

## BUCKLAND PARISH COUNCIL

Minutes of the Council Meeting held at 8.35pm on Monday 8<sup>th</sup> January 2018  
in the Reading Room, Old Rd, Buckland.

### **Present:**

Cllrs Cox, Horden, Husband (Chairman), Jones, Pryor and Steed, Michael Bourke and the Clerk.

### **In attendance for part of the meeting:**

Mole Valley District Council (MVDC) Cllr Muggeridge and six members of the public.

### **1. Apologies for Absence**

(240) MVDC Cllr Potter.

### **2. Parish Council Vacancy**

(241) Cllr Husband welcomed local resident Mr Michael Bourne to the meeting and thanked him for submitting paperwork to register his interest in becoming a Parish Councillor.

(242) The Chairman's proposal to co-opt Michael Bourne to serve as a Buckland Parish Cllr, with immediate effect for the period to May 2019, received unanimous approval. Michael Bourne signed a Declaration of Acceptance and was welcomed into his new role by everyone present.  
**Action:** Cllr Bourne to submit Members Interest Forms to MVDC within 28 days.

### **3. Declarations of Interest**

(243) None.

### **4. Requests for Dispensations**

(244) None.

### **5. Minutes**

(245) Minutes of the Meeting held on 13<sup>th</sup> November 2017, were agreed and signed by the Chairman as a true record.

### **6. Open Forum**

(246) The Chairman welcomed everyone to the meeting and invited input.

(247) A local resident, having expressed concern about the quality of his television signal had been advised to consider whether tall trees close to his property could be a potential source of the interference he had been experiencing.

(248) A local resident, having submitted MO/2017/2122 provided an update to explain the rationale for submitting a further application.

(249) A local businessman, a Director of Royce Engineering, attended to outline various aspects of a planning application that had recently been submitted to MVDC. Council noted that the application seeks permission to relocate the access road from Station Road (B2032) to Reigate Road (A25) and was advised pre-application advice from both SCC Highways and MVDC had been reflected in the submission. A number of potential concerns were highlighted to the applicant after which the Chairman thanked the applicant for taking the time to attend the meeting to share his plans and for the offer of a site visit.

(250) The Mole Valley Neighbourhood **Police Team** had advised that since the September meeting three crimes had been reported; two residential burglaries and a suspicious phone call (categorised as a courier fraud scam call).

### **7. Planning**

#### **New Planning Applications**

(251) MO/2017/2122: Erection of single storey rear extension at Domus, Old Road, Buckland, RH3 7DU. No comment.

- (252) MO/2017/2137: Outline application for the consideration of scale in respect of the erection of 1 No. replacement dwelling at Buckland Heights, Buckland Hill, Buckland, Tadworth, Surrey, KT20 7HZ. Council, having reviewed the application concluded further information would need to be provided to allow the scale of a replacement building to be properly assessed and resolved to submit a letter of **objection**. **Action**: Clerk.

### **MVDC Planning Notifications**

The following Local Planning Authority decisions were noted:

- (253) MO/2017/1554: Retrospective application for loft conversion with rear facing dormer and the formation of a hip to gable end roof - with 3 front rooflights at 9 Tranquil Dale, Buckland, RH3 7EE. Approved with conditions.
- (254) MO/2017/1565: Retrospective application for the retention of a rear box dormer window, hip to gable roof alterations and 3 No. rooflights to facilitate loft conversion at 10 Tranquil Dale, Buckland, RH3 7EE. Approved with conditions.
- (255) MO/2017/1705: Demolition of garage and workshop and erection of new single storey garage and workshop at Domus, Old Road, Buckland, RH3 7DU. Approved with conditions.
- (256) MO/2017/1712: Erection of single storey outbuilding comprising car port, store and log store at Pines Cottage, Dungates Lane, Buckland, RH3 7BD. Approved with conditions.
- (257) MO/2017/1807: Formation of dormer window in roof of existing detached garage at The White Cottage, Rectory Lane, Buckland, Betchworth, Surrey, RH3 7BH. Refused.
- (258) MO/2017/1811: Discharge of condition 4 of approved planning permission MO/2017/0914 for the erection of two storey extension, remodelling of the roof structure to include dormer windows, front porch and re-modelling of driveway at Domus, Old Road, Buckland, RH3 7DU. Approved with conditions.
- (259) MO/2015/0434/2: Non-material amendment to allow garage to be built using reclaimed bricks on the lower half and weatherboard on the top half at April Cottage, Old Road, Buckland. RH3 7DY. Approved with conditions.
- (260) MO/2017/2097: Cut back branches of one Sycamore tree identified on the submitted plan at 'Little Court' to give 4m clearance from 'St Marys' church and; crown raise various other unidentified trees about the churchyard to give 2.5m ground clearance at The Coach House, 1 Buckland Court, Reigate Road, Buckland, Betchworth, Surrey, RH3 7EA. No objection.

### **Buckland Park Lake**

- (261) SCC Ref 2017/0143: (MO/2017/1797) The development of Buckland Park Lake comprising: 1) a café with associated terrace and disabled parking; 2) outdoor activity centre comprising mobile units; 3) observation pavilion; 4) entry kiosk; 5) two bird hides; 6) an events lawn with steps; 7) children's playground area; 8) car park; 9) water tank/pond; 10) floating pontoon. All for public use in association with the approved water based recreation and proposed land-based outdoor recreation after use, of the former silica sand quarry, known as Park Pit at Reigate Road, Buckland, Surrey RH3 7BE.

Council noted that:

- (i) SCC Case Officer Stephen Jenkins had advised “the applicant is proposing to amend the planning application in January 2018, removing the 'Events' associated with amplified or live music, and late-night openings. There will also be updates in respect of ecology, landscape, noise, transport and the business case. The 21 March 2018 committee date would be the earliest date, but this would be dependent on the timing of the submission of the above information and the adequacy of such information.”
- (ii) Buckland Estate had restated its commitment to engage with local residents as the proposals evolve and amendments to the planning application are submitted.

- (262) Council noted that Cllrs Husband, Pryor and the Clerk had now met with Jack Straw and Gemma Fitzpatrick by way of follow up to Council's letter to Jack Straw (JS) dated 26<sup>th</sup> September 2017. Cllr Husband had circulated a note summarising the discussion that had concluded with the following **Action:** The Parish Council will need to carefully monitor how the MVDC Development Control team implements planning policy and to work with the MVDC planning policy team as the new Local Plan (Future Mole Valley) takes shape.

### **Future Mole Valley**

- (263) Council noted that
- (i) MVDC had, on 11<sup>th</sup> December 2017, launched a **Greenfield Call for Sites** inviting landowners and other interested parties to share with MVDC details of any land and sites which may become available for development over the next 15 years.
  - (ii) the consultation, which closes on 5<sup>th</sup> February 2018, will inform the second stage (Preferred Options) of the preparation of the Future Mole Valley Local Plan, for the period 2018-2033.
  - (iii) MVDC had defined greenfield land as any land that had not been previously developed and advised submitted sites should have an area of at least 0.25ha which may be suitable for development to provide:
    - (a) 5 or more houses;
    - (b) 500m<sup>2</sup> or more of employment-related development;
    - (c) pitches for gypsy and traveller households; or
    - (d) other forms of development.
- (264) Council noted that MVDC, having reviewed responses to the Future Mole Valley stage one consultation, had decided modest additions to rural villages is one of the preferred options on which further work will be undertaken as part of the emerging Local Plan 'Future Mole Valley'.
- (265) Immediately prior to the meeting, MVDC Planning Policy Officer Claire Mallalieu (CM) had visited Buckland to provide an opportunity to outline the current work being undertaken by MVDC that includes a review of the planning hierarchy of Mole Valley's rural communities. Whilst Buckland is considered to lie wholly within the greenbelt it is possible its status could be changed to Smaller Rural Village in the new Local Plan. This would require a village boundary to be defined and would result in the land within the boundary being taken out of the green belt for development purposes.
- Actions:** Clerk to circulate a link to the section of the current local plan that includes village boundaries for other Mole Valley communities. All to consider the implications of the current workstream. Clerk and Chairman to review the Future Mole Valley timeline and
- (i) determine the need for an additional meeting to enable an initial Parish Council response (re: possible change to the hierarchy status of Buckland) to be submitted to MVDC; and
  - (ii) consider the potential to use the Annual Parish Meeting to initiate a local consultation.
- (266) Council appointed Cllr Pryor to participate in a Community Reference Group that is being formed as part of a Future Mole Valley workstream entitled the "**East Dorking Regeneration Masterplan**". Cllr Pryor will attend the Group's first meeting on Tuesday 16<sup>th</sup> January 2018.

## 8. Highways, Rights of Way and Transport

(267) Council noted SCC Highways advice that:

- (i) the proposal to install a **Variable Message Sign** (“VMS”) alongside the A25 for the benefit of westbound traffic had now been “designed out”; and
- (ii) the team will seek to utilise a combination of other VMS and complementary strategies to “negate the need for a sign in this location, without compromising the overall strategic value of the signage network”.
- (iii) Council noted that SCC Highways, having not received any objections to the Traffic Regulation Order proposing the closure of part of **Buckland Lane** to all motor and horse drawn vehicles with an overall width over 1.5m had advised the terms of the order had now been programmed for implementation.

### On street parking in Buckland

(268) Council noted that:

- (i) a number of residents had recently expressed concern about the extent of on street parking in the centre of the village and, more recently what appears to be cars parked for longer period of time without appearing to move;
- (ii) the majority of responses submitted to the recent planning application at The Old Forge had emphasised the need to ensure sufficient short-term parking is available in the centre of the village to support the economic viability of the village shop and reading room;
- (iii) Local residents are increasingly being adversely impacted by inconsiderate parking that makes it very difficult and, in some case, impossible, to exit residential driveways;
- (iv) There is an increased need for local farm workers to exercise due care and attention when passing vehicles parked on Rectory Lane to avoid damage to the registered village green and the granite setts installed along the roadside edge.

(269) Council further noted that:

- (i) provided vehicles parked on the public highway are taxed, insured, roadworthy and not causing an obstruction that the only option open to the village to exercise control over parking would be to submit a formal request to SCC to introduce parking restrictions;
- (ii) the recently observed increase in on street parking has followed on from an increase in controlled parking in both Reigate and Dorking that seeks to deter all day on street parking (e.g. by prohibiting parking between 10am and 11 am);
- (iii) Rule 248 of the Highway Code states “You must not park on a road at night facing against the direction of the traffic flow unless in a recognised parking space” and that any vehicle not complying with the Highway Code is, by definition causing an obstruction;
- (iv) Members of the public do have the option to report a vehicle causing an obstruction to the Police.

(270) Council expressed a preference for encouraging all local road users to act with consideration for local residents and to exercise due care to safeguard local amenities. **Action:** All to act proactively to take every opportunity to encourage more considerate driving and parking in our local community.

- (271) The Clerk advised she had recently taken the opportunity to meet onsite with the Circle Housing Neighbourhood Officer who has responsibility for Buckland and established the following:
- (i) Individual properties do not have the benefit of an allocated parking space – Circle residents are advised any parking is available on a first come first served basis;
  - (ii) Whilst it is possible for Circle to highlight any parking constraint or congestion to potential residents Circle does not place any restrictions on car ownership;
  - (iii) Circle will only act to address an issue that is “causing a problem on land that Circle manages.” No further action at this time.
- (272) Council noted Highways England had launched a consultation to seek views on proposed regulations to introduce variable mandatory speed limits to the planned **M23 smart motorway scheme** between junctions 8 and 10 and a permanent 50mph speed limit on the westbound carriageway of Gatwick Spur from M23 Junction 9 to Junction 9a to help manage traffic speeds and reduce congestion, while enabling safe operation of the motorway. The Clerk confirmed a link to the consultation had been provided as a news update on the village website.

### **Airports**

- (273) Council noted that Cllr Cox had attended:
- (i) the **GACC AGM** on Friday 17<sup>th</sup> November and circulated an update to Cllrs;
  - (ii) a **Discover Gatwick** Community Engagement Event on Tuesday 21<sup>st</sup> November 2017 and found the event to be extremely informative.
- No further action required at this time.
- (274) Cllr Steed had attended a meeting of the **Gatwick Airport Annual Airspace and Noise Management Board Public Meeting** on Thursday 7<sup>th</sup> December 2017. A link to the presentations and reports had been circulated to cllrs and published on the village website.
- (275) Council noted a response to the UK Government Department for Transport consultation relating to the “**Revised Draft Airports National Policy Statement ( DfT ANPS)**” had been submitted and a copy of both the GACC and Parish Council responses had been uploaded to the village website.

### **9. Amenities and Events**

- (276) Council noted that a team of three operatives, supplied by Burleys, had completed four days cutting back of the footpaths alongside the southern edge of the A25 with surplus soil being removed off site. The team is scheduled to return for a further two days; work that will principally include redefining edges across and alongside the pavements adjacent to the village pond and green.
- (277) Council resolved to accept an offer from Reigate Area Conservation Volunteers, relayed by Simon Elson, to visit Buckland on Sunday 2<sup>nd</sup> September 2018 to lead a **pond clearance** event. **Action:** Clerk to publish the date on the village website.
- (278) Council noted that Keep Britain Tidy had confirmed 2<sup>nd</sup>-4<sup>th</sup> March 2018 as dates for the next **Great British Spring Clean**. Council noted that no responses had yet been received following the recent parish update that had asked residents willing to help lead an event to contact the Clerk. Council accepted an offer from Cllr Jones to coordinate an event on Sunday 4<sup>th</sup> March 2018. **Action:** All to check availability and advise Cllr Jones if they can assist.
- (279) Council noted Cllr Cox, as Clerk and Trustee to Buckland Parochial Charity had agreed to discuss with the other trustees whether the Charity might arrange a session to support the **Alzheimer’s Society Dementia Friends** initiative.

## 10. Formalities

- (280) Council noted that the Smaller Authorities Audit Appointments Ltd (SAAA) had advised PKF Littlejohn LLP had been appointed **external auditor** for all local councils in Surrey with an annual turnover of less than £6.5m for a five-year term commencing with the 2017/18 Financial Year and resolved to minute that the appointment did not give rise to a conflict of interest. The Clerk confirmed a copy of the notification had been forwarded to Council's Internal Auditor. No further action required.
- (281) The UK Government has confirmed **General Data Protection Regulations** (GDPR) will come into effect in the UK on 25<sup>th</sup> May 2018 and advised a **Data Protection Bill (2018)** can be expected to replace the Data Protection Act 1998 before this date. Council noted that the latest updates from NALC (National Association of Local Councils) advise all public bodies will need to (i) appoint a suitably qualified and independent "Data Protection Officer" and (ii) complete an audit of internal processes and information retention policy to ensure compliance with the new legislation. Council acknowledged that NALC had cautioned its member councils not to underestimate the effort that will be required to ensure compliance with this new legislation.
- (282) Council noted that the Clerk had delivered records to the **Surrey History Centre** in Woking, for safekeeping, that had included:
- (i) Minutes of Council Meetings held between 11th May 2010 and 13<sup>th</sup> March 2017;
  - (ii) Minutes of Annual Parish Meetings held between 23<sup>rd</sup> April 2012 and 25<sup>th</sup> April 2016; and
  - (iii) Annual Financial Statements for years ending 31<sup>st</sup> March 2005 to 31<sup>st</sup> March 2016.
- (283) Cllr Steed, having reviewed the Traffic Sign Regulations and General Directions 2016 had recommended to Council that subject to updating the relevant reference to legislation in the **Policy on Signs and Road Markings** that no further changes be made. Council resolved to accept Cllr Steed's recommendation. **Action:** Clerk to publish the updated policy on the village website.
- (284) Council noted the SCC public consultation on the new **Surrey Waste Local Plan** (SWLP), a plan that sets out the Vision, Strategic Objectives, Draft Policies and Proposed Sites, is intended to guide the future of waste management facilities in Surrey until 2033 and includes a total of nine potential sites for waste management facilities. Council had no comment to make on the plans. The Clerk confirmed a link to the consultation had been included in a parish update and published on the village website.
- (285) Surrey Police and Crime Commissioner, David Munro had launched a consultation to assess the willingness of residents to see the amount they pay **Surrey Police** (via their Council Tax) increase by more than 2%. The Clerk confirmed a link to the consultation had been included in a parish update and published on the village website.
- (286) Cllr Jones had attended the **River Mole Catchment Partnership Annual Event** on Thursday 23<sup>rd</sup> November 2017. Cllr Jones had enjoyed the day that had provided updates on work completed by Surrey Wildlife Trust alongside the River Mole, by canoeists on the river (that had included the removal of Himalayan Balsam at Borough Bridge, Brockham) and a ZSL report on river eels. Council noted the Clerk can provide a link to the presentation slides. No further action at this time.
- (287) **Updates** issued by NALC, Surrey ALC, the **Surrey Hills Board**, **Surrey Police** had been circulated to Cllrs and key information included within Parish Updates.

## 11. Finance

### Budget and Precept Request for the period April 2018 – March 2019

- (288) A Draft Budget, accompanied by a schedule of explanatory notes and draft assumptions and a copy of the latest full year forecast to 31<sup>st</sup> March 2018 had been circulated to Cllrs accompanied by a “wish list” of potential expenditure proposals relating to amenity improvements.
- (289) It was noted that the Finance team at MVDC had recently:
- (i) advised Council that a proposal to apply a 2% increase to the 2017/18 council tax support scheme payment of £780 is being prepared for consideration by MVDC and agreed it would be reasonable, for the purposes of preparing the draft budget to assume the 2018/19 figure will be set at £796. It was noted that this grant is provided to offset what would otherwise be a reduction in precept as a consequence of the localisation of council tax benefits that first took effect on 1 April 2013;
  - (ii) advised Council that the agreement to apply an inflationary formula to the concurrent service payment equal to that which is being applied to District council tax is being prepared for consideration by MVDC. Whilst MVDC had yet to decide exactly what increase shall be applied it will be no more than the greater of 3% and the equivalent percentage of a £5 increase to Band D council tax. For the purposes of preparing a draft budget an increase of 2.90% has been assumed and a concurrent payment grant of £2065 (£2007 17/18); and
  - (iii) notified a local tax base for Buckland Parish of £301.40 for 2018/19 compared to £296.80 for 2017/18.
  - (iv) Council, having reviewed the current year forecast and draft budget concluded that with severe budgetary pressures increasingly evident at District and County there is a continued need for the Parish Council to ensure it has sufficient financial resource available to be able to fulfil its obligation to best serve the village and manage the risk that discretionary grants will be withdrawn and referendum principles be extended to parish councils (thereby limiting Council’s future ability to raise the precept without incurring the significant cost of a referendum).
- (290) Council resolved to:
- (i) set budgeted expenditure for the 2018/19 financial year at £16150.
  - (ii) to approve a transfer of £1500 to the election reserve during 2017/18, to increase the reserve to £4,000, an amount sufficient to cover the MVDC estimated costs of a contingent Parish Council election in May 2019;
  - (iii) set the precept at a level, given the notified council tax base of £301.40 to be equivalent to an increase of 2.9% on the 2017/18 Band D Parish Council tax charge of £42.84 i.e.  $1.029 * £42.84 = £44.08$ .
  - (iv) submit a precept request for the 2018/19 financial year of £13286 i.e.  $£44.08 * £301.40$ . The precept request form was duly signed by Cllrs Husband and Pryor.  
**Action:** Clerk to return the precept request to MVDC.
- (291) Council adopted the remaining explanatory notes and assumptions and that had accompanied the financial projections. **Action:** Clerk to circulate schedules, updated to reflect decisions taken and to explore the draft expenditure proposals.

### **Account Payments and Receipts**

- (292) Council noted that a payment for £100.00 to St Marys Buckland Reading Room had been issued in accordance with minute 2017:235.
- (293) Council had established a direct debit in favour of the Information Commissioner's Office (ICO) to facilitate the annual renewal fee for continued registration, as required under the Data Protection Act 1998. It was noted the ICO had advised the annual fee for 2018, a sum of £35.00 will be debited on 15<sup>th</sup> January 2018.
- (294) Council **resolved** to approve the following payments:
- (i) G. Burley & Sons Ltd £2704.80 including £450.80 Vat,  
Groundworks – maintenance completed December 2017;
  - (ii) Cllr Cox £23.40  
Travel expenses to attend GACC AGM and Discover Gatwick Community Event
  - (iii) Cllr Steed £9.00  
Travel expenses to attend Gatwick Airport Noise Management Board.
  - (iv) Sheena Boyce £64.19,  
Refund council expenses including travelling expenses £33.75.
- (295) Council authorised £43,38 expenditure (including £7.23 Vat) to purchase 3 spare lightbulbs for the floodlights to the village church.
- (296) Council noted that a donation of £30, generated through the sale of walk booklets had been credited to the Parish Council bank account since the November meeting.
- (297) It was noted that Cllr Steed had verified the bank balances entered on the bank reconciliation against the bank statements, initialled both documents, and had confirmed that no exceptions had been identified in the transactions reported since 23<sup>rd</sup> October 2017.

### **13. Forthcoming Meetings**

- (298) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 12<sup>th</sup> March 2018 and that subsequent meetings are scheduled to be held on 14<sup>th</sup> May, 9<sup>th</sup> July, 10<sup>th</sup> September and 12<sup>th</sup> November 2018 and on 14<sup>th</sup> January and 11<sup>th</sup> March 2019.
- (299) Cllr Pryor will attend an East Dorking Regeneration Masterplan Community Reference Group Meeting on Tuesday 16<sup>th</sup> January 2018.
- (300) A Spring Village Tidy will be held between 10am and 1pm on Sunday 4<sup>th</sup> March 2018 and a Village Pond Clearance on Sunday 2<sup>nd</sup> September 2018.
- (301) The **2018 Annual Parish Meeting** will be held on Monday 26<sup>th</sup> March 2018.

There being no other business the Chairman declared the meeting closed at 10.30pm.

**Sheena Boyce, Clerk**

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