



LIMPSFIELD PARISH COUNCIL – MONTHLY MEETING

DRAFT MINUTES

Monday 14 September, 7pm – Oxted Library

Present: Cllrs Antony Taylor (AT, Chair), Mark Wilson (MW), Michael Tinker (MT), Ann Osborn (AO), Bob Harvey (BH), Sarah Butler-Merritt (SBM); District Cllr Claire Blackwell (CB); Clerk: Sophie Martin (SM).

Guest councillor – Oxted PC Chair, Peter Giles (PG).

1. APOLOGIES FOR ABSENCE

Cllrs J Williams, J Thompson; SCC Cllr Cameron McIntosh; DC Ian Booth.

2. DECLARATIONS OF DISCLOSABLE INTEREST

None

3. PUBLIC SESSION – moved up the Agenda –

Fly-tipping – PCSO Lisa Cobby

- PCSO Lisa Cobby attended the meeting to discuss fly-tipping and rural crime.
- MT reported recent fly-tipping on his land and neighbouring properties. Fly-tipping at the Brick Kiln Lane National Trust car park was also referred to.
- PCSO Cobby advised that two late shifts would be dedicated to fly-tipping and rural crime in October.
- The meeting discussed the increase in fly-tipping on both council-owned and private land, the challenges of gathering sufficient evidence for prosecution and the responsibilities of the various authorities.
- PCSO Cobby explained that vehicle registration numbers could be flagged for ANPR monitoring, but that building a clear picture of activity was important in supporting prosecutions.
- MW asked what measures the Parish Council could take to deter fly-tipping. Suggestions included creating physical obstacles, such as embankments and sand piles, and installing dummy cameras. It was acknowledged that prosecutions were difficult due to the lack of evidence and limited resources.
- MT asked which authority was responsible for dealing with fly-tipping. PCSO Cobby confirmed that fly-tipping was a criminal offence but noted the difficulties in obtaining evidence and the resource constraints faced by councils.
- MT referred to the proactive approach being taken in Sevenoaks, including efforts to tackle organised fly-tipping and vehicle-related activities, supported by dedicated enforcement staff based near the community recycling centre

4. MINUTES FROM LAST MEETING

Minutes (July – there was no August meeting) approved and signed as circulated.

5. COUNCILLOR RESIGNATION AND CO-OPTION –

- AT confirms that Tom Briggs resigned in August and no by-election was requested during the formal process with TDC, therefore we are now co-opting a new councillor. A couple of residents have come forward and MW/AO will interview them initially over the next 2 weeks. The Chairman will also email all councillors to ascertain who intends on standing in the May 2027 elections.
- The current LPC term ends in May 2027.
- An election will only be held if more candidates stand than there are places available. If an election is required, it could be up to £20K costs to LPC.
- Clerk to try to confirm exactly how much is required to budget.
- SBM and SM have another candidate in mind and will ascertain if she is interested.

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

Claire Blackwell, District Councillor

- Mentions the Local Green Space designation in context of Local Plan and if any other spaces should be designated in Limpsfield. Councillors believe that the LGS designation as part of the LNP is sufficient and no other sites come to mind. (These would be sites that are not already in the Green Belt / Surrey Hills National Landscape)
- CB says there is no update on Barn Owl Kennels enforcement at this time. Awaiting new enforcement to be issued.

Cameron McIntosh, East Surrey/Surrey Councillor – report in lieu of attendance.

Cameron provided an update on the closure of Oxted station car park and his liaison with GTR, National Rail, Love Oxted and Oxted Parish Council.

The following concerns were highlighted:

1. The loss of 366 parking spaces at one of the busiest stations on the East Grinstead line. Alternative provision is considered inadequate, with potential consequences for the wider highway network.
2. The impact of the car park closure on Oxted town centre.
3. The need for clear communications regarding the closure, its expected duration and the underlying issues. He noted that scaffolding had been in place for approximately one year.

Cllr McIntosh expressed the view that the situation ultimately reflected a lack of investment. He also raised concerns about the priorities and funding available to the relevant organisations.

Other updates:

- The parking review is imminent. The only proposed amendment in Limpsfield relates to Post Office Row/Tally Road, where double yellow lines will be extended slightly to improve visibility for vehicles exiting the road.
- The planters outside Limpsfield CofE Infant School have now been approved.
- Pavement works on Station Road East are scheduled for 28 October.
- Installation of bollards around the former NatWest building have also been signed off.
- Local Government Reorganisation (LGR) The Minister's response has been received, and the changes in Surrey will continue.
- The next major A-road resurfacing scheme, at the A22/A25 roundabout, due to commence on 18 September, with overnight works. This is the second of three schemes planned for the financial year.

7. CHAIRMAN'S NOTE

AT notes that there is a Parish Assembly at TDC on 30 September - 5.30pm - MW will attend. AT is unable to attend.

Emergency Response to Climate Change film screening. Discussion on whether to show the film in Limpsfield. It is agreed to register interest and find out more about hosting an event and potential appetite for attendance. It is understood there has already been a screening in Oxted.

8. FINANCE & GOVERNANCE

8.1. Election of Finance Chair: It is proposed that Mark Wilson takes over the Committee Chair role vacated by Thomas Briggs. MT proposes, AT seconds. All in favour.

8.2. Balances to end of August presented (NB. there was no meeting in August. All payments were pre-authorised).

8.3. September payments (plus note of minor August payments made – following approval by Clerk/Chair) presented and approved.

In addition:

- £200 agreed as allowance for seasonal planting of Hookwood planters and horse trough (Detillens).
- £130 agreed as allowance for RBL wreath and poppies for Remembrance Sunday.
- £25 agreed for printing of posters for the swing signs to warn of the short annual road closure on Remembrance Sunday.

8.4. Note of Q1 VAT receipt – Received £610.71 on 21/7/26. Allocated to CIL and General account. Q4 FY26 was also received and allocated to accounts.

8.5. Note of Interim Internal Audit date – This is scheduled for 16 November 2026 1.30PM.

8.6. Acceptance and Notice of Conclusion of Audit 2025/26 – This was received on 15 September.

8.7. 2027/28 Budget planning timeline agreed as follows:

- October: Work on draft budget and suggestions (Finance Committee)
- November: Full draft budget prepared and presented (for reviews)
- December: Budget presented Full Council Meeting including any revisions.
- January: Final opportunity to approve budget. Precept submitted to TDC.

Clerk to find out the exact cost of a potential election in May 2027 from TDC.

Finance Meeting is agreed for Weds 7 October at 6pm.

8.8. Any expenditure or grant requests:

- Rest & Play area [Limpsfield Way Maintenance] – repairs and replacements of wooden structures as necessary - £660 - Agreed
- Limpsfield Community Orchard [grant request] – This was a large request in total and the council agrees to offer a contribution. MW proposes £500. MT seconds. All in favour.
- Limpsfield CofE School [grant request] £241 request for another small biodiversity courtyard garden project. AO proposes, MW seconds. All in favour.
- WI Defibrillator request for St Peter's Church Hall. Discussion resolves to put on hold until the renovations are completed on the hall. There is some indication that the WI may have received an offer for the full amount – to be confirmed.
- Speed signs for Hookwood (Limpsfield Way) – MW requests £200 for 10mph speed signs in attempt to slow down delivery and other drivers on this road which is also a footpath/bridleway and part of the Limpsfield Way. All in favour.
- Any Budget o/s for Stoneleigh Road Allotments – no further costs anticipated other than previously agreed legal expenditure. TDC has carried out a lot of clearance/ tree works and has agreed to fund a skip once LPC takes over.
- Any Budget o/s for Ellice Road Car Park – no further costs anticipated other than previously agreed legal expenditure.

9. **COMMUNITY ASSET TRANSFERS [moved up agenda due to attendance of Peter Giles, Chairman of Oxted Parish Council]**

The following motions are presented in full by Michael Tinker (see Annex).

9.1. ELLICE ROAD CAR PARK – motion to approve Joint Committee TOR and service agreement/contracts for management of Parking and Public Conveniences.

Documents have been circulated.

Motion 1. Ellice Road Car Park and Public Conveniences – It is resolved to approve the Joint Committee Terms of Reference – MT proposes MW seconds. All in favour.

Motion 2. Joint Bank Account - It is resolved to approve the opening of a joint bank account for the purposes of Ellice Road Car Park and Public Conveniences. MT, AO seconds. All in favour.

To note the bank account will be named Limpsfield and Oxted Amenity Fund.

Signatories: Mark Wilson, Antony Taylor and Clerk. Oxted Parish Council - Peter Giles, Reg Hull + one other TBC.

Motion 3. It is resolved to approve the contracts for Ocean Parking and Anchor Group Services and waive need for 3 quotes for the maintenance of the public conveniences (see attached annex). MT proposes, AT seconds. All in favour.

Ann Osborn expressed concern that the clerk is compensated for the additional work associated with managing the car park administration. The clerk reassured her that there is a sufficient allocation of funds in the ongoing annual budget for the management of the car park (in the circulated “ Overview “ document) which will cover any hours required on top of general clerk duties.

10. OTHER ASSETS & repairs.

- 10.1. None discussed in detail. To be discussed further at later date.

11. PLANNING

- 11.1. Planning update – Draft minutes from the 25 August meeting have been circulated.
- 11.2. Brookfield (land by Priest Hill House) development application was refused by TDC. A resident of Priest Hill has written to the council with a complaint and request for response as to the process of review of the application and why LPC did not **object** to the application (Comments and requests for conditions were submitted). LPC planning committee is in the process of responding, in consultation with TDC legal department / monitoring officer.

12. NEIGHBOURHOOD PLAN

- 12.1. LNP Review – The draft of the updated Neighbourhood Plan is with TDC for review. We hope to have their approval for the amendments soon, but we do not have any sway over the timing as TDC planning policy team are very busy with the Local Plan and Neighbourhood Plans current in progress.
- 12.2. Renewal of Rest & Play Area Lease from National Trust (2027) – It is noted that the NT has asked if the LPC wishes to renew the lease on the same terms in 2027. This is agreed by all in principle, pending sight of the actual terms.
- 12.3. It is also agreed in principle that we will renew the lease for the Chart Orchard on same terms.
- 12.4. Ann Osborn proposes works on the footpath work along Wolf's Row / St Michael's. Quote to be obtained as part of Footpaths budget. Agreed.

13. **HIGHWAYS** (Cllr Bob Harvey) – No further comments or updates.

14. **CHART PLAYGROUND** (Cllr Bob Harvey) - Condition report. All fine.

15. AOB

Fly-tipping – this is covered in public section.

Litter / Litter picking – MW notes the last few Litter Angels sessions around Limpsfield have been very useful. He notes that the area around the Legion car park is very littered, and he will talk to the Legion.

Bob Harvey mentions that his daughter has a group of Y8 students who are doing volunteer work and have volunteered to do litter picking around Grub Street/Legion etc. TDC will provide the group with the necessary equipment. Bob Harvey and Mark Wilson will attend the litter picks on 25 September, and it is agreed to support with any small expenditure required or refreshments for the volunteers.

Bob Harvey also notes that the verges and fenced areas of Titsey Road are very bad in terms of litter but difficult for volunteers due to safety issues. Claire Blackwell asks him to email her and she will notify the TDC street cleaning team.

Meeting ends 9.15PM.

Next meeting: 12 October 2026 7PM.

ANNEX 1

MOTIONS REGARDING ELLICE ROAD CAR PARK:

- 1. It is resolved that the Parish Council resolves to approve and accept the Terms of Reference, as circulated, for the Joint Committee established by Oxted Parish Council and Limpsfield Parish Council in connection with the ownership and operation of Ellice Road Car Park following its transfer from Tandridge District Council.**
- 2. It is resolved that the Parish Council resolves to approve the opening of a joint bank account between Oxted Parish Council and Limpsfield Parish Council for the purposes of administering the financial affairs of Ellice Road Car Park, in accordance with the provisions set out in the Joint Committee Terms of Reference; with the account to be administered by the Lead Council and with equal signatory arrangements from each Parish Council.**
- 3. It is resolved that the Parish Council resolves to approve and accept the terms of the contracts, as set out in the circulated summary, with Ocean Parking in respect of the operation and management of Ellice Road Car Park, and with Anchor Group Services in respect of the cleaning and maintenance of the Ellice Road Car Park public conveniences.**

And that, in respect of the contract with Anchor Group Services, the Parish Council agrees to waive the requirement to obtain multiple quotations, on the grounds that the provision is intrinsically linked to the car park contractor arrangements and demonstrates interdependence with the competitively tendered car park operations contract, operational continuity, and shared-site cost efficiencies.