



LIMPSFIELD PARISH COUNCIL DRAFT MINUTES OF PARISH COUNCIL MONTHLY MEETING 13 July 2026, 7pm at Oxted Library

Present: Mark Wilson (MW) (Chairs meeting), Bob Harvey (BH), Ann Osborn (AO), John Thompson (JT), Cllr Jenny Williams, Cllr Michael Tinker. District Cllrs Claire Blackwell (CB), Ian Booth (IB) and County Councillor Cameron McIntosh (CMcl).

Clerk: Sophie Martin (SM)

1. APOLOGIES FOR ABSENCE

Tony Taylor, Tom Briggs, Sarah Butler-Merritt

2. DECLARATIONS OF DISCLOSABLE INTEREST – BH declares interest on planning item 8.1. Planning application for TCA at The Studio. He is next door neighbour.

3. MINUTES FROM LAST MEETING - Signed as circulated.

4. PUBLIC SESSION – None.

5. COUNCILLORS' REPORTS (Surrey CC & Tandridge DC)

Claire Blackwell

- Brookfield – CB has been chasing for this to be determined. Applicant is still in conversation with flood authority which is delaying the decision.
- Broomlands Padel Centre – No determination as yet. It is understood that Surrey Highways has submitted report/response and there is ongoing communication with the residents [who have serious concerns over highways safety and accuracy of the traffic figures provided and have commissioned an independent traffic report]. BH is also very concerned over the junction safety and motorists turning right in the overtaking lane of the westbound carriageway. He asks whether Surrey Highways has acknowledged there is a significant risk. CB says that whilst Highways haven't objected it is hoped that conditions may be put in place. CMcl says it is very difficult under current guidelines for Highways to object unless there can be evidenced "serious impact". JW asks about Highways attendance on site. CMcl says they attended early on and the Highways officer is very familiar with the route.
- Chic Grooming / Barn Owl Kennels – This is awaiting Enforcement to be delivered. CB will chase again but enforcement are very short staffed and the officer's time has been committed to the recent traveller incursion tribunals.
- FIKA coffee trailer – CB confirms that FIKA did not get their reduction in licence fees. TDC committee voted against as it sets a dangerous precedent and could open floodgates to lots of applications for pro-rata reduction on the basis of being part time service. The councillors find this very disappointing given the exceptional circumstances in that FIKA are also having to pay the National Trust. There is nothing more to be done by TDC. AO says that it will be a great shame if this means that FIKA are unable to make the service viable.
- Local Plan – CB reports the Local Plan process is going well on schedule with no major hiccups. It is currently in consultation until mid August. This is going at pace in order to get to Reg 19 before the Unitary Authority comes into place. A more strategic plan will

*Please email apologies for absence, comments/questions and considerations to the Clerk at
clerk@limpsfieldparishcouncil.gov.uk*

eventually be made to cover all East Surrey but at the moment, it's still important to get a plan in place for Tandridge.

CMcl McIntosh

- SGN – gas works 27 July to 31 August. These are essential works to replace gas mains at the top end of Station Road East and will extend from Boots to Waitrose. This will cause major disruption, and the businesses are very concerned. SGN has offered to talk to businesses which the Oxted BID is keen to see happen. Communications will go out from the Oxted BID shortly once all details are fully known (in terms of access to business parking, car parks, taxis etc). CMcl is requesting a more detailed map and information. There will be pavement resurfacing done within the same permit straight away.
- Parking issues – there are some changes in the parking review including a No Loading Zone from Eden Place up to the corner of the Station Spur which allows for instant PCN. CMcl would like to encourage reporting of parking on double yellows and pavements etc (via email). Officers will attend if in the area. Parking on Double Yellows has a 3-minute grace period which has to be upheld by officers on site before ticketing. CMcl says he personally requests officers to attend at busy times.
- Highways works. CMcl acknowledges the traffic lights signals issues at Wolf's Row have now been resolved. The next scheme on his capital works priority list is A22, then A25 from Old Oxted to Tandridge Lane.
- Godstone High Street should re-open imminently.
- Banking hub – This is going well but more signage has been requested and approved by Highways in order to signpost people from Station Road West.
- Planters on Pebble Hill / Limpsfield School – these will be part funded by CMcl and are awaiting site plan for Highways permit.
- Melting surfaces – CMcl asks for people to report melting surfaces. There are teams out 24/7 dealing with this.
- Titsey Road major works (due to subsidence). Currently no update on date for works to commence.

6. CHAIRMAN'S NOTE – Chair is away. MW has no notes.

7. FINANCE & GOVERNANCE

- 7.1. Balances to end June and July expenditure items to agree/note – Balances are just under £100K. All expenditure approved as circulated (payments sheet online).
 - 7.2. Planter at Limpsfield School (to be part financed by CMcl). Proposal by Ann Osborn to put planters in on the pavement outside Limpsfield School to assist with the issues of dangerous pavement parking by parents. CMcl will fund one if LPC will fund the second. Funding includes 3 years maintenance after which AO intends maintenance responsibility will revert to the school. £873.60 inc VAT. MW seconds. All in favour with condition that the school agrees to maintain as well as CJS plants – especially in hot dry weather.
 - 7.3. Acceptance of internal audit contract renewal (Mulberry & Co). MW proposes to maintain Mulberry & Co for 3-year contract. JT seconds. All in favour.
 - 7.4. Grant or specific project budget requests – none in addition to planters as above.
- MW to research cost of Hookwood speed signs.
 - Ann Osborn expects Will Bistram to carry out a day of village maintenance shortly. Agreed 8 June 2026 meeting – 2 days. [village maintenance]

- 7.5. VAT reclaim – Q1 26/27 – for acceptance/approval – approved as circulated for reclaim - £610.
- 7.6. Bank Reconciliation – Q1 26/27 – for approval - signed as circulated. All statements and balances agree with cashbooks.
- 7.7. Note on confirmed CIL income – Clerk confirmed that £3079 will be received in October as Part 3 CIL payment for Dorothy's Cottage development.

8. PLANNING

- 8.1. Any planning applications for discussion:
- Beresford Court 2026/641 and 661 – Chris Reynolds – outgoing Historic Buildings Officer (new officer is Roderick McDonald) does not have an issue with this. Conversion of integral garage – no exterior works or intention to convert to annex. Defer to opinion of SCC officer. JW proposes no comment, MW seconds. All in favour.
 - 20 Stanhopes 2026/718 – JW proposes to comment regarding soft landscaping condition to front of the property and request for SCC heritage officer to be consulted (due to Conservation Area). AO seconds. All in favour.
 - The Studio, Limpsfield High Street 2026/746/TCA - tree works proposed on leylandii and yew tree (TPO). BH declares interest. However, it is noted that his comments (as neighbour) on the application have not yet been loaded on the portal. JW proposes no comment. MW seconds. All in favour.
- 8.2. Recent determinations of note – none of note
- 8.3. Outstanding applications of note – none for discussion (awaiting outcome of Thornhill appeal).
- 8.4. AOB
- 8.4..1. Local Plan – Consultation response has been discussed by planning committee members. There are maps online (TDC) showing proposed development sites. One concern of LPC planning is that the current TDC building and car park is proposed as a development site. LPC would wish that at least some of the property is retained for community services and parking. MW reiterates that there is a policy covering the TDC site in the LNP which will need to be referred to in the Local Plan. Several green belt sites along the A25 in Limpsfield have been included. LPC planning will be submitting views. To also request that “Limpsfield Conservation Area” be updated to “Limpsfield Village Conservation Area” in the document. Comment to be circulated ahead of submission.

9. COMMUNITY ASSET TRANSFERS – Update – see attached.

- 9.1. Stoneleigh Road Allotments – works have all been completed. Awaiting title to be updated at HMLR.
- 9.2. Tidys Green – tree works completed. Awaiting final TR1 for signature.
- 9.3. Ellice Road Car Park – Draft Terms of Ref have been circulated. Awaiting TR1. Working group also to send final list of Capital Works requests to TDC (Barry Jones). Ocean Parking Contract has been reviewed and will be sent to Surrey Hills solicitors for high level review. Anchor Group Services quote has been received for toilet maintenance and Working Group recommend subject to contract and approval at full councils. This is within level of TDC in-house expenditure.
- The intention is for LPC and OPC to hold simultaneous extraordinary meetings, likely in September to approve Joint Committee TOR, TR1, Ocean Contract and Anchor Group Services Contract.

10. OTHER ASSETS – overview of general assets - for replacement or repair

- Overview of assets from TB – carried over to next meeting as TB is absent with budget drafted for necessary works/replacements etc.
- Phone Box lending library is being used and looks very good.

11. NEIGHBOURHOOD PLAN / REVIEW – any updates

- Broadband update – Openreach has confirmed build for rest of Limpsfield Chart – hopefully by end of December. SM to advise residents via Facebook group / website.
- Keep Limpsfield Blooming – Saturday 18 July. AO advises of this Saturday's event - tour of village and 3pm tea at the church hall. All welcome.
- Wildflowers – MW asks if there might be potential to plant wildflowers on bank by parish office which is largely brambles. To be discussed at next meeting.
- LNP review document – SM to draft over summer.

12. HIGHWAYS (Cllr Bob Harvey) – no further updates.

13. CHART PLAYGROUND (Cllr Bob Harvey) - Condition report. All appears in good working order. Clerk is liaising with TDC regarding arrangement for annual safety inspection in view of LGR.

14. AOB

- Cricket Club bins – a message has been sent by cricket club committee to all the teams asking to deal with their rubbish and not leave in the bin at grub street. To review over next couple of weeks. Clerk to liaise with Cricket Club if it does not improve.
- Litter Angels – Request for volunteers for litter pickers to assist TDC in Limpsfield and Oxted town centre as the road sweeper operative is on long term sick leave. This should take place second Saturday of the month, or whenever people are able to give an hour or so of their time. Equipment provided. Clerk has also asked Oxted PC councillors for assistance. Love Oxted already has small number of volunteers on board, but needs more. Limpsfield Litter Angels "Pick and Pint" (from The Bull) launched at the weekend and had around 7 litter pickers (including 2 councillors) and a lot of ground was covered. It is hoped volunteer numbers will increase over time.
- AONB review – CB says the final review submission should be made in August.

Meeting ended 20.40

Sophie Martin, Clerk, Tuesday 7 July 2026.

CAT UPDATE – 13 JULY 2026

Stoneleigh Road Allotments

- Awaiting Land Registry title to be updated/created and final TR1 from lawyers (have sent notes to TDC in house transfers solicitor).
- All capital works and clearing activity has now been completed.
- Allotment holders continue to be very positive and active on WhatsApp.
- Suggested an informal meeting with them once transfer takes place
- There is a lot of goodwill and some great new tenants.
- #14 plot now cleared. Poss location for communal compost, water butt / rain collection structure etc - covered pergola could collect water into a communal butt.
- Adjoining houses are also happy to help with water within reason (and already doing so).
- Potential for gate at the end of the access path to deter unwanted visitors.
- To schedule general maintenance of pathways once transfer is complete.

Tidys Green

- Treeworks completed and biodiversity stump left in situ.
- Possible new tree planting, subject to neighbour agreement.
- Awaiting finalised TR1 to complete transfer.
- Regular mowing to be scheduled thereafter (quote - WB/Nick Dance etc)

Ellice Road Car Park

- Ocean Parking appointed; positive and community-focused approach.
- Contract drafted; amendments complete (MT).
- Maintenance quote for toilets received by Anchor Group.
- Agreement from Mulberry to split TR1 and asset register / financials 50:50 between councils.
- Awaiting news on proposed capital works:
 - £7,000 fence completion
 - £7,000 surface repairs and re-lining
 - Additional pedestrian area surfacing improvements
- Press release, social media and car park website page have been drafted.
- To draft operational / communications timeline.
- Business Rates confirmed by TDC and instalments schedule will be created.
- Joint Committee terms and management structure – finalised for approval.

Next Steps

- Await TR1 for final review and signature.
- Set up bank account (MW looking into this)
- Hold joint meeting to approve contracts and TR1.
- Target transfer date.... Most likely September