens jubilee – getting funding for all events and will liaise with Cllr Parker for sources of funding. If help is needed Cllr Wren is available.

**County Cllr Cameron McIntosh** reported as follows:

- Plantation site – highways perspective cannot gain access onto A25.
- Particular power being removed from police regarding yellow box; wrong turn; parking and or driving in cycle lanes. Enforcement of cameras will be self-funding even though cameras cost £700 to run.
- Lines to be refreshed on Ellice Road and Beatrice Road
- Wolfs wood verges – verges to repaired via the Parish Council. Double yellow lines to be reduced near bends
- Downs Way double yellow lines to be reduced
- Parking review – what was reviewed and agreed at local committee is being reconsidered.
- Local committee – resurfacing the pavements along Station Road East. May be able to push ahead with highways works in the area as more free funds available.
- Works outside Café Nero which involves a lot of coloured lines on the pavements may be utility works
- Issue with Chalkpit Lane – works are results of quarry works.
- Cllr Wallace raised the issue of the kerb by the boutique.
- Cllr Parker highlighted the issue of double yellow lines at Hurstlands which CC McIntosh was aware of.
- It was confirmed there are 4 parking enforcement officers in Tandridge.

4. **Minutes:** To approve the Full Council meeting Minutes held on 8<sup>th</sup> February 2022. The minutes of the meeting were approved and signed by the Chairman

5. **Planning Committee:**

- i) Planning Committee: approved the minutes of the Planning Committee meeting held on 15/02/22.
- ii) Full Council received the minutes of the Planning Committee meeting held on 15/02/22.

6. **Burial Committee:**

- i) Burial Committee approved the minutes of the Burial Committee meeting held on 11/01/22.
- ii) Full Council received the minutes of the Burial Committee meeting held on 11/01/22.
- iii) Cllr Wallace reported a few trees fell in storm however great work undertaken by the tree surgeon and maintenance team who cleared all the fallen branches.
- iv) The charges for the software for the burial records has changed and will be discussed at the forthcoming burial committee meeting.

7. **CIL:**

The report which had been previously circulated had the points highlighted by Cllr Damesick. The CIL Working Group recommend that £20k is awarded to the Hurst Green Tennis Club on the condition that the remaining funds are raised, and the project is completed, and this was approved by full council.

Hurst Green Community Centre – Cllr Damesick met with a representative and discussed the way forward and that more work is required prior to the formal application being submitted.  
 St Marys School swimming pool – no application received  
 Barnett Shaw play area. Ownership awaited  
 Additional £17,820 of CIL funding will be received by 30/04/22.

**8. Finance:**

- i) Finance Working Group Report previously circulated shows the parish council in good place and better than budgeted with about £30k in reserves. Surplus goes into reserves but can be spent. PL insurance regarding varying levels of cover with a decision awaited from the insurance company.
- ii) Working group checked consistency of financial regs and banking protocol. Only amendments were a few cross-referencing ones. Full Council adopted the regulations 8th March 2022. Cllr Damesick requested that a short step by step process be drafted to ensure clarity and consistency when authorising payments  
**Action: Cllr Hull**
- iii) Annual audit – income and expenditure recording basis to be maintained. 2020/21 and previous accounts to be restated.
- iv) Working through External Auditors Questions – will report back after next Finance Working Group Meeting in May before May council meeting.
- v) To be advised of payments made since the last Council meeting:

Clerk Expenses	£ 65.82
JEM Home Services – Hurst Green Memorial repair & materials	£ 142.56
Surrey Playing Fields subscription	£ 10.00
Surrey Hills Society subscription	£ 25.00
Oxted Community Hall – overrunning of meeting 08/02/22	£ 14.00
St Johns Hurst Green – APA room hire deposit and fee	£ 104.00
Expertrees – emergency tree works in burial ground	£ 600.00
Expertrees – additional tree works in burial ground	£ 600.00
HMRC – PAYE & NI	£ 921.82
Clerk Salary & Office	£ 1,314.06
Country Garden Services	£ 1,250.62
Master Park – 4 <sup>th</sup> ¼ donation	£ 1,000.00
Viking Direct – stationery	£ 40.40
Route 22 – Microsoft subscription	£ 1,500.34

**9. CCTV**

PG – update following meeting at Runnymede PG/RH/Stephen Hall and Simon Evans visited Safer Runnymede which has been set up to monitor CCTV. Cost for running or monitoring the system – biggest charge would be connecting cameras to the system £9k per year for a communication link. May be able to use existing police network. Further works are required. Numbers need to be processed. Options available and paper to be presented – TDC/BID/LPC/OPC. Will be dependent on cost. Safer police fund which can provide support.

**10. Master Park Roundabout**

Working group met and have gone through various stages including a minimalist approach. Cllr Giles reported the best way forward is to do a new planting scheme with the heritage lamp without the need to SCC to undertake the design costing £3k. The Clerk is to request the refund from SCC.

**Action: Clerk**

11. **Chairman's announcements: -**

- Planting of trees in Oxted in conjunction with the BID – Cllr Giles confirmed the issue is currently being considered by the BID directors however there will be joint working with the Parish Council going forwards.
- Data Retention Policy – this is ongoing
- Queens Platinum jubilee – following discussion it was resolved to proceed with the following projects for the jubilee:
- Picnic in Master Park coordinated by Cllrs Wallace and Hull with support from council
- Bench on Nunappleton Way in Hurst Green

**Action: Clerk to order and ascertain whether planning permission is required**

- Trees – scope in burial ground for cypress/birch/magnolia or cherry blossom
- Tree in Pollards Oak shop area – possibly cherry blossom
- Entertainment for care homes where residents are confined to the home such as David Gresham house and, in principle, agreement for 2 sessions costing £300.
- Jubilee books for the schools which will be published after the event

**Action: Clerk to assist with co-ordination**

- Annual Parish Assembly -Wednesday 16<sup>th</sup> March 2022 – Clerk updated all on procedure
- Grant Aid – Cllr Giles enquired, with the increased sums, should it all be granted all in one or case by case or twice a year. Discussion ensued regarding the process and whether to make a 2 stage. It was resolved a Working Group comprising of Cllrs- Alan Feeseey/Denize Wallace/Peter Damesick and Liz Parker to meet and discuss.
- Ukraine Support – humanitarian aid has been going out. The Parish Council resolved to provide £500 medical aid, Cllr Wallace to liaise with Paydens Pharmacy regarding supplies and support.

**Action: Cllr Wallace**

12. **East Surrey Transport Committee Update**

Minutes and reports circulated when received so all councillors are aware of the updates. Next meeting is on Wednesday 9<sup>th</sup> March. Cllr Feeseey has requested that the Hurst Green railway sign be removed and replaced. Cllr Feeseey is also following up the ceiling repair and lighting for the tunnel.

13. **South East Community Rail Partnership**

Minutes and reports circulated when received so all councillors are aware of the updates. Cllr Parker attended meeting this morning and notes in sharepoint. Disabled access at Hurst Green station to be included on future agenda.

14. **Actions Log for reference and update**

Burial ground software will be considered at the burial ground meeting  
The verges at Wolfs Wood which have been churned up are being re-soiled and seeded by Country Garden Services Ltd at no charge.

15. **Items for consideration at future meetings (1 mins)**

Neighbourhood Plan  
Speedwatch  
Policies & Procedures  
Conservation areas – Old Oxted, Broadham Green and Station Road West

**Meeting closed at 2110**

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**Date of the next meeting Tuesday 12<sup>th</sup> April 2022 at 7.00pm**

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, Phone 07510 226989