



## OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at Oxted Community Hall  
on Tuesday 12<sup>th</sup> September 2023 at 6:30pm

Cllr Peter Damesick – Chairman

Cllr Deb Shiner

Cllr John Hope

Cllr Reg Hull

Cllr Jean Inker

Cllr Peter Giles

Cllr Peter Quinn

Cllr Gerard Quinn

Cllr Louise Kirk

Cllr Alan Feesey

Cllr Neil Rivers

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.  
Cllr Denize Wallace
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 were none declared.*
3. **Public session:**  
CC Cameron McIntosh reported:
  - The On Demand transport has been implemented; Cllr McIntosh has reviewed the pickup and drop off venues. Runs until 7pm Monday to Friday and 8pm at weekends. The scheme will be expanded and is providing a good transport system for Tandridge.
  - East Hill to be resurfaced next financial year from Rockfield Road to Viaduct.
  - Popes Lane being resurfaced within 2 months.
  - Roadworks in Mill Lane currently going on by Openreach although there have been issues with the road being accessed by cars and buses ignoring the road closed signs.
  - A date is still awaited for the works on Master Park Roundabout to be commenced. Cllr McIntosh is following this up.
  - Chalkpit site application is now in with SCC and out to public consultation within next couple of weeks. There is an issue around AONB. Improved traffic flow, width restriction on ridge and footpaths/pavements all needs to be addressed.
  - Courtyard Committee meeting is being held on 13<sup>th</sup> September. The project plan has changed and a decision on the way forward needs to be identified.

- Parking consultation completes on 15<sup>th</sup> September. Logic of moving taxi rank is understandable.
4. **Minutes:** The Minutes of Full Council meeting held on 11<sup>th</sup> July 2023 were approved and signed by the Chairman.
  5. **Planning Committee**
    - i) Planning Committee approved the minutes of the Planning Committee meeting held on 11/07/23, 01/08/23 and 22/08/23.
    - ii) Full Council received the minutes of the Planning Committee meeting held on 11/07/23, 01/08/23 and 22/08/23.
  6. **Burial Committee**
    - i) Burial Committee approved the minutes of the Burial Committee meeting held on 18/07/23.
    - ii) Full Council received the minutes of the Burial Committee meeting held on 18/07/23.
  7. **Actions Log for reference and update**

The Clerk updated the council on the work that has been undertaken. It was agreed:

    - Councillor ID badges are still required and need to be followed up. The Clerk will advise the Councillors that she requires a headshot photo from.
    - The Clerk will send a formal communication to CC McIntosh and SCC regarding the lack of progress and start date for the works on the Master Park roundabout.
    - Bin has been ordered for Nunappleton Way for installation by the bench although there has not been any progress with the sign to date.
    - The defibrillator will be included on the action log.
    - Review of remaining original notice boards will be included on the action log.
    - The broken handle on the notice board at Oxted Station continues to be followed up.
  8. **CIL**

To consider the recommendation from the CIL Working Group for St Mary's Church. Proposal to award £10,000 to St Mary's Church towards the works on the tower. It was **RESOLVED** 9:2 in favour to award £10,000 to St Mary's Church.
  9. **Circular Bench in Hurst Green**

To consider the request for the refurbishment of the circular bench on the green by St Agathas. Estimate received in the sum of £400 for labour and materials. It was agreed that Cllr Hope will review the condition of the bench and submit a report to the Clerk for consideration by full council at the October Council meeting.
  10. **Hurst Green Courtyard**
    - i) To reconsider the holding of the licence for the Courtyard project
    - ii) To review the new playground and teenager provision required.

The Council had been informed that Cllr Langton had stood down from the project group and there were new proposals for the Courtyard project. It was **RESOLVED** that the Parish Council will not be taking on the licence at this point. The Council's view was that a proper body should be constituted with a formal structure to implement this project. The Clerk will advise the current group in advance of the meeting scheduled for 13<sup>th</sup> September.
  11. **CCTV**
    - i) To receive an update on progress with lamp column mountings and installation dates.
      - Cllr Giles provided the Council with an update on progress to date; meetings held with Tandridge District Council, Hurst Green Community Centre, and Master Park.

The Clerk will send a follow up email to Raven Homes Trust as a response is awaited regarding the siting of cameras. An agreement will be drafted to cover the use of space for storage at Tandridge District Council. The power provision from UK Power network requires resolving but is in hand.

- The planning applications is being considered and one application will be submitted as all 3 poles are on TDC land which is under one registration at land registry. Certificate B has also been requested from TDC.
  - Hurst Green Community Centre requested installing 3 cameras on the system although only has budget of £1k and the cameras total £2,921. It was **RESOLVED** that Oxted Parish Council would fund the difference as storage access would also be utilised at the Community Centre.
  - £10,000 is being donated towards the system by the BID and £4,554.20 from Limpsfield Parish Council.
  - A quote will be requested for the moving of equipment.
  - A fee structure will be set for the retrieving of data etc and will be aligned with Runnymede.
- ii) Council to be requested to approve the CCTV purchase invoice.
- It was **RESOLVED** to settle invoice 0556 in the sum of £48,000 inc. VAT to cover the purchase of the equipment. Installation will total £22,000.
  - It was further **RESOLVED** that Oxted Parish Council will fund and subsequently request the contributions from the BID and Limpsfield Parish Council.
- iii) To Review and Adopt the CCTV Policy  
The Policy which had been provided for review was adopted by Full Council on 12<sup>th</sup> September 2023. It was agreed the policy is a live document and will be updated as required.

## 12. Grant Aid

- i) To consider the application from The Woodhouse Centre
- ii) Request for £1,000 towards The Woodhouse Centre Refurbishment Project.  
It was **RESOLVED** to provide £1,000 towards the refurbishment of the floor at the Centre.

## 13. Communications Working Group

- i) To receive an update from the Communications Working Group.
- Agreed to update the Terms of Reference
  - Combine activity register and Engaging with Residents document.
  - Important to review and update the website and costs and providers are being researched.
  - Next meeting is scheduled for 19<sup>th</sup> September.
  - Production of a regular newsletter is too much work at present.
  - Councillors with local connections to other organisations to be nurtured.
  - Facebook page to be 'liked' by Councillors.
- ii) Process for achieving Parish Level Gold Standard - to be progressed.

## 14. Finance (RH)

- i) To receive the PKF Littlejohn sign off for the 2022/23 account.
- The Council acknowledged the closure of the external audit by PKF Littlejohn with no concerns being raised.
  - It was noted that a new Internal Auditor needs to be appointed and will be reviewed by the Finance Working Group and the recommendation presented to Full Council.
- ii) Full Council noted the payments approved and authorised since Council meeting on 11<sup>th</sup> July 2023.

Clerk Expenses	£ 49.00
Oxted Community Hall – extra charge for meeting room on 11th July	£ 15.00
East Surrey Transport Committee – annual affiliation fee	£ 10.00
Master Park – ¼ly funding donation	£ 1,000.00
Mulberry & Co – councillor training	£ 465.36
Tandridge District Council – election costs	£ 9,827.87
ICO – data protection fee	£ 40.00
HAGS – Barnett Shaw play area refit	£47,376.47
Clerk Expenses	£ 57.62
Oxted Community Hall – Stoneyfield meeting – 29/8/23	£ 15.00
Cllr Jean Inker – train fare to Community Ptnr Meeting	£ 6.00
Computer Solutions (UK) Ltd – printer ink	£ 31.00
HAGS – Barnett Shaw play area painting existing frames	£ 2,297.13
Country Garden Services Ltd – Maintenance	£ 2,271.22
Expertrees (Surrey) Ltd – removal of broken willow tree	£ 180.00
Clerk Salary & Office	£ 1,093.13
Master Park – 2nd ¼ly contribution	£ 1,000.00
Clerk Expenses	£ 89.51
Country Garden Services Ltd – Maintenance	£ 2,271.22
Clerk Salary & Office	£ 1,093.13
HMRC – PAYE & NI	£ 1,638.36
PKF Littlejohn – external audit fee	£ 378.00

**15. Chairman’s Announcement (PD)**

i) To review and adopt the Civility and Respect Pledge.

It was agreed that the following points are required to be addressed and resolved in advance of adopting the Pledge:

- The Clerk to identify a Training Programme for the Council.
- HR Policy is required to be drafted and presented to Council.
- Framework of a Business Plan to be drafted.
- Identify projects appropriate to the size of the Council.
- The Council will aspire to adopt the Pledge.

ii) To receive an update on activities since the last council meeting.

- The most significant issue for the District Council is that the Inspector has designated the Local Plan as being unsound. The District Council is to make a decision as to whether to request a report from the Inspector.
- There is now no Local Plan or Emerging plan so ‘emerging policies’ cannot be referred to in dealing with planning applications or appeals. The Local Plan process is now in limbo as there be insufficient time to prepare and agree a new plan under current regulations by mid-2025 and a new regulatory framework has not yet been issued.
- There will be more to report from TDC next month.
- The Chief Planning Officer at TDC is Helen Murch

**16. East Surrey Transport Committee Update**

Minutes and reports circulated when received so all Councillors are aware of the updates. Next meeting is on 14<sup>th</sup> October.

**17. 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
  - Cllrs Feesey and Inker discussed this and there is no rail operator will or interest in continuing with this project and this item will be removed from future agendas.
  - The AGM is being held on 29<sup>th</sup> September 2023.

**Meeting closed at 8:50pm**

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**Date of the next meeting Tuesday 10<sup>th</sup> October at 6:30pm**

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