



Minutes of the meeting of Oxted Parish Council held at  
Oxted Community Hall on Tuesday 10<sup>th</sup> September 2024 at 6:30pm

Cllr Deb Shiner - Chairman

Cllr Reg Hull

Cllr Louise Kirk

Cllr Denize Wallace

Cllr Peter Giles

Cllr Jean Inker

Cllr John Hope

Cllr Neil Rivers

Cllr Gerard Quinn

Cllr Alan Feeseey

Mrs Maureen Gibbins

Clerk & RFO to Oxted Parish Council

---

**MINUTES**

1. **Apologies for absence:** to receive and accept apologies for absence.  
Cllrs Peter Quinn and Peter Damesick and County Cllr Cameron McIntosh.
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. There were none declared*
3. **Public session:** There were 3 members of the public in attendance. One resident attended regarding the speeding on Church Lane. Cllr Denize Wallace will follow up with the resident and CC McIntosh.
  - **HGCC redevelopment representative update:**  
A representative from Hurst Green Community Centre attended the meeting to present the plans for the renovation and redevelopment of the Community Centre. The estimated cost of the renovation is £2.74million. Funding has been applied for from Your Fund Surrey. The Chairman thanked the representative for attending the meeting and updating the Council on progress.
  - **Chairman and Branch Community Support Officer of Oxted & District Royal British Legion:**  
The Council was updated regarding the situation within the Royal British Legion regarding the organising of the Remembrance Parade. Following discussion, it was agreed the Council will apply for the road closure for the period of the Parade. The RBL Chairman confirmed that quotes have been requested from traffic management organisations to arrange the diversion; one being £4k and a subsequent quote was received for circa £2k. Cllr Denize Wallace received

confirmation that Rotary are available as volunteers to marshal for the event. The Clerk will check the Council's insurance policy to ensure volunteers are insured to cover the event.

**County Councillor update.** In the absence of CC McIntosh, the following was reported:

- The resurfacing of Rockfield Road/Wolfs Hill junction has been completed.
- Pavement works have commenced on Greenhurst Lane which is part of a wider scheme to then move on to resurface Pollards Oak Road pavements.
- Master Park roundabout is waiting on being replanted and the BID is liaising with the gardening organisation.
- Hurst Green Courtyard project - the YFS application should be confirmed in the next few days.

**District Councillor Deb Shiner** updated as follows:

- AONB consultation commences on 17<sup>th</sup> September, Natural England's latest proposals are that Stoney Field, The Bogs (next to St Mary's Church), Land at Oxted Mill, Staffhurst Wood, and surrounds and land north of Park Road which includes Chichele Field should be included in the new extended National Landscape. Councillors can support the latest proposal.
- Chichele Field appeal planning enquiry starts on the 24<sup>th</sup> September.
- New Corporate Plan for 2024-2028 has been adopted and details are on the TDC website and Facebook page.
- The first net carbon homes have been completed at Caterham on the Hill.
- The first tranche of playgrounds has been agreed for refurbishment with a budget of £473,195. two Oxted playgrounds, Boulthurst Way and Mill Lane are included in the 9 playgrounds to be refurbished during the first phase.

#### **4. Minutes:**

The minutes of the Full Council meeting held on 9<sup>th</sup> July 2024 were approved and signed by the Chairman.

#### **5. Planning Committee**

- 5.01 Planning Committee approved the minutes of the Planning Committee meeting held on 09/7/24, 30/7/24 and 20/8/24.
- 5.02 Full Council received the minutes of the Planning Committee meeting held on 09/7/24, 30/7/24 and 20/8/24.
- 5.03 To consider the drafting of a Neighbourhood Plan. It was agreed to defer this until Councillors have attended the training session.

#### **6. Burial Ground Committee**

- 6.01 Burial Ground Committee approved the minutes of the Burial Ground Committee meeting held on 23/7/24.
- 6.02 Full Council received the minutes of the Burial Ground Committee meeting held on 23/7/24.
- 6.03 To consider the appointment of Baldwin & Robinson Solicitors for land registry issues. It was **AGREED** to appoint Baldwin & Robinson Solicitors to address the land registry issues pertaining to the burial ground. The fees of £900 were approved. The Clerk will communicate with the Solicitors and confirm the appointment.

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

7.01 To note the progress on projects

The updates on the action log were noted and there were no questions raised.

**8. Hurst Green Courtyard Project**

8.01 To receive an update on the progress of the project.

Cllr John Hope confirmed a meeting was held on 31<sup>st</sup> July with TDC, CC McIntosh and Surrey Officer Marta Ricardo Rocco. The Parish notice board needs to be relocated, and the surface area requires levelling.

A further meeting is being held between TDC, SCC and the Parish Council on Monday 16<sup>th</sup> September.

**9. Review of play areas in OPC Area**

9.01 To consider the refurbishment of Boulthurst Way play equipment. An application for CIL funding will be submitted following the receipt of three quotes.

Cllr Feesey reported that Boulthurst Way is a well-used playground and requires refurbishment. Four quotes have been received and will be submitted to the Parish Council's CIL Working Group. Cllr Shiner is awaiting clarification from TDC Officer Catherine Dainkeh regarding the drainage works on the footpath prior to submitting the application.

**10. Communications Working Group**

10.01 Website update – Cllr Inker confirmed the update was reported on the Clerk's action log. A Teams meeting is being held with 3 short-listed organisations on Monday 16<sup>th</sup> September.

**11. Old Oxted Projects**

11.01 Refurbishment of the Old Oxted bus shelter – this is in progress and should be finished mid-October.

11.02 Old Oxted History Panel – first and second proof have been approved. The Council approved the content and design.

**12. Finance**

12.01 Accounts against budget to 31/8/24 – Cllr Hull provided an update on the accounts and confirmed the half year is end of September and these figures will be reviewed prior to next Council meeting. It was highlighted that there remains grant aid to be spent; burial income is continuing to increase. The Clerk will publicise the availability of grant aid.

12.02 The payments approved and authorised since the Council meeting on 9<sup>th</sup> July 2024 were noted.

Chroma Vision – replacement camera at green bridge £ 715.73

This payment was rejected on 25/6/24 so redoing

Oxted Community Hall – hall hire 16/7/24 £ 16.00

Clerk Salary £ 1,433.80

Country Garden Services – maintenance £ 2,271.22

Clerk Expenses – 31/5/24 to 3/7/24 £ 183.18

Master Park – quarterly donation £ 1,000.00

Oxted Community Hall – hall hire 28/8/24 £ 16.00

Clerk Salary £ 1,433.80

Country Garden Services – maintenance	£ 2,271.22
Clerk Expenses – 4/7/24 to 6/8/24	£ 119.89
British Red Cross – hall hire 8/7/24	£ 27.00
Computer Solutions – printer inks	£ 74.00
Cllr Jean Inker – rail fare to SE Community Rail meeting	£ 3.40
Clerk Salary	£ 1,433.80
Country Garden Services – maintenance	£ 2,271.22
Clerk Expenses – 7/8/24 to 5/9/24	£ 109.09
JEM Home Services – clearing foliage from CCTV Cameras	£ 50.00
Mick Tamplin – grave digging fee was paid to OPC by mistake	£ 100.00
Route 22 – IT support for councillors and clerk	£ 122.40
East Surrey Transport Committee – annual affiliation fee	£ 10.00
Dan Jordan Publishing – spread in RH8 magazine	£ 153.00
Oxted Community Hall – hall hire 16/9/24	£ 72.00
HMRC – PAYE & NI	£ 881.91

### **13. Chairman’s Announcement**

- 13.01 To review the maintenance responsibility for the War Memorial – Master Park have offered to take on the maintenance of the hedging. Country Garden Services will continue to maintain, and this will be reviewed when the contract goes out to tender. The RBL requests that ‘no mow May’ is not observed at the war memorial.
- 13.02 To consider the request for the Council to apply for the road closure on behalf of the Royal British Legion for the Remembrance Day Parade. This was addressed under item 3 in the public session.
- 13.03 To receive an update on activities since the last Council meeting. The Chairman confirmed there were no updates to report on.

### **14. East Surrey Transport Committee Update**

Minutes and reports circulated when received so all councillors are aware of the updates. Next meeting is scheduled for 26<sup>th</sup> September.

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

Minutes and reports circulated when received so all councillors are aware of the updates. Next meeting is scheduled for October.

Cllr Inker highlighted that suggestion of projects at stations are invited. Cllr Giles suggested a history board at Oxted and Hurst Green Stations would be an improvement to the areas.

**Meeting closed at 20:10**

### **Part 2**

**In accordance with s2 Public Bodies (Admission to Meetings) Act 1960, members of the public and press will be excluded for consideration of items 15 onwards owing to the confidential nature of the business**

- **Staffing issues**

Appraisals for 2 years 2022/23 and 2023/24 were signed off.  
Revised appraisal process was approved.

Revised job description was approved.

Objectives to be set going forward and input from Councillors were invited.

Items for consideration at future meetings

Neighbourhood Plan

**Meeting closed at 20:21**

---

**Date of the next meeting Tuesday 8<sup>th</sup> October 2024 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) Maureen Gibbins, Parish Clerk, Phone 07510 226989