

BUCKLAND PARISH COUNCIL

Minutes of the Meeting held at 8pm on Monday 9th July 2018 in the Reading Room, Old Rd, Buckland.

Present:

Cllrs Husband (Chairman), Jones, and Steed and the Clerk. Cllr Bourke joined the meeting during item 7.

In attendance:

Mole Valley District Council (MVDC) Cllr Simon Budd
Surrey County Council (SCC) Cllr Helyn Clack.

1. Apologies for Absence

(77) Cllrs Cox, Horden and Pryor.

2. Declarations of Interest

(78) None.

3. Requests for Dispensations

(79) None.

4. Minutes

(80) Minutes of the Annual Meeting held on 14th May 2018, were agreed and signed by the Chairman as a true record.

6. Open Forum

(81) The Mole Valley Neighbourhood Police Team had advised three **reported crimes** in Buckland since 14th May 2018 – one incidence of criminal damage on land owned by Buckland Estate and two thefts (“making off” without payment) from the Shell garage. A further six incidences had been recorded; one incident of noise, one report of rowdy and inconsiderate behaviour, two traffic offences, one report of suspicious circumstances, and a false alarm activation.

Action: Clerk to include the advice appended to the crime report relating to anti-social behaviour in a parish update.

(82) D.Cllr Budd advised he had recently received complaints from a local resident about the limited operating hours of the MVDC Environmental Health team and that when the resident had called the local police team, during the early hours of 1st July 2018, to complain about loud music, the resident had been directed to MVDC.

Action: D.Cllr Budd to forward details of the complaint to MVDC officers with a request for consideration to be given to address the shortfall in the service.

7. Planning

New Planning Applications

(83) MO/2018/0910: Removal of Condition 5 of approved Planning Permission MO/2015/2017 for change of use of garage to residential dwelling to allow the new garage to be used as habitable accommodation at Garage 3, Buckland Court, Reigate Road, Buckland, RH3 7EA. Council **resolved** to ask MVDC to require the (i) new parking space to be laid out and available and (ii) the applicant to have provided conclusive evidence of ownership of the land to be used for car parking prior to any work being undertaken to remove the previously approved car parking within the building. **Action:** Clerk

- (84) MO/2018/0964: Reduce and re-shape one Taxus Baccata tree (marked T1 on submitted plan) by 2 metres in height and 1-1.5 metres in width and crown lift to give approximately 5 metres ground clearance. Reduce crown of 2 No. Prunus Lusitanica trees (T4 and T5) by 1.5-2 metres in height and up to 1.5 metres in width. (Includes removal of dead wood - exempt works.) at Broome Lodge, Old Road, Buckland, RH3 7DY. Council **resolved** not to raise any objection to this application.
- (85) MO/2018/1089: Erection of single storey garage to front of property at Cop House, Old Road, Buckland, RH3 7DY. Council **resolved** to propose to MVDC that subject to a condition to require adequate screening to be maintained between the proposed garage and Old Road and a commitment from the applicant to locate wheelie bins on the inside of the garage (i.e. away from the road) that the application has the potential to enhance views within the conservation area. **Action:** Clerk.

Mole Valley District Council (“MVDC”) Planning Notifications

The following Local Planning Authority decisions were noted:

- (86) MO/2018/0446: Change of use of land to car park/storage for the adjacent business to include 1.8m boundary fence and access gates at Surrey Hills Garden Buildings, Reigate Road, Buckland, Surrey, RH2 9RE. Refused.

Surrey County Council - Buckland Park Lake

- (87) 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) a picnic 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, RH3 7BE. **Approved subject to conditions.**
- (88) Council noted that an update, issued by Buckland Estate had been published on the village website and in the July issue of the Parish magazine.

Cllr Bourke joined the meeting.

- (89) Council **resolved** to commend the CQK Hotels management team for the consultative approach they had adopted as they considered seeking changes to extant planning conditions and for listening to the concerns expressed by local residents. **Action:** Clerk to write to Giles Thomas, CQK Hotels and to include a link to the updated residents page on the **Hartsfield Manor** website in a parish update.
- (90) Information relating to a planning application that had been recently submitted to MVDC by a Buckland resident had been circulated to Cllrs in advance of the meeting. Council noted that no issues or concerns had, as yet, been raised for the Clerk to relay to the resident.

MVDC Planning Policy - Future Mole Valley and the “Modest Additions to Rural Villages workstream”:

- (91) Council **resolved** to record its disappointment that the promise of “follow up with Parish Councils” shortly after the May elections had not materialised and asked D.Cllr Budd to seek an update for the Parish Council.
- Action:** Clerk to confirm request (in writing) to D.Cllrs Budd and Muggeridge.

8. Transport - Highways, Rights of Way, Railways

Highways

- (92) Council noted that C.Cllr Clack had provided an extract taken from the “SCC Winter Damage Schedule” listing sections of “suggested major roads” that SCC Highways had recognised are in need of repair and that the listing included “*the section of the A25 Reigate Road between Tranquil Dale (by Shell garage) and the surface change at Shagbrook at Buckland bends*”. C.Cllr Clack advised that as the £20m budget for the “Winter Damage” works had only recently been approved that it will take time to specify and schedule the agreed repairs. C.Cllr Clack assured Council she would pass on any updates she receives.

Action: C.Cllr Clack

- (93) C.Cllr Clack asked Council to encourage residents to report any issues with the local highways network. **Action:** Clerk to include request in parish update.

Verge maintenance

- (94) Council expressed disappointment that SCC Highways had yet to cut the verges bordering the length of footpath alongside the A25 between the entrance to Buckland Park Lake and the driveway to Buckland Court and noted that the second of the two promised rural cuts is due to be undertaken in October.

- (95) Council noted C.Cllr Clack had relayed SCC Highways advice that the contractors are scheduled to complete the final stretches of the roadside cut along the A25 over the next few days and had been asked to work east to west (i.e. start in Buckland). **Actions:** Clerk to restate advice given in the June Update for residents to report impaired sightlines and sections of rights of way obstructed by vegetation to SCC in the next update.

Council **resolved** to authorise the Clerk to employ contractors to take such steps as are necessary to safeguard the maintenance work undertaken over the last two winters.

Winter Maintenance – Amenity Improvements

- (96) Council noted an update setting out the following prioritised maintenance for the roadside footpaths to the south of the A25:
- (i) Safeguard the work previously undertaken to the section of footpath extending from the centre of the village to the boundary of Squires Garden Centre;
 - (ii) Clear build-up of earth/vegetation from the section of footpath between the first private driveway to the west of the village centre and the welcome gate on the parish boundary;
 - (iii) Clear build-up of earth/vegetation from the section of footpath between Garden Cottages, Reigate Road and the driveway to Shagbrook;
 - (iv) Clear build-up of earth/vegetation from the section of footpath between the driveway to Shagbrook and the parish boundary.

Council noted the proposal is to pay day rate for a team of 3 operatives from a SCC approved contractor to locate the edges of the hard-surfaced footpath and clear sufficient earth/vegetation to restore it to full width.

Council **resolved** to allocate budget funding available for amenity improvements to this initiative and adopt the proposed prioritisation. **Action:** Clerk to progress.

- (97) Council received an update from Cllr Bourke on an amenity improvement initiative aligned to the above:
- (i) Arrange a parish council volunteer event to clear an area of overgrown scrubland close to the parish boundary to create a safe link between Footpath 466 and the A25 roadside footpath;
 - (ii) To liaise with local residents to clarify ownership boundaries and build local support for the initiative;
 - (iii) To engage with SCC Highways and SCC Countryside Access to secure support for the initiative.
- (98) Council noted that:
- (i) A review of land ownership had been initiated to clarify the extent of SCC land alongside the A25. Residents living to the south of the A25 and between Squires Garden Centre and the Buckland bends had been invited to contribute information and a simultaneous review is now underway within SCC Highways;
 - (ii) Initial consultations had been undertaken with SCC Highways and the Highways Maintenance Engineer had extended his support to the initiative and to the proposed methods of working;
 - (iii) Surrey Countryside Access had asked for Men at Work signs to be positioned either side of any work undertaken on or close to public rights of way and two signs had since been made available by Surrey Highways;
 - (iv) Residents living close to FP466, a footpath that runs along the southern boundary of Shagbrook were, with the permission of the landowner, proposing to cut back vegetation adjacent to the right of way.
- (99) Council **resolved** to support the proposal to hold a volunteer event to clear the “area of scrub” close to the parish boundary. **Actions:** Clerk/Cllr Bourke to ensure a risk assessment is acceptable to the insurer prior to setting an autumn date for a volunteer event.
- (100) Council welcomed C.Cllr Clack’s offer to explore, with SCC officers whether it might be possible to make a contribution towards the cost of the proposed amenity improvements. **Action:** C.Cllr Clack

Rights of Way

- (101) Council noted a gate and two bollards had now been installed to enforce the closure of **Buckland Lane** to motorised vehicles and horse drawn carriages over 1.5m wide.
- (102) Cllr Cox, having attended a meeting of the **Surrey Hills Byways Working Group** on Monday 2nd July 2018, had advised the meeting had not raised any need for action on the part of Council.
- (103) A link to the 2017-18 **SCC Rights of Way and Countryside Access Annual Report** had been circulated to Cllrs and a link published on the village website.

Railways

- (104) Cllr Steed, having attended a meeting of the **North Downs Community Railway Partnership** on Thursday 5th July 2018 advised Council that the event had provided a good networking opportunity that could prove helpful as and when the rail operator (currently GWR) seeks to increase the frequency of trains along the North Downs Line. Council thanked Cllr Steed for the time invested thus far and gratefully accepted his offer to identify and establish contact with key influencers. **Action:** Cllr Steed.

9. Amenities and Events

(105) Council noted that this year's "**Pond Clearance Event**", to be led by the Reigate Area Conservation Volunteers ("RACV"), is planned for Sunday 2nd September 2018.

(106) Council **resolved** to approve a recommendation from Simon Elson (RACV) to:

- (i) seek to employ specialised contractors to undertake a mechanical clearance of the pond perimeter in advance of the volunteer event;
- (ii) focus volunteer effort to work from the section of the pond alongside the retaining wall to minimise disturbance to the pond margins;
- (iii) ensure the tasks to be undertaken are consistent with the adopted Pond Management Plan;
- (iv) gain advance agreement of MVDC Tree Officer for any tree work to be undertaken.

Action: Clerk to progress advance works, liaise with RACV to finalise tasklist for volunteer event, secure agreement from MVDC re trees and relay a request for Cllr Horden to liaise with Buckland Estate (to request the loan of a trailer) and local farmer John Muggeridge. Cllr Jones to liaise with the Clerk re refreshments. Clerk to issue a reminder via the August Parish Update to encourage villagers to participate.

(107) Council recorded a vote of thanks to Cllr Pryor and Martin Boyce for repairs undertaken to a post supporting the parish council noticeboard opposite the village shop.

(108) A bulletin that included encouragement to parish councils to help local communities arrange events to mark the end of the First World War had been circulated to Cllrs. The bulletin, issued by the National Association of Local Councils, had included a link (www.brunopeek.co.uk) to a 68-page guide providing guidance to communities considering participation and to events already planned. Council noted the activities are being promoted as "**Battle's Over - A Nation's Tribute**" 11th November 2018". Council **resolved** to accept Cllr Husband's offer to approach St Mary's Church to discover what plans are being considered. **Action:** Cllr Husband.

10. Finance

(109) Council **resolved** to adopt the:

- (i) **Fixed Asset Register**, that noted the removal of a bench, on safety grounds, from the village green; and
- (ii) **Risk Register**, updated to reflect actions taken to comply with the Data Protection Act 2018 and GDPR.

Account Payments and Receipts

(110) Council **resolved** to approve the following payments:

- (i) Burley and Sons Limited £280.87 including £46.81 Vat, Three cuts – May 2018;
- (ii) Burley and Sons Limited £234.06 including £39.01 Vat, Two cuts and hedge trim – June 2018;
- (iii) Reimburse Cllr Alan Pryor £51.27 including £8.54 Vat, Concrete spurs, postcrete and coach bolts purchased to repair oak post supporting parish council noticeboard;
- (iv) Charlwood Parish Council £71.42, Training for Councillors attended by Cllrs Bourke and Jones on 22nd May 2018;
- (v) Sheena Boyce £23.18, Re-imburement council expenses.

- (111) Council 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 14th May 2018.
- (112) Council noted that as HMRC no longer accepts cheque payments that any future PAYE liability will need to be settled via electronic payment. Council **resolved** to authorise the Clerk, as Responsible Financial Officer to process electronic payments to HMRC to ensure Council complies with the requirements of real time reporting with respect to payroll and PAYE. **Action:** Clerk to deliver duly authorised form to HSBC.

11. Formalities

- (113) Council, having reviewed each of the following policies and procedures **resolved** to adopt the policies for a further 12-month period: **Training and Development Policy, Equality Policy and Communication and Engagement Strategy**. **Action:** Clerk to refresh review dates and publish updated versions.
- (114) Council noted that Cllrs Bourke and Jones, who had attended a **SALC Councillor Training** session at Charlwood Sports & Community Centre on Tuesday 22nd May 2018 had found the session worthwhile.
- (115) Cllr Jones had attended a SCC Partner Consultation Workshop on Friday 6th July 2018, the output from which will be fed into a new corporate strategy for SCC (**Shaping a vision for Surrey 2030**). Cllr Jones advised (a) the core message had focused on the need for (i) SCC to change the way it operates and (ii) more effective “collaboration and cooperation” and (b) participants had provided substantive constructive feedback to SCC. C.Cllr Clack asked all Cllrs to engage with the initiative and for the Parish Council to submit a response. **Actions:** Clerk to highlight consultation in a parish update. Cllrs to submit individual responses to the consultation and to provide input to the clerk re Council response. Subject to receiving sufficient Cllr input, Clerk to circulate a draft to Cllrs before submitting Council’s response
- (116) Council noted an “*expression of interest*” from C.Cllr Clack to be invited to extend her support to help launch initiatives aligned with the strategic objectives set out in the recently published Draft Vision 2030 for Surrey. C.Cllr Clack asked Council to highlight proposals in Buckland to establish programmes to “*support families and communities within which children are growing up*”; indicating a possibility she could allocate a modest proportion of her member allowance to assist with the upfront costs of setting up such a programme. Council **resolved** to accept an offer from Cllr Jones to keep C.Cllr Clack abreast of any potential opportunities and to highlight C.Cllr Clack’s offer to local community groups. **Action:** Cllr Jones.
- (117) Council noted **updates** issued by **NALC** and **SALC** had been circulated to Cllrs and key information published within Parish Updates.

12. Forthcoming Meetings

- (118) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 10th September 2018 and subsequent meetings are scheduled on 12th November 2018 and 14th January, 11th March, 13th May, 8th July, 9th September and 11th November 2019.
- (119) Cllr Pryor will attend a relaunch meeting for the Rural Crime Engagement Panel on Wednesday 18th July 2018 at Pippbrook.
- (120) Cllr Jones will attend the Surrey ALC AGM and Autumn Conference on Thursday 15th November 2018 at Dorking Halls.

There being no other business the meeting closed at 10.20pm.

Sheena Boyce, Clerk

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