



**Minutes of the meeting of Oxted Parish Council held at
Oxted Community Hall on Tuesday 10th June 2025 at 6:30pm**

Cllr Gerard Quinn – Chairman

Cllr Reg Hull

Cllr Peter Damesick

Cllr Neil Rivers

Cllr Denize Wallace

Cllr John Hope

Cllr Peter Giles

Cllr Jean Inker

Cllr Kelly Kent

Cllr Dhani Blackwell

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

MINUTES

1. Apologies for absence:

Apologies received from Cllrs Peter Quinn and Harriet Gillam.

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. There were none declared.

3. Public session:

2 members of the public attended the meeting regarding the Veteran's charity for homeless and an option on the plantation site to erect army type huts and a hub for Veterans. The Chairman thanked the members for attending and suggested they link with the local Royal British Legion and contact TDC for guidance on what may be possible on the site.

i) County Councillor Cameron McIntosh

- Old Oxted highways gateway sign has been knocked down; being replaced at the time when bollards are erected and double yellow lines implemented. It will probably be undertaken at the same time as the Welcome to Holland sign is erected.
- Parking restrictions, as part of parking review, will be implemented at end of month.

- Public consultation of Godstone sink hole was undertaken, the work will be taken back by SCC and the area will be reopened in December. Surveys will continue. It is a highways repair job now. Reinstating the utilities.
 - The Banking Hub was reported on BBC Surrey. Link made the wrong assessment in 2024 that a Banking Hub is not required. The MP has been involved and when last bank goes Link must do an assessment and make a decision. **An email to be sent on behalf of the Parish Council supporting the request for a Banking Hub.**
 - Morrisons carpark update regarding reduced number of parking spaces. Cameron has contacted the area manager.
 - Charging points being installed around Oxted.
 - Thanks were expressed to the Parish Council for 50% funding for the Holland gateway sign.
 - Hurst Green Courtyard – being completed.
- ii) District Councillors update **District Cllr Peter Damesick**
- Proposals for Local Government Organisations have gone into Government but no real feedback and not expecting to hear anything until the Autumn.
 - TDC is one of the Districts selected to trial community boards for when new Unitaries are set up. The boards are a bit like neighbourhood partnerships and a community sounding boards. Town and Parish Councils will continue operating alongside the community boards.
 - TDC is continuing as usual.
 - House building programme continuing and pressing on with it.
 - TDC is likely to be only Council with social housing – stock of 2,500 houses.
 - Planning for sea cadets in Caterham and Dormers in Caterham.
 - Wolfs Wood is going ahead with new contractors – completion for March 2026.
 - Plans being drawn up for Hurst Green Methodist Church site (13 dwellings)
 - TDC seeking to put together a new Local Plan and have sent out a settlement hierarchy study for completion by Parish Councils.
 - Help required by TDC. One settlement within the Parish Boundary. Cllrs Kent, Damesick, Rivers and G Quinn offered to assist with the completion of the survey.

4. Minutes:

The minutes of Full Council meeting held on 13th May 2025 were approved and signed by the Chairman.

5. New Councillors

5.01 Allocation of new Councillors to Committees, Working Groups and outside bodies

Burial Committee – Cllr Dhani Blackwell,
 Planning Committee – Cllr Kelly Kent, Cllr Harriet Gillam
 Staffing Committee – all Councillors
 Finance Working Group – Cllr Dhani Blackwell
 Grant Aid Working Group – Cllr Peter Giles
 Communications Working Group – Cllr Harriet Gillam
 East Surrey Transport Committee – receive minutes
 Hurst Green Community Centre – Cllr Kelly Kent

6. **Planning Committee**

6.01 Planning Committee approved the minutes of the Planning Committee meetings held on 13/5/25 and 3/6/25.

6.02 Full Council received the minutes of the Planning Committee meetings held on 13/5/25 and 3/6/25.

7. **Burial Ground Committee**

7.01 Burial Ground Committee approved the minutes of the Burial Ground Committee meeting held on 27/5/25.

7.02 Full Council received the minutes of the Burial Ground Committee meeting held on 27/5/25.

8. **Clerks report and update**

To note the progress on projects.

- List of policies to be recirculated.
- Notice board to be removed from property in Wolfs Wood by Cllrs Wallace and Giles and will be stored in the garage of Cllr Wallace until ready for erection.

9. **Grant Aid Working Group**

To review the recommendations of the Grant Aid Working Group.

All recommendations of the Grant Aid Working Group were agreed. The Clerk will advise the applicants and arrange the transfer of funds. The total awarded was £3,110.

The policy is attached to the application form so all applications should be aware of the criteria when applying.

It was agreed to readvertise

£3,110 (circulate policy) readvertise.

10. **Adopt a BT telephone box**

To confirm the decision to adopt a BT telephone box and comply with the conditions of the contract.

The Council **AGREED** to purchase the telephone box in Old Oxted in the sum of £1.

The box will be used to house the defibrillator which is currently on the side of the George public house in Old Oxted. The Clerk will contact the freeholder to arrange the reinstallation in the telephone box which will have an unmetered supply.

The Clerk will check the situation with the insurers regarding the listing of the item. It will also be added to the Council's Asset register.

11. **Hurst Green Courtyard**

To review and approve the Memorandum of Agreement/Statement of Understanding
Revised copy of the Memorandum of Agreement/Statement of Understanding was APPROVED and will be signed by the Clerk and the leader of the Courtyard project at a meeting on 11th June when the main project is concluded. Creative Community will continue with the maintenance.

It has been noted that children are using the brick planters as a running circuit. This will be monitored and, if required, a sign for garden excluding Council from responsibility will be erected.

12. To Review and Adopt – review at the July meeting.

- 12.01 Code of Conduct – JH to review – NALC 2020 to use. Check website
- 12.02 The proposed revision of NALC Standing Orders – to review
- 12.03 The proposed revision of NALC Financial Regulations – to review

13. CIL/Asset Transfers

Cllr Damesick updated the new Councillors with the situation regarding the transfer of assets from TDC to the Parish Councils. An Expression of Interest (EOI) has been submitted for 3 playgrounds – Bushey Croft; Boulthurst Way and Barnet Shaw. A meeting was held with Limpsfield PC and a joint Expression of Interest is going to be submitted to TDC for the Ellice Road car park.

A list of questions has been submitted to TDC regarding the management of the car park however a response has not, as yet, been received.

Cllr G Quinn will review – Safeguarding, Health & Safety and Equality and Diversity policies.

It was **AGREED** to submit the EOI for the Ellice Road car park.

Pilot group of Parish Councils, - Caterham on the Hill, Caterham Valley, Oxted, Whyteleafe, Chelsham & Farleigh, Warlingham, Woldingham and Tatsfield are in the group and there is a strong emphasis on open spaces.

Shared stewardship and the setting up of a series of working groups to assess particular assets.

Play grounds – Cllr Peter Damesick

Car parks – Cllr Reg Hull. Wait for decision on carpark prior to making a decision on the toilets.

Cllr Kelly Kent – expressed concern regarding the Hurst Green Community Centre. It was agreed that the CIL/ Asset working group needs to look at other assets and it was **AGREED** to co-opt Cllr Kent onto the working group.

14. CCTV

Cllr Giles reported that Chroma Vision have erected a pole at Master Park but not the equipment and this needs to be followed up.

15. OPC Meeting room options

Oxted Community Hall - £17 for 2 hours, car parking available.

Red Cross Hall - £27 per session, parking at Morrisons free for 2 hours.

The Park Hub - £20 per hour during the school holidays.

General discussion ensued regarding the venues, setting up and dismantling the rooms.

It was **AGREED**, if the Red Cross Hall is available that Council meetings will be held there and the remaining burial and planning committee meetings will remain at the Oxted Community Hall.

All Councillors will be expected to set up and dismantle the Red Cross Hall before and following the meetings.

16. Finance

16.01 The Council **AGREED** the Annual Governance Statements 2024/25.

16.02 The Council **AGREED** the Accounting Statements 2024/25 and **AUTHORISED** the Chairman and Clerk to sign the AGAR

16.03 The Council **NOTED** the year-end report from the internal auditor, Helen Broughton.

- 16.04 Update of the CCLA bank mandate was **NOTED**.
16.05 To receive an update from the Finance Working Group
16.06 Payments approved and authorised since the Council meeting on 13th May 2025 were **NOTED**.

Oxted Community Hall – extra booking and charge for overrunning	£ 34.00
Thea Pitcher – plants for Hurst Green Courtyard	£ 372.52
Dan Jordan Publishing Ltd – double page spread in RH8 plus photographic services for website	£ 618.00
Clerk Expenses	£ 108.25
Helen Broughton – internal audit fee	£ 200.00
Route 22 Limited – Microsoft annual fee	£ 2,674.63

17. Paid Litter Collection Job Opportunities

Review litter collection or related ecological work within the parish/local council.
It was agreed to postpone to the July Council meeting.

18. Chairman's Announcement

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

- Placed a wreath on 10th May
- Invited on VJDay 15th August
- St Marys on Sunday 17th August
- Discussion re Hurst Green Road closure for Remembrance Day however it has been ascertained in the past that it is not a safe area for the closure.

19. South-East Community Rail Partnership

Minutes and reports circulated when received so all councillors are aware of the updates. Meeting was on 10th June however Cllr Inker was not able to attend.

Future meetings

FREE representative to the July meeting

Meeting closed at 20:50

Date of the next meeting Tuesday 8th July 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

Mrs Maureen Gibbins, Parish Clerk, Phone 07510 226989