



Minutes of the meeting of Oxted Parish Council held at  
Oxted Community Hall on Tuesday 14<sup>th</sup> January 2025 at 6:30pm

Cllr Reg Hull – Chairman

Cllr Alan Feeseey

Cllr Louise Kirk

Cllr Peter Quinn

Cllr Gerard Quinn

Cllr Neil Rivers

Cllr Denize Wallace

Cllr Peter Giles

Cllr Jean Inker

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 Deb Shiner, John Hope and Peter Damesick.
  
2. **Declarations of Disclosable Pecuniary Interest: (1 min)**  
*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:**
  - i) **Caterham Food Bank Representative** – A representative from the Caterham Food Bank attended the meeting and provided an overview of all that is undertaken by the foodbanks which are housed at Oakhall Church in Caterham, Caterham Baptist Church and the Kings Church in Amy Road Oxted. The warehouse is housed adjacent to Waitrose in Caterham. The Oxted foodbank is open from 12pm until 2pm every Wednesday. The foodbank also signposts families who attend and other support is identified as being needed. All were invited to attend to see the work of the food bank and to visit the warehouse. It was agreed publicity is paramount to ensure families are aware of what is available. The Chairman thanked the representative for attending and for providing the update. The Clerk requested posters publicising the foodbank to be displayed on the parish notice boards.
  - ii) **County Councillor Cameron McIntosh** updated:
    - Last week we voted to go through the accelerated tranche of devolution.
    - Full business case should be known by end of May.
    - Kent, Essex and East and West Sussex have been communicated with although devolution is already in place.

- Government wants devolution and reorganisation in place by end of 2030.
  - Will know situation in March and then delay elections until May 2026.
  - Elections cost £1.4 million.
- iii) **District Councillor Deb Shiner** update. In the absence of District Cllr Deb Shiner, Cllr Hull presented the report which had been submitted:
- Ellice Road unisex toilets have now re-opened after refurbishment. This means OPC are now able to site the new OPC noticeboard.
  - Six playgrounds in Tandridge are being refurbished the first tranche of refurbishments. Mill Lane playground is due to be completely refurbished funded by TDC. This is to include DDA compliant equipment chosen after consultation with TDC, three parish councillors and residents.
  - Parking charges both hourly charges and permit charges are due to go up in Ellice Road, there was an email with the details circulated at the end of last week. Most other car parks won't be affected at this stage, however TDC is looking to introduce parking charges across all council owned car parks as they cannot afford the upkeep of them. However, the cost of implementing things like ticket machines, barriers, cameras in some car parks could very well be too expensive in view of the amount that would be received in car park charge revenue.
  - The main issue is the devolution of the councils which means that in the next couple of years Tandridge council will be disbanded. TDC leaders along with other District/Borough Council leaders in Surrey wrote to Tim Oliver at Surrey CC requesting that the elections due this May still went ahead, unfortunately they lost the overall vote, and a letter has now been sent to the Government requesting that the Surrey elections are postponed. It is envisaged that there will probably be two or maybe three unitary councils looking after the whole of Surrey. TDC leaders have expressed their concern that the debts of less prudent councils will have to be picked up by those councils who have balanced their budgets at great expense to the residents. No one sure how things will pan out, however there is a TDC Q&A session this Wednesday which hopefully may answer a few questions. No knowledge of how parish councils will be affected at this stage.

**4. Minutes:**

The Minutes of the Full Council meeting held on 12<sup>th</sup> November 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 12/11/24, 3/12/24 and 7/1/25.

5.02 Full Council received the minutes of the Planning Committee meeting held on 12/11/24, 3/12/24 and 7/1/25.

**6. Burial Committee**

6.01 Burial Committee approved the minutes of the Burial Committee meeting held on 26/11/24.

6.02 Full Council received the minutes of the Burial Committee meeting held on 26/11/24.

**7. Clerk's Report and update.**

7.01 To note the progress on projects. The report was noted with comments raised to be added to report:

- Smaller notice board in Old Oxted bus shelter for public notices
- Existing parish notice board requires the letters to be regilded.
- Defibrillator on The George public house needs relocating due to the sale of the building.
- The Clerk is seeking approval for the purchase of the 'unused' telephone box for the installation of the defibrillator.

**8. CIL**

8.01 To receive an update from the CIL Working Group following receipt of the latest CIL application.

Cllr Giles reported that a quote for the gate at Boulthurst Way is awaited. The Clerk confirmed this had been received just prior to the meeting however was for the extension and relaying of the entire footpath. A revised quote will be requested. Hurst Green Community Centre requested funding towards the new kitchen however only one quote has been received, and more are required. Once the additional information has been received a CIL Working Group meeting will be convened.

**9. Community Assets Project**

9.01 To consider the OPC representation on this project.

TDC want Parish Councils to take on all assets/liabilities. Cllr Hull as Chair of the Finance Working Group and the Clerk will be attending the first meeting of the Working Group on 21<sup>st</sup> January. Cllr Kirk highlighted that although the Council does not want to take on liabilities by taking on some assets it will protect them and keep for the community.

**10. Welcome to Holland Sign**

10.01 To consider the request for a heritage gateway 'Welcome to Holland' sign prior to the Diamond Pub.

It was **AGREED** to match fund with County Councillor McIntosh the installation of a 'Welcome to Holland' gateway sign at Holland opposite the Diamond Pub. The total estimate is circa £3,500. If the development occurs opposite the Diamond Pub in the area where the sign is to be installed the developer will be required to reinstall in an agree location. The wording for the sign will be agreed in advance.

Cllr Rivers raised the issue of gateway sign for Oxted. It was agreed this will be discussed at the February Council meeting.

**11. Planting of Trees in Hurst Green**

11.01 To review and consider the request for the planting of trees in Hurst Green.

Cllr Feesey highlighted that Surrey County Council is encouraging residents to apply to the County if there are areas where it would be beneficial to have trees planted.

Residents are to be encouraged to go onto the SCC portal with suggestions of locations for planting.

## 12. Hurst Green Courtyard Project

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

The project opened with a carol service on 17<sup>th</sup> December. The Community Gardens Team will do planting of shrubs etc. in the Spring. Funding available for the planting is £1600 left over from the main YFS funding, an additional £537 YFS funding and £800 from OPC from grant aid. Once planting is completed a decision will be made as to whether further seating is required and a final decision regarding the location of the parish notice board will also be made.

## 13. Communications Working Group

13.01 **Website update** – Cllr Inker reported that Route 22 has been appointed, and a meeting was held on 6<sup>th</sup> January. A timeline and initial proposal are awaited from Route 22. First ‘live’ stage will be shared with Councillors. It is anticipated the new website will be available for the end of March 2025.

13.02 **RH8** - have a page monthly with 250 words, free of charge. Cllr Inker updated the Council with a number of issues which have arisen with the use of the RH8 magazine. Cllrs Hull and Giles are proposing to meet with the publisher to resolve the issues raised. The Council Communications Working Group will consider other options such as Hurst Green News and the Oxted Local or alternatively an annual or bi-annual publication produced by the Parish Council.

## 14. Finance

14.01 To review and approve the 2025/26 budget – The 2025/26 budget which had been circulated was unanimously **APPROVED**

14.02 To review and approve the 2025/26 precept in the sum of £56,986. 3.4% increase. 2.8% increase on Band D. The Council unanimously **APPROVED** the precept in the sum of £56,986 for the period 2025/26.

14.03 Accounts against budget to 31/12/24 were noted.

Cllr Giles highlighted that the Council needs to be involved with working on the unitary authority moving ahead and having a voice. It was **PROPOSED** that the Council rejoining SALC from 1<sup>st</sup> April 2026. Sally Harman, SALC Chief Executive, has confirmed benefits will commence immediately. It was unanimously **AGREED** to rejoin SALC with immediate effect.

14.04 Payments approved and authorised since the Council meeting on 12<sup>th</sup> November 2024 were noted following clarification of the three payments to Country Garden Services.

Clerk working from home allowance	£ 20.00
Baldwin & Robinson Law – land registration at burial ground	£ 200.00
Transfer of YFS funds to TDC	£35,120.00
Country Garden Services – clearance of the Pound	£ 144.00
Country Garden Services – burial ground maintenance	£ 2,115.02
Master Park 3 <sup>rd</sup> donation	£ 1,000.00
Clerk salary	£ 1,478.77
Cllr P Giles – reimbursement of ducting expense	£ 148.80
HMRC – PAYE & NI	£ 925.53
Country Garden Services – maintenance	£ 1,250.62
Clerk Salary	£ 1,897.09

NALC – Cllr Shiner attending Future of Neighbourhood Planning session	£ 39.22
Clerk expenses	£ 92.19
British Red Cross Hall – hall hire Oct/Nov	£ 81.00
Master Park – final annual contribution	£ 1,000.00
Country Garden Services – maintenance	£ 1,250.62
Clerk Salary	£ 1,244.65
Clerk expenses	£ 379.01
Country Garden Services – hard cut back of hedge in the burial ground as per estimate.	£ 768.00
Cllr Reg Hull – remote control for Parish Council’s projector	£ 17.98
Computer Solutions – printer ink	£ 33.61
JEM Home services – materials and labour for installation of notice boards in Old Oxted (history board and parish board)	£ 134.00

**15. Chairman’s Announcement**

15.01 To receive an update on activities since the last Council meeting. In the absence of Cllr Deb Shiner, Cllr Hull provided the update.

Christmas Day lunch was great, 36 people were fed and watered and we even had live entertainment from two members of the New York Philharmonic orchestra. Thanks to all the supermarkets, Boots, Knights Garden Centre, Denize for the crackers and napkins and everybody who contributed something for the day be it, making Christmas cakes, desserts or simply giving up their time to help.

**16. East Surrey Transport Committee Update**

Nothing to report

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

Nothing to report

Items for consideration at future meetings

- Heritage sign for Oxted
- Telephone box in Old Oxted
- Smaller Notice board in Old Oxted

**Meeting closed at 8pm**

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**Date of the next meeting Tuesday 11<sup>th</sup> February 2025 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