

Registered Charity Number: 200846

Master Park – AGM – Monday 19th July 2021
Minutes and Chairman's Review
of 1st April 2020 – March 31st 2021

1. INTRODUCTIONS -

- a. Pammy McNaughton – Chairman & Tennis Representative
- b. Bob Pitt – Vice Chairman – trees & garbage
- c. Tony Batchelor – park repairs & maintenance, trees & playground
- d. Ian Beagley – Football representative
- e. Phil Trayner – Cricket representative
- f. Amanda Starr – Treasurer
- g. Robert Sayer – Legal advisor
- h. Gilbert Kearns – Trustee
- i. Alex Campbell - Trustee
- j. Clare Heaton - Secretary

2. APOLOGIES

Alex Campbell, Anne Rivers, Matt Sapsford, Jackie Wren

Present: -

C P Kearsy – Gordon Way
Rita Fitzgerald – Church Lane
Pippa Bridges – Church Lane
Peter Giles – Chichelle Rd
Catherine Sayer – OLRG
Lynn Mills Meadowlands
Claire Blackhall – Westerham Cl
David Stamp – OLRG
Kay Brannan – East Hill
Peter Hanrott – Resident
Ian Barney – OLCC Chair
Donna Hayton – East Hill Road
Andrew & Lesley Mitchell – Wheeler Ave

3. MINUTES from PREVIOUS AGM – JULY 17th 2019

Pippa Bridges proposed the minutes and Rita Fitzgerald seconded. The minutes were passed unanimously.

4. MATTERS ARISING from the 2019 MINUTES

- a. Matters arising will be addressed in the Chairman's Report
- b. 2019's minutes were available on the Master Park website

5. CHAIRMAN'S REPORT

It has been a strange time since our last AGM in 2019 with lockdowns and loss of revenue and all culminating in people realising just how VITAL parks are to communities.

I am proud to be the chairman of this hard-working and passionate committee who strive to deliver a park that welcomes everyone within the local community and surrounding areas. Unfortunately, it is still the case that many local residents do not realise that Master Park is a **CHARITY** and is **NOT OWNED** by the Council but I think we are slowly changing this perception.

Things we have done

1. We now constantly create posts on Instagram & Facebook to keep the public up-to-date with what is going on in the park.
2. Our noticeboards are always up-to-date with information for park users
3. Our website has been re-created by Footprint (the local media & digital company who have kindly volunteered their services to help the Park) and is constantly updated with information for the community

Things still to do

Sustaining the Park

1. As always, we struggle to raise funds to keep the Park looking good – and that is in a normal year. Because of all the lockdowns last year, we lost all our events and bookings (as did everyone else) which translated into a loss of around £21,000 ... thank goodness the council helped out local charities & clubs with a £10,000 grant.
2. Normally our main revenue streams are from the sports clubs, events, donations, Friends of the Park and the invaluable help from Tandridge District Council who cut our grass & the Oxted Parish Council's grant aid which helps with our maintenance costs such as litter picking
3. A huge blow this year is the loss of the Beer Festival at the last minute, not only to Park finances but also the Pavilion Project as we would have received a donation of tens of thousands towards the fundraising ... so this means tightening our belt even more to get through this year.

We have managed to generate some income by having a variety of classes that could no longer operate indoors so chose to teach their classes on the Park and these range from weekly Classes at the Park include –

- Outdoor Pilates, Fitness Class, Boot Camp, Whoop Classes, Little Kickers,
- Junior Football, Zumba Classes, Buggy Fit for mothers & babies,
- Rugby Tots, Hot Food Van on Thurs & Friday nights

Other Park Issues

Trees – there was a scare when there was a fire engine on the Park at 6am. I am convinced that this was not malicious as it turns out it was some very young kids letting off smoke bombs who would not have realised that the smouldering of leaves all night would have created a fire inside the tree. Local schools gave a talk to their pupils about respecting the park.

Garbage – the park never looked better than through lockdown, the weather was glorious, the skies were blue, there were no people around to drop litter! It was fantastic seeing people using the Park for their daily 30-minute exercise although when the first lockdown ended the Park was flooded with people (which was fab to see) but we had an awful litter situation (as did the whole of the UK). This made the pages of the Surrey Mirror and our Facebook. Luckily it was just a few weekends on which this happened and we were quick to address the situation by increasing the hours of our groundsman as well as paying for extra waste removal pick-ups.

We are also lucky enough to have some Duke of Edinburgh students volunteer to pick litter for us each week, three on a Monday and two on a Saturday which means that our busy times have been well covered. We have also had the Oxted Beavers and Oxted Explorers litter-pick and stain benches for us, again, we are very grateful. I love that it proves how great the youth of today are and only a minority give teenagers a bad name.

Gates

it's important that we have a secure Park which is why we lock the gates each evening. It is particularly important to stop unwanted people setting up camps or homes on the Park. Luckily, we have a squad of resident & trustee volunteers who lock the gates every night and to whom we are very grateful.

Drug Bench

After witnessing and receiving complaints from park users about the bench at the far end on the path towards the church being used to sell and take drugs, we decided to remove this. Thanks to Phil Dunckley & local residents from Wheeler Ave for reseeding it.

Playground - A recent survey of the playground equipment by specialist contractors Fenland Leisure has been carried out and this will be done quarterly to flag up any issues that need to be addressed.

We had a spate of late-night partying by youths in the playground with bottles being smashed. We immediately shut down the areas with broken glass but have decided to invest in a grass-type hoover to pick up the smaller shards as we do not want to hear of a child or dog getting cut

Security

Our CCTV system from the Pavilion was used by police to create a timeline & movement of the youths who stabbed a man on New Year's Eve. We have since added more CCTV around the playground. We have also met with Surrey police regarding bringing in a couple more cameras at key areas (these may well be funded by the police), and I would like to extend a huge thanks to Councillor Catherine Sayer and colleague Amanda Bird from the council who have spearheaded this enormous project for the town as a whole

6. TREASURER'S REPORT – Amanda Starr

Full accounts to 31st March 2021 were filed with the Charity Commission today, 19th July 2021. They have been independently examined and signed off by Roger Thomas, independent auditor.

Highlights (figures rounded to the nearest £100)

Total income £40,200 (2020 - £45,800)

- Lettings £3,900 (2020 - £16,800)
- Sports Club Reimbursements £7,800
- Donations and parish council £18,400

Total expenses - £29,200 (2020 - £49,200)

Main expenses

- Trees £8,600 (including several visits for leaf clearing, strimming and hedge cutting along with tree work along the north boundary). (2020 - £270)
- Playground expenditure £1,700 (2020 - £5,200)
- Waste disposal (Grundons) £2,800 (2020 - £9,300 Biffa)
- Pavilion repairs and renewals £1,200 (2020 - £1,600)
- Ground maintenance £5,000 (2020 £17,000)

Overall gains £11,000 (2020 – loss £2,800)

Assets

- Net assets £53,600
- Bank balance £46,800

Overall

- We remain in a healthy position as there were fewer outgoings in the last financial year because of the pandemic. However, we were lucky to secure a grant from Tandridge for the sum of £10,000 which helped soften the loss of income from our cancelled events.
- We have saved the sum of £6,500 thanks to our chairperson changing our refuse service from Biffa to Grundons.
- We remain reliant on the Oxted Parish Council annual grant of £4,000 and the TDC grass cutting services.
- Due to the Beer Festival having to cancel for this new financial year we will be very reliant on other events and bookings. During the pandemic we secured several outdoor lettings so our income was healthy in spite of Covid 19. Our lettings income other than the football, cricket and tennis clubs was £16,800 for the year ending 2020 and for the year ending 2021 our lettings income was £3,885 including the circus.
- The playground is ageing and in constant need of money. We have also shopped round for other playground servicing companies and secured a new company for this financial year.
- Due to the new pavilion plans, less money is being spent on repairs and replacements to the current pavilion. However, the yearly sum spent on the pavilion remains fairly constant at £656 compared to £718 for the year ending 2020.
- Public donations are very much appreciated but it continues to be disappointing that so few Oxted residents contribute. There are over 10,000 residents in Oxted but we have only 103 regular (Gift Aided) donors and 103 in total.

Andrew Mitchell asked whether the amount spent on ground maintenance would rise back to its pre-pandemic levels – it is likely in due course.

Pippa Bridges mentioned that the fundraising for the new pavilion would compete with the Barn Theatre Development (although this is for 2026). The Chair mentioned that the pavilion committee were fortunate to have so many volunteers with fundraising experience helping out.

The audited accounts will be posted on the website for anyone to view

7. **APPROVAL of ACCOUNTS** – The Chair asked for approval of accounts
Proposer: Rita Fitzgerald Seconder: Peter Giles. The motion was passed unanimously.

8. APPOINTMENT of INDEPENDENT EXAMINER

Roger Thomas has agreed to do this next year for us. Proposer: Terry Dillon
Secunder: Peter Hanrott. The vote from the floor was carried unanimously.

9. NEW PAVILION

- a. As many of you know, the new pavilion project has had some ups and downs but the Trustees and sports clubs are all in agreement with the plans to build a facility that meets the demands of both the community & the sports clubs and an outline of its operation. The building will be multi-use and will have rooms for meetings and gatherings as well as for classes & clubs such as yoga, pilates, bridge etc ... whilst also meeting the high requirements now needed for the Football & Cricket Clubs.
- b. Fundraising - Our current phase is more daunting ...we had planned to launch our fundraising initiative last September but obviously this was not possible. We then planned to launch at this year's Beer Festival, again a bust. So, we are now going to start fundraising immediately by speaking to individuals, the community and businesses. If you have a business or group of people who would like to nominate us as their nominated charity, please talk to Pammy afterwards.
- c. We are eternally grateful for the confidence that both Oxted Parish Council and Tandridge District Council have shown in us. Not only did they "kick-off" with incredibly generous CIL grants but their support makes us highly credible when talking with other granting bodies.
- d. We have also applied for a grant from Your Fund from Surrey County Council - they are in the process of reviewing our bid and they have been in touch to say they hope to give us a decision in the next few weeks. We are very hopeful for a good outcome as this will be vital towards our target.
- e. We have multiple working sub-groups with highly professional people volunteering their time (I am not sure they realised just how much time this would be so again, HUGE thanks to them all and the skills they bring to this project).
- f. These sub-groups include planning, design, environmental, sustainability, security, costings, fundraising, tendering, construction, and project managing.
- g. Time Frame – we are still hoping that the build will start in the autumn of 2022 (although this will depend on the success of our fundraising), with an opening in the summer of 2023 to celebrate the 100th anniversary of Master Park

- h. To give you a sense of what the new Pavilion will look like, a CGI animation video will be shown.
- i. CP Kearsley asked whether the new building would be manned and was told that it would be.
- j. Pippa Bridges asked whether the video would be the park's marketing tool. Yes it will (with a professional voiceover). Crimestoppers will have a van in the park on 21.07.21 and the video will be shown on their media van.
- k. David Stamp asked about the size of the new pavilion. It is pretty close to the current footprint and will be approx 1 metre higher than the present building and only 3 metres extra to the front, although the actual usable floor space will be doubled.
- l. Pippa Bridges also asked whether a professional fundraiser would be employed. The Chair said that they have chosen not to pay for this as there are professional fundraisers in the sub-group who give their time for free.
- m. The Chair said she would love to hear any ideas for fundraising and if anyone has large amounts of money that they would like to donate and be part of the legacy being created, to please get in contact with her.

10. ELECTION of TRUSTEES

The current elected trustees have been duly nominated: -

Tony Batchelor, Bob Pitt, Gilbert Kearns, Alex Campbell.

If there is no objection to these being re-appointed would someone please propose: Donna Hayton proposed and the seconder was: Ian Barney. The vote carried from the floor was unanimous.

11. Any Other Business

- a. The issue of parking at the boot fair was raised – the Chair said she would mention it to Titsey Rotary club.
- b. The Christmas lights near the Memorial only lasted three years. They are quite expensive and the Chair will try and find a sponsor for some new ones.
- c. The circus was deemed to have been a success as was the fun fair and it was good to see the park being used again.
- d. If there are problems, these should be reported to the police because the more incidents reported, the more notice the police will take. There have been some issues, like mopeds being used. There is now CCTV near to the tennis club which is helping anti-social behaviour
- e. Thanks were expressed to Catherine Sayer and the Borough Commander who are identifying sites in Oxted for the CCTV.

Lastly, I (Chair) would like to give a special mention to all those that help make this Park special

- To all the Trustees who volunteer their valuable time & skills
- To Tandridge Council for the grass cutting
- To Oxted Parish Council for their annual grant
- To the Titsey & Oxted Rotary Clubs for their continued support and generosity each year
- To the residents who lock the Park gates each night
- And lastly to the general public for picking up litter and informing us of any problems!

We assume you all enjoy Master Park and feel as strongly as we do that this gem of a green space, in the centre of Oxted, is something worth working hard for!

Pippa Bridges expressed thanks on behalf of the residents and representatives at the meeting to the Chair and Trustees for their hard work.

The meeting finished at 8.53pm.