

Master Park – AGM – Wed 23rd July 2025

Chair's Review from April 1st 2024 – March 31st 2025

AGENDA

1. INTRODUCTIONS

we will be inviting questions from the floor under item 9

1. Pammy McNaughton – Chair & Tennis Representative
2. Roger Thomas - Treasurer
3. Tony Batchelor – Playground, trees, park repairs & maintenance
4. Bob Pitt – Trees, park repairs & insurance
5. Robert Sayer – Legal advisor
6. Gareth Morgan – Governance
7. Warren Fairchild – Football Rep

2. APOLOGIES – Phil Trayner

Present: - Pammy McNaughton, Roger Thomas, Tony Batchelor, Bob Pitt, Robert Sayer, Gareth Morgan, Warren Fairchild, Amber Wilkinson, Dominic Wilkinson, Sarah Salmon

3. MINUTES from PREVIOUS AGM – JULY 24th, 2024 - to be agreed

May I have a proposer to agree these minutes –

Proposer **Pippa Bridges**. Seconder **Rita Fitzgerald**

Vote from the floor in favour - **unanimous**

4. CHAIR'S REPORT - PARK HUB UPDATE

I shall start with the Park Hub update as it has been the most predominant feature of the last year.

...and what a busy and challenging year for the Trustees it's been!

The Trustees have produced an incredible building whilst also maintaining the high standard we now give ourselves, in keeping the Park looking lovely.

The Trustees' #1 priority is always to consider the whole community at the heart of every decision and every action.

This can be challenging when different groups have their own priorities but above all we try to be fair, so everyone feels that they are valued as part of Master Park – which, of course, is the sentiment behind the bequeathment from Charles Hoskins Master.

We spearheaded the enormous task of building a Park Hub for the community and we hope you agree that it is a pretty spectacular venue.

As a quick reminder, the Trustees are volunteers and so the years we have dedicated in delivering a promise to make the Park sustainable, we hope, will now pay off.

We have brought our skill sets to each challenge and where these were not enough, have sought expert advice and guidance from many other people and businesses. Through all this, we have been in regular contact (and vigorous monitoring) with our large funders such as SCC and TDC.

I would personally like to thank our highly professional team of people, most of who have volunteered their time & skills, to help build this long-awaited Hub....this has been a **HUGE** endeavour, so we are very grateful for their enthusiasm and hard work.

We recognised early on – some 10 years ago – that the world had changed and that funders would only give grants to a community building and not a building just for sport or any one pursuit.

We welcomed this change so we could, at last, demolish our single-use pavilion and build a multi-use Hub.

We also recognised that there needed to be a new understanding of how the community, the clubs, the classes, and the functions could all work alongside each other, and this has been an integral part of our discussions, as a committee and with the clubs in particular.

Inevitably, there have been problems and upsets. However, this is a learning curve for everyone, and I think that once we are fully open and have been operational for a while that these teething problems will translate into a pride for everyone to be able to call the Hub their home.

Construction - finished last year, and the handover was on the 8th November 2024. Since then, we have had to finish off many, **MANY** aspects to complete the Hub but we are almost there.

The upstairs was completed by mid-January, and we had a soft opening for classes such as Pilates, Yoga, Dance, Choirs etc so we could better understand the operational aspect of this new venue.

We also had to extend the car park, including a turning circle for emergency vehicles. There is still a bit more to do, such as putting lines down for the disabled bays etc. However, as we all know, there is never enough parking in any town or village in the country, so we have done the best we can without eating into too much of the park itself.

We were then able to open the function room which has already hosted many events – these special family occasions have ranged from 3-year-old kiddies parties to 80-year-old afternoon tea parties, wedding anniversaries, engagement parties and celebrations of life.

We did have a scary hiccup with obtaining our Premises Licence, but this has now been granted and so the final piece of the puzzle will be completing the Café & Members Bar.

We are thrilled to announce the open secret of Titsey Taproom (Park Hub Ltd) being the operator of the Hub's Café & Members Bar.

Although downstairs has not opened yet, we have opened it for every cricket match as well as almost every cricket training session. Titsey have supplied the cricket teas for free and opened the bar for their members so I would like to give a big thanks to Titsey as this is hard to do when you're in a "half in half out" situation until the building is finished.

In fact, after this meeting, we'd love you to pop downstairs to buy a drink and even catch up with the Women's Euros to find out who will be playing England in the Final!!

We are finalising the installation of the kitchen equipment tomorrow and Titsey will then set it up to suit them, do a few of test runs and they & we hope to be open in the next few weeks. I can't wait to see the Hub in full swing, vibrant and buzzing and am hoping it will be the "go to" place for people to enjoy breakfast, lunch, coffee & cake!

There are still many things we need to finish such as our storage facilities, signage, putting up the clubs memorabilia in the changing rooms plus commissioning action photos from the Park's sports clubs for the Café & bar area ... we have 3 highly respected photographers offering their services for free, so we will definitely be taking them up on their offers !

You may have noticed the eclectic art we have started putting on our walls ... we are proud to showcase local artists' work and so if you know of a local artist who may want to have a couple of their pieces in the Hub, please see me later.

So, as you can hear, there is still a bit to do but just know, we are working as fast as we can.

Some people seem to be struggling with the new name of the building "**The Park Hub**" (seems simple enough you would think 😊) ... **it has been chosen for 3 reasons**

1. to minimise the impact of VAT by ensuring as much of the building is available to all hirers ie. the football & cricket clubs, the individual classes and the many special family events that take place.
2. **The Park Hub is now the registered name with Emergency Services** and so when needing to find us, they will only know us as The Park Hub
3. and lastly, we want everyone to feel included & welcome when entering the building,

Booking the Hub

We now have an online booking system although we have had a few teething problems with it. However, we are working closely with the instructors of classes to help with any problems. If you are an instructor, looking for a venue to hold your class, please see me after and if you are looking to join any of our classes, please look online as everything is there to choose from. We are adding new classes & activities all the time so hopefully there will be something for everyone.

Pay-It-Forward

We are very proud of our pay-it-forward initiative. This was a big part of our presentations to large funders...it is where we help out other small charities and organisations that we have partnered with.

For example, we have created a beautiful, calm & welcoming room for talking therapies.

We offer free space to Clockwork who help young people with their anxieties and St Catherine's Hospice who offer End-of-Life therapy.

We have also partnered with Dr David Hill, who is the senior partner at the Health Centre.

We will give time in the café for dementia groups, young mums who feel isolated and I would like the Hub to have a "conversation table" to help people who might feel lonely. We hope to be of help with other initiatives that David is part of.

Now to the Park itself

Things we have done during this last year

1. Events -

- a. We had fewer events last year due to the disastrous outcome with the weather-damaged ground during the Oxted Festival but were pleased to still have the popular Titsey Rotary Boot Fair, Oxted Rotary Pram Race, the Fun Fair, the Scouts' Bike Sale and Santa's Grotto ***We are grateful that these events choose Master Park as their venue, as the rents & donations are vital for the Park's survival.....so a big thank you to them.***
- b. We hope that you, your friends and families try to go to as many of our events as possible to ensure that the organisers want to return.
Without our events, the Park would struggle to generate funds for its upkeep
- c. I would also like to say a special thank you to Titsey Rotary, who just 2 days ago have given us a cheque for £1,500 which we will use to help towards the cost of the furniture in the building. Their generosity is phenomenal.

2. Communication –

- a. This is an area we are getting better at, but this can still be improved particularly when it comes to impassioned groups wanting a better understanding as to how the Park & Hub operate for them.
 - b. We constantly post on social media & our noticeboards as well as emailing our Friends of the Park, with up-to-date Park news & offers
 - c. We are given free space by the local media, The County Chronicle, RH8 & Oxted Local magazines, Tandridge Independent and Love Oxted where we announce our upcoming events and points of interest. I would like to say a BIG thank you to these 5 editors for their generosity & kindness.
 - d. After many years, we hope that the community recognises that we are a charity and NOT funded by the council, but if not, we will persevere until the message gets across!!!
3. **"Friends of the Park"** – funnily enough these have recently increased since we have been distributing our Park newsletter (seems the free key-ring didn't quite hit the spot the same ways as becoming a member of the Members Bar has 😊!)
- If you would like to become a member, please take one of our cards from the table or feel free to email or call.

Other Park Issues

- a) **Trees** – our 3 new trees: the Whitebeam, Oak and Tulip are still doing well.
- b) **Garbage** – our litter is picked up on a daily basis by: -
 - our groundsmen, Simon & Frank. They clear the park each day during the Spring, Summer & Fall months - this is scaled back during the winter months to a couple of days a week.
 - We also have Duke of Edinburgh students that volunteer to pick up litter for us.
 - As well as our many & often unknown park users who pick up as they enjoy their walks round the park ... we are appreciative and grateful to them all.
- c) **Benches** – we have had a couple of new benches installed. These are donated by the public, usually as memorial benches.
- d) **Gates** – thank you to our park neighbour, David Claridge and Dave Stewart who, along with the Trustees, take it in turn to shut the park gates. It is important that we have a secure Park which is why we lock the gates each evening. This is to stop groups setting up camps or homes on the Park as well as to deter drugs being sold in the car parks.
- e) **Children's Playground** – We have inspection surveys by our Playground company carried out every 3 months to flag up any issues that need to be addressed. Parents are also

excellent at letting us know if there is an issue which we then deal with, either ourselves or the playground company if it is a faulty piece of equipment.

- f) **Security** - We are partnered with the Oxted Parish Council's CCTV town's initiative which covers large areas of the park, playground and tennis end car park and this is linked to the Police. A further couple of cameras will be added near the Hub so more of the Park can be monitored and we are hopeful that if there are issues, it will now be dealt with more quickly.
- g) **Our Wish List** – top of our wish list when we have more funds are:
- a. to replace some of the children's playground equipment and maybe add one or two more pieces.
 - b. To create a trim trail around the Park boundary to allow people to walk, run, and use wheelchairs and buggies.

5. TREASURER'S FINANCIAL REPORT – Roger Thomas

Year to 31st March 2025 - Copies of accounts are available on chairs

- Once again, the Park managed its resources well, with expenditure of £24,876 (2024 - £35,384) significantly less than its income £35,164 (2024 - £36,362) resulting in a surplus of £10,288 (2024 - £978).
- Expenditure remained lower due to demolition of the old pavilion in late 2023, the costs of running the new Park Hub will be shown in the accounts of Master Park Pavilion Charity.
- Ground rents levied on the three sports clubs remain part of these accounts but due to the damage to the top football pitch following the 2024 Oxted Festival the Park waived the rent due from the Football Club. Other Lettings were much better than 2024 but donations were slightly down on 2024.
- Expenditure on the Grounds was, at £24,365 less than in 2024 and less than the level considered the average reasonable annual spend of £30,000.
- The net assets of the Park at the year end, including bank balances of £23,604, were £56,133 (2024 - £45,845). Costs incurred by MPMC in connection with the Park Hub during construction (approx. £20k) had been invoiced at the yearend but the payment was received after.
- **Thanks were offered to David Steele, the independent reviewer of the accounts.**
- We are expecting to do some park maintenance in the next financial year because of red light risks being raised.
- The Park Hub allows a steadier stream of income to keep the park operational.
- **RT asked if there were any questions about the accounts and none were raised.**

STATEMENT OF FINANCIAL ACTIVITIES - FOR THE YEAR ENDED 31st MARCH 2025
GENERAL FUND INCOME & EXPENDITURE

General Fund Income & Expenditure		2025		2024	
Income					
Rents Received					
	Sports Clubs	1,903		3,653	
	Other Lettings	20,933		15,412	
			22,836		19,065
Donations					
	Donations subject to Gift Aid	4,291		5,489	
	Other Donations	3,139		2,368	
			7,430		7,856
Grants					
	Oxted Parish Council	4,000		4,000	
	Other	0		0	
			4,000		4,000
Other Income					
	Sports Clubs	293		4,806	
	Benches	605		635	
	Sundry	0		0	
			898		5,441
Total Income			35,164		36,362
Expenditure					
Pavilion					
Electricity		238		1,963	
Insurance		0		811	
Water		221		1,183	
TDC Rates & Playing field Assoc.		52		53	
Pest Control, Fire & Safety		0		306	
Pavilion Repairs		0		0	
			511		4,316
Ground					
Trustees Insurance		812		1,086	
Ground, labour & equipment		6,336		8,880	
Sundry Expenses		1,093		398	
Regular Ground & Tree Maintenance		8,440		11,952	
Playground Repairs		473		252	
Grass (incl in Ground)		11		0	

GENERAL FUND INCOME & EXPENDITURE
(continued)

Refuse and Waste disposal (10% recharged to Sports Clubs)	3,559		4,905	
Park/Playground Insurance	1,301		500	

Benches			2,340		1,936	
Fence Signs & boundary work			0		1,160	
				24,365		31,068
Total Expenditure				24,876		35,384
Surplus/Deficit				10,288		978

STATEMENT OF FINANCIAL ACTIVITIES

BALANCE SHEET FOR THE YEAR ENDED 31st MARCH 2025

				General Fund	Asset Replacement Fund	2025 TOTAL	2024 TOTAL
INCOMING RESOURCES							
Donations, legacies, grants and tax reclaimed				7,430		7,430	7,856
Income in furtherance of charitable objects				22,836		22,836	19,065
Income from activities for generating funds						0	0
Investment income				0		0	0
Other income				4,898		4,898	9,441
				35,164	0	35,164	36,362
RESOURCES EXPENDED							
Costs of generating funds							
CHARITABLE EXPENDITURE							
Grants payable in furtherance of charity's objects							
Expenditure in furtherance of charity's objects				24,876		24,876	35,384
Support costs of charitable activity						0	0
Management and administration expenditure						0	0
				24,876	0	24,876	35,384
Net (outgoing) incoming resources				10,288	0	10,288	978
Transfers between funds						0	0
Net (outgoing)/incoming resources after transfers				10,288	0	10,288	978
Unrealised gains/(losses) on rev. of tangible fixed assets							
Gains/(losses) on the disposal and rev. of investments							
MOVEMENT ON FUNDS FOR THE YEAR				10,288	0	10,288	978
Transfers between funds							
Brought forward balances				45,845		45,845	44,867
FUND BALANCES AT END OF YEAR				56,133	0	56,133	45,845

Buxton Update

- RT highlighted that the final account with the Buxton, builders of the Park Hub has yet to be agreed. This is commercially sensitive given the negotiation is still ongoing.
- A financial stability plan has been produced to highlight and identify the key aspects of financial control that are/ will be necessary. The Committee are mindful of needing to keep expenditure under control and will not spend more money than necessary. The detailed financial stability plan is now in place. Please take confidence from the fact that this has been produced.
- Cost budget of £3.3m and the current outturn is in line with that £3.3m.
- Delays due to asbestos being found and inclement weather along with some difficulties with the contractors at the time.
- We still expect to finish the project at the same level. £300k remains to be spent and full funding in place to complete the project.
- Ian Barney asked whether RT would be projecting into the future to articulate the financial stability of the Park Hub.
- RT confirmed that the financial stability plan covers this future outlook and is constantly being refreshed. The most recent view wasn't positive reading due to rental income from Titsey missing due to delay in start of contract. Some costs have surprised us. Deficit to March 2026, but in year 2 onwards this is reversed through higher utilisation rates. Functions difficult to predict but rates are settling down.
- Current year is a loss, but this will pale into significance as we move into future years.
- RT invited questions.
- An attendee asked what costs are included in phase 2 and RT responded that there is an element around how much we will need to pay the contractor, fees for potential adjudication, water capture and irrigation system (est £40-50m), outside furniture.
- RT explained we are not that far away but a few more weeks before things are resolved.
- Question from Joe – why is the number so commercially sensitive? RT explained we have been told by our Quantity Surveyor ("QS") that the contractor is inflating the amounts being tabled. We do not want to split the difference in the exposure as we feel we have a strong position. RT articulated that the gap was far higher than we ever imagined would occur. The QS suggested we got a second opinion. A proportion of the claim related to the delay which is hard to assess – took legal opinion. MPMC did a "dummy adjudication" with our QS reviewing files and the independent aligned with the views of our QS. Then went for a third expert opinion relating to the delay which did not come back quite so concretely but wasn't far away. Over the last few months, we have developed a better view over where figure might end up but now need to finalise discussion.
- RT confirmed the adjudication process will come with cost and the fact the adjudicator has 28 days to resolve means there is a risk they may split the difference given that time pressure.

6. **APPROVAL of ACCOUNTS** – Approval for the 2024/25 accounts.

Proposer: **Peter Giles** Seconder: **David Claridge**

vote from the floor in favour - **unanimous**

7. **APPOINTMENT of INDEPENDENT EXAMINER -**

David Steele has begged to do this again next, so we eventually relented and said yes!.

Proposer: **Barbara Khattri** Seconder: **Ian Barney**

vote from the floor in favour – **unanimous**

8. **ELECTION of TRUSTEES**

We have 4 vacancies for elected Trustees and only 4 candidates, so I declare the following are now elected: - Gareth Morgan - Robert Sayer - Amber Wilkinson - Dominic Wilkinson

We are very pleased to welcome our 2 new trustees, Amber and Dominic. They are both Chartered Accountants and bring skills that complement the park's needs. We are very aware that any new Trustee must be able to fill the roles and responsibilities that come with the Park and Park Hub.

We would also like to welcome the new Cricket Rep – Sarah Salmon - and we look forward to working with her and adding her skills to the committee.

One of our trustees, Phil Trayner, the cricket representative, has resigned as of 13.06.25 so we would like to thank him for all his work, particularly his huge involvement with the fundraising for the Park Hub. Roger, Phil and I were almost joined at the hip for about 3 years working on fundraising and raising close to 3 million pounds and so his dedication has been invaluable.

9. **Questions from the floor**

Pippa Bridge – North car park is being used extensively by Ridii taxis as a taxi rank. They clean and maintain their cars there taking up spaces in the car park.

PM thanked PB for flagging and would consult with the committee re what can be done

Jill Lucas – Asked for the Committee to consider adding a cycle path through the park to avoid the roundabout which is considered to be dangerous and puts people off cycling in Oxted.

PM mentioned that it would be addressed at the next Committee meeting but concern about taking away the grass. Maybe it could be incorporated into the committee's historical wish to raise funds for a "Trim Trail"

Discussion about the fact that cycling is not permitted on the park. JL responded that a path would help avoid people cycling on the park.

Jackie Wren – Raised on behalf of a local resident. At Priory Park, Reigate the café rents out deckchairs. Might Master Park consider this as a means for additional income.

PM commented on storage issue but stated the Committee would consider.

Valerie Adamson asked if there are any plans to reinstate the benches outside the cricket pavilion in memory of people including her parents.

PM commented these had been purchased years ago by/through the cricket club and not the Park and suggested that the cricket club could replace them but keeping the plaques from the original benches.

Rita Fitzgerald asked about the Scouts weather proofing benches and making a mess in doing so.

PM conformed this was no longer happening

Janet Edwards asked who is currently cleaning and running the Hub. **At the moment, it is PM but currently interviewing for a Hub Manager to take over this role. We have an independent cleaner.**

Pippa asked whether the three stipulations requested when the license was granted are in place. **PM confirmed that procedures were in place**

Jackie Wren offered her thanks to Pammy and all of the Trustees on behalf of the community for the years of hard work and dedication in getting the Hub up and running.

Ian Barney echoed that thanks for the energy and effort and went on to mention the open letter sent by OLCC to the MPMC. Ian flagged that the letter was intended to be constructive, sent in the spirit of trying to help the Hub fulfil its potential.

Issued raised in the letter to be addressed by the Committee going forward:

1. Governance improvements
2. Shared strategic vision for the park
3. Thank you to RT for the candid operational update
4. Teething problems – could we get together to discuss?
5. Practice facilities – all weather practice facilities for the cricket club to help players including the significant junior contingent to practice through the year. Would like the Committee to support reviewing a proposal for this.

PM confirmed the above points are constantly under review and had previously emailed IB for a date next week to meet.

Rita Fitzgerald asked could the growth be cut around the base of the trees .

TB confirmed that work is soon to commence following a professional review.

Geoff Waters – what time will the café and bar be open?

PM confirmed the intention is 7 days a week but will be based on footfall.

Premises licence is last orders Sunday to Wednesday until 10pm, Thursday, Friday, Saturday until 10:30pm.

GW questioned the choice of Titsey to run the bar and café.

PM confirmed the committee went out to tender.

GW is disappointed because he doesn't like Titsey beer and he believes many other don't like it either.

PM said the committee looked at all the applications/interest and selected Titsey.

PM confirms they are very happy with the fit and choice of beer is subjective.

GW asked if one needs to be a member to drink in the bar.

PM confirmed that yes, residents can become a Friend of the Park (categories : -£20/ £50/ £100/ £200) providing revenue for the Park and granting them membership. Deliberate choice not to be a pub but to be a member's bar. Can sign in a guest.

RF asked whether a friend of the park from years ago will be eligible?

PM confirmed yes and the committee will email historical Friends informing them.

Greg asked if there is an update on storage facilities?

PM confirmed this to be discussed with IB.

Val – explained that her feedback from cricket club members is that they won't drink here because they don't like the beer and they will go to the Legion instead.

PM felt that would be a sad state of affairs if this were true

Sarah Salmon – How will you enforce whether people are members?

PM confirmed an app or a card.

Hayley – is it likely the license will be extended to 12am.

PM confirmed there are no plans at the moment to do this.

Also asked whether elderly people need to be members.

PM clarified that membership is for the bar only – the café is open to everyone at all times

David Claridge – Would be disappointed if there were to be an open bar and not asking people for membership to use it. Maybe Titsey can have a guest beer, but most people drink wine these days. Nothing heard tonight that leads him to believe that the competence of the Trustees over the last year or so has been lacking. Credit to Pammy for delivering this with the Trustees. Marvellous addition to the Park. Every opportunity must be made to get people to sign up and support the Hub and the Park. This is not a sports ground, it is a park that hosts sports. Original deeds stipulate this.

Ed Heaven asked how Titsey think they will make money as a members bar? Where does the membership money go?

RT confirmed it will come to the Park not to Titsey.

EH also asked what the group of Trustees are doing to attract young people? Sports club members and younger people to increase their engagement and introduce fresh ideas.

BP responded that there was a scheme in place previously whereby students joined the Committee, and it was very helpful. Could re-instate this.

Finals Remarks

Pammy gave special mention to all those that help make this Park special

- To all the Trustees who volunteer their valuable time & skills
- To Oxted Parish Council for their annual grant
- To the Titsey & Oxted Rotary Clubs for their support and generosity each year
- To the residents who lock the Park gates each night
- To David Steele for being our independent examiner
- And lastly to the general public for picking up litter and being our eyes & ears and informing us of any problems!

"I am proud to be Chair of this hard-working and passionate committee, who deliver a Park & Park Hub that welcomes everyone & anyone on a daily basis.

Thank you for attending tonight and don't forget to pop down to the bar and enjoy a bit more of the Hub. "Go Lionesses"!

The meeting ended at 20:45