



## OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at Oxted Community Hall on Tuesday 14<sup>th</sup> June 2022 at 6:30pm.

Cllr Deb Shiner - Chairman  
Cllr Katherine Saunders  
Cllr Liz Parker  
Cllr Barbara Harling  
Cllr Peter Giles  
Cllr Peter Damesick  
Cllr Alan Feesey  
Cllr Reg Hull

Mrs Maureen Gibbins  
Clerk to Oxted Parish Council

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### MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
Cllrs Denize Wallace and Paul Whitehurst
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:**
  - i) Louise Williams – Housing Needs Officer attended the meeting to highlight the requirement for a Housing Needs Survey to be undertaken in respect of an Exception Site in Oxted South. The priority would be to residents in Oxted South and all dwellings would be 100% affordable and there is no predetermination regarding the number of units. The survey is to be distributed to all properties on the Council Tax Register in Oxted South within the next week and the subsequent draft report by the end of July. All Councillors are encouraged to promote the survey which can be completed online or on paper. Cllr Saunders requested that the two schools in the area be requested to encourage completion of the survey. The Clerk will provide the relevant email addresses.  
**Action: Clerk**
  - ii) The Chairman thanked Louise Williams for attending the meeting and for the update. Cllr Jackie Wren and a local resident attended the meeting regarding the provision and installation of a Heritage Gateway sign for Old Oxted. Cllr Wren confirmed that Cllrs David Stamp and Catherine Sayer are in favour of the sign. The resident highlighted the positive reasons for the sign and reported that he also has a petition of residents who are in favour of the sign. Following discussion, it was agreed that Cllrs McIntosh and Wren

will obtain a written quotation detailing the breakdown of costs for the sign and feedback to the council for the final decision.

iii) **District Cllr Wren** reported as follows:

- School Plantation update regarding the recent injunction. TDC attended the High Court in person. It was agreed by Hugh Mercer QC (sitting as Deputy Judge of the High Court) that the Interim Injunction Order dated 19<sup>th</sup> May 2022 should be extended until 13<sup>th</sup> October 2022. There will be a further return date hearing of the interim injunction on the 13<sup>th</sup> and 14<sup>th</sup> October 2022. Preparations with a barrister are underway for that hearing.
- Station Road West Toilets are still shut. I am awaiting an explanation and date for reopening. Having a meeting tomorrow (15/6/22) with TDC officers to discuss.
- Beadles lane planning permission refused
- The Community engagement event in May was not well attended which was a shame.
- I am meeting with Amanda Bird on 29<sup>th</sup> of this month for a community safety meeting. Please let me know if there is anything I can mention on your behalf.
- Thank you to the Parish Council for their efforts to make the Jubilee party on the park such a successful fun day.

iv) **County Cllr McIntosh** reported as follows:

- attended 4 jubilee events.
- Hurst Green Road and Holland Road will be resurfaced in this financial year as the highways budget increased by £50million bringing roads forwards. Section 58 stops non urgent utility works being undertaken within 8 months of resurfacing.
- Barrow Green Road is being resurfaced however a date is awaited.
- Part of additional funding will enable Merle Common to be done.
- Resurfacing end of Johnsdale from his budget as the road has suffered badly from the old gas site works.
- End of this Summer LED lighting switch over. Every lamp column will be changed to LED. Information will be provided of when being undertake and how long it will take.

4. **Minutes:** To approve the Minutes of Full Council meeting held on 10<sup>th</sup> May 2022. Full council approved the minutes of the meeting on 10<sup>th</sup> May and were signed by the Chairman following the inclusion of Cllr Feesey on the list of attendees.

5. **Planning Committee: (5 mins) (LP)**

- i) Cllr Parker reported: 26 applications were considered; 8 refer to arboriculturist; 13 no planning reason to refuse; 4 committee expressed concern and 1 recommended refusal.
- ii) Planning Committee approved the minutes of the Planning Committee meetings held on 17/05/22 and 31/05/22.
- iii) Full Council received the minutes of the Planning Committee meetings held on 17/05/22 and 31/05/22.

6. **Burial Ground** (PG)

- i) Burial Committee approved the minutes of the Burial Committee meeting held on 17/05/22.
- ii) Full Council received the minutes of the Burial Committee meeting held on 17/05/22.
- iii) Cllr Giles reported that 3 quotes have been received regarding works in the burial ground. Following discussion, it was agreed that additional quotes are required. The Clerk confirmed these have been requested however have not, yet, been received. The £1k contribution from Alex Jones Funeral Directors for replacement of the rose bushes by the

Garden of Remembrance has been received. Cllr Damesick suggested that one of projects in the burial ground may qualify for CIL funding.

7. **Finance**

- i) Internal Audit Report – Full Council noted the report and are following up on the recommendations. In view of the upcoming By Election the Finance working group will be meeting in due course to review the budget.
- ii) Annual Governance Statement – Full Council reviewed and approved the Annual Governance Statement which was signed by the Chairman.
- iii) Accounting Statements 2021/22 – Full Council reviewed and approved the Accounting Statements 2021/22 which was signed by the Chairman.
- iv) Full Council noted the payments which had been approved and authorised
  - Clerk Expenses £ 40.90
  - Country Garden Services – Maintenance £ 2,271.22
  - Clerk Salary & Office £ 1,309.30
  - HMRC – PAYE & NI £ 829.91
  - Franks Disco – DJ for 5/6/22 (£100 due not £200) £ 100.00
  - Oxted Community Hall – Hire of meeting venue £ 470.00
  - Route 22 Ltd – Microsoft licences £ 2,000.38
  - Hurst Green School – agreed donation to library £ 6,000.00
  - Zurich Insurance Annual premium £ 903.31

Clerk to follow up on the payment to Route 22 Ltd as this is the second payment within 2 months for what appears to be the same items.

- 8. **CCTV** – Cllr Giles has contacted Runnymede and is hoping for a follow-up meeting next week. The CCTV poles in Oxted, it appears, are owned by Oxted Parish Council.
- 9. **Notice boards** – The Clerk has the required information and will order the notice boards for Londis in Hurst Green and Oxted Station.  
**Action: Clerk**
- 10. **Jubilee update** – Cllr Hull confirmed the event was successful however a review is required to identify issues which arose including poor advertising and lack of first aid support. It was agreed the Councillors did a good job. Cllr Parker reported that the lady who was injured had a broken ankle. It was resolved to send a card on behalf of the parish council to the resident.
- 11. **Master Park Roundabout** – It was confirmed there is nothing to report until SCC has completed the design works.
- 12. **Grant Aid** – Cllr Damesick reported that a group of councillors met and discussed the grant aid policy. The policy, which had been previously circulated, was approved and adopted by full council. The policy will be incorporated into the application form. It was further agreed that the grant aid budget will be split 75%/25% to enable groups to apply later in the year also. The Clerk will arrange a Grant Aid Working Group meeting with Cllrs Parker/Feeseey/Harling/Wallace and Whitehurst to consider the current applications. Cllr Damesick will forward an additional document to the Clerk for considering with one of the already submitted applications.  
**Action: Clerk**

**13. Chairman's announcements:**

- i) By-election including polling – Cllr Giles confirmed that TDC has scheduled the By-election for Tuesday 26<sup>th</sup> July. There are 2 vacancies to fill following the passing of Anne Rivers and resignation of Matt Sapsford. It was agreed that it is more appropriate to issue poll cards rather than just publicising on social media. The estimated cost of the By-election is £5/£6k.
- ii) Planting of trees in Oxted in conjunction with the BID – The Clerk confirmed that Country Garden Services are researching the availability of the trees required.
- iii) Ukraine Support – Cllr Shiner confirmed that TDC are continuing to work hard checking host families. Cllr Parker reported that a local Hurst Green resident is collecting items for distributing and sending to Ukraine. Cllr Feesey serves on the Hurst Green Community Centre Committee, and they are looking for funds to provide English classes for Ukrainians.

**14. East Surrey Transport Committee Update**

Minutes and reports circulated when received so all councillors are aware of the updates. Cllr Feesey confirmed that consideration is being given to joint funding from ESTC and Govia for the disabled access at Hurst Green Station.

**15. South-East Community Rail Partnership**

- i) Minutes and reports circulated when received so all councillors are aware of the updates.
- ii) Disabled access at Hurst Green station.
- iii) Cllr Parker confirmed the report following this morning's meeting will follow. Next meeting is the AGM on 30<sup>th</sup> September.

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

Circulated in advance, and most items have been raised during the meeting

**17. Items for consideration at future meetings (1 min)**

Neighbourhood Plan

Policies & Procedures

Conservation areas – Old Oxted, Broadham Green and Station Road West

**Meeting closed at 2040**

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**Date of the next meeting Tuesday 12<sup>th</sup> July**

Copies of Parish Council minutes are held by the Clerk and are available on the Parish Council website: [www.oxted-pc.org.uk](http://www.oxted-pc.org.uk) Mrs Maureen Gibbins, Parish Clerk, Phone 07510 226989