

## BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 11<sup>th</sup> July 2016 in the Reading Room, Old Rd, Buckland.

**Present:** Cllrs Day, Horden, Husband, Steed and Westwell, District Cllr Paul Potter and the Clerk.

### 1. Apologies for Absence

(59) Cllr Pryor, Cllr Inwood, District Cllr John Muggeridge and CClr Helyn Clack.

### 2. Declarations of Interest

(60) None.

### 3. Requests for Dispensations

(61) None.

### 4. Minutes

(62) Minutes of the Annual Meeting, held on 9<sup>th</sup> May 2016, were agreed. Cllr Husband signed the minutes as a correct record.

### 5. Planning

#### New Planning Applications

(63) MO/2015/2017: Change of use of garage to a residential dwelling at Garage 3, Buckland Court, Reigate Road, Buckland. No objections.

#### Mole Valley District Council (“MVDC”) Planning Notifications

The following Local Planning Authority decisions were noted:

(64) MO/2016/0083: Erection of single storey rear extension; new front porch; addition/replacement of dormer windows and replacement chimney at West Cottage, The Stream, Old Road, Buckland, RH3 7DS. Approved with conditions.

(65) MO/2016/0435: Tree felling Consent for the removal of one pine tree at The Old School, Rectory Lane, Buckland. RH3 7BH. Refused.

(66) MO/2016/0626: Certificate of Lawfulness for a proposed development in respect of the erection of 1 No. dormer window to rear and insertion of 2 No. roof lights to rear at Buckland Lodge, Dungates Lane, Buckland. RH3 7BD. Approved with conditions.

(67) MO/2016/0681: Prior notification for the erection of a single storey rear extension of 5.4 metres deep and 4 metres high with an eaves height of 3.6 metres at Buckland Lodge, Dungates Lane, Buckland. RH3 7BD. Prior Approval not required.

(68) MO/2014/0593/1: Non-material amendment for changes to doors and windows; changes to external appearance; and, removal of two chimneys at Pinebank, Reigate Road, Buckland. RH3 7EB. Approved. Council welcomed a recent change in procedure at MVDC that has led to the disclosure of applications to make “non-material amendment” via the planning portal. Council noted that whilst there is no right of consultation for this type of application that the case officer will pay due regard to representations made at the time the application was determined when deciding whether it is right to treat a change as no-material or more appropriate to require the applicant to submit a planning application. **Action:** Clerk to relay Council’s appreciation to the MVDC Planning Team for the increased transparency this change delivers.

#### Planning Enforcement

#### Kärcher Service Centre

(69) MO/2014/1045: When Janitorial Supplies applied for planning permission to make alterations to a sub-division of the Old Buffer Depot at Betchworth roundabout (Something Special), Council expressed concern that with two tenants sharing space previously fully utilised by Something Special that one or both tenants would be likely, in time, to seek to use areas of land around the building for external storage. Council argued this, if allowed, would lead to an inappropriate intensification of activity given the building’s location in an Area of Great Landscape Value (“AGLV”) and close and visible from the close by Area of Outstanding Beauty (AONB).

Once the case officer advised her intention to impose a condition to manage this risk Council accepted that it would be unreasonable to object to an application related solely to the internal use of an existing building. The condition imposed is *“No storage of equipment, goods or materials shall take place within the curtilage of the site other than within the buildings located therein. Reason: To protect the visual amenities of the locality in accordance with Mole Valley Local Plan policy ENV22 and policy CS14 of the Mole Valley Core Strategy.*

- (70) During March 2015, less than two weeks after the application was approved, tall racking appeared; a breach of the condition. Council, responding to the concern of Buckland residents, contacted MVDC Planning Enforcement, and, whilst the removal of the racking took a lot longer than its installation, the area was cleared by the end of May 2015.
- (71) Last month (June 2016) the re-appearance of tall racking prompted a further call to the MVDC Enforcement Team and we understand a site visit has since been made. MVDC, after discussing the breach with the owners has advised Council that the owners have decided to appoint a planning agent to help them consider whether to submit a planning application to seek to vary the condition, and, in the meantime will attempt to relocate the racking and equipment. MVDC had advised Council the owners will be allowed 28 days to either submit an application or remove the racking.
- (72) It was noted that the use of **estate agent boards to advertise local events** had recently increased, and, whereas early adopters of this practice had assigned most of the sign to advertising the event and limited their self-promotion to a strapline that this is no longer the case. More recently signs are difficult to distinguish from a house sale board as promotion of the event is limited to a small area of the sign and often uses a smaller font than that used for the estate agency branding. This practice had led several residents to question whether the display of the signs breaches the advertising guidelines governing outdoor signs.

Having consulted with Councillors serving on the Planning Committee, the Clerk had asked MVDC to review the design of current signage against guidelines and to consider whether it might be appropriate for MVDC to agree a “code of practice” with local estate agents to ensure signs give more prominence to the event than their own brand and are only installed a short time before an event and removed promptly afterwards. MVDC had agreed it appropriate to undertake a review, and had subsequently formed the view that the signs do not breach legislation. They have since informed Council that their planning enforcement team has insufficient resource to promote a code of practice with estate agents. No further action considered necessary.

### **Planning Consultations**

- (73) It was noted Surrey Community Action, at the request of MVDC, had conducted **Housing Needs Surveys** (HNS) in each of Buckland Betchworth, Brockham and Leigh in July 2014. Although the survey had identified a need for affordable housing in each of the villages, the level of need in Buckland was deemed insufficient to justify a scheme whereas in Leigh they had sufficient need to progress a development in the village. MVDC planning policy requires an affordable housing application to be accompanied by an up to date HNS for not just the village itself but also for each village within the surrounding area. Hence, households in Buckland have recently received an invitation to register interest in any affordable property built in Leigh that might exceed the needs of Leigh’s residents (once built). The Clerk advised a post on the village website had encouraged any residents who may have family members with a housing need to register their need with MVDC and to submit a survey response before the 15<sup>th</sup> July 2016 deadline.
- (74) An invitation to Council to make representations on a proposed modification to the **Mole Valley Community Infrastructure Levy** draft charging schedule had been circulated. The Clerk, having consulted Councillors appointed to the Planning Committee had concluded that as the proposed change stems from legal precedent and is supported by an independent study commissioned by MVDC no further action was required. Council agreed and ratified the conclusion reached.

- (75) Cllr Westwell and the Clerk had, at the invitation of SCC, attended a meeting held on 28<sup>th</sup> June 2016 to receive a progress update re: **Park Pit and Tapwood Quarry**. It was noted that the meeting had been chaired by Simon Elson, SCC Principal Environmental Enhancement Officer, and attendees had comprised representatives from Buckland Estates, Hanson UK, SCC and Buckland Parish Council. The **Liaison Group** had gratefully accepted an offer for Sheena Boyce to act as Secretary to the Group. Minutes of the Meeting had since been circulated to Councillors and made available via the village website.

## 6.Highways, Transport and Rights of Way

- (76) The Clerk reported that SCC Principal Highways Engineer Anita Guy had recently advised traffic bollards would shortly be installed in the highways verge opposite the Shell garage to encourage vehicles to remain within the carriageway.

She had advised repairs will also be made to the verge when the bollards are installed. Anita had cautioned that if vehicles continue to mount the kerb and this leads to damage to the bollards that current budgets will be insufficient to fund their replacement.

In that event a hard surfaced solution would need to be considered, and would be subject to funding becoming available at some future date. It was noted that the Clerk had forwarded contact details for the site operator of Shell Buckland (provided by Shell UK) to Anita Guy with a suggestion they seek a contribution towards any costs from Shell. **Action:** Clerk to keep this item on the list of outstanding highways tasks.

- (77) Council welcomed confirmation recently received from the SCC Infrastructure Funding Team that the sum of money levied on the owners of the Jolly Farmers (2011) had now been ring-fenced for the safety scheme (as yet to be designed and costed) being proposed in response to Council's request for improvements to be made to the junction of Lawrence Lane and the A25 Reigate Road.

The Clerk confirmed that CClr Helyn Clack had cautioned that until a design has been audited and costed and funding secured to meet any shortfall that the project timeline will remain uncertain.

- (78) Cllr Husband and the Clerk had, shortly before the Council meeting, met with Surrey Highways and CClr Clack to review the basis for the temporary closure notice currently in place for the section of category D highway named Buckland Lane. The Highways Officer had stated that whilst the temporary closure notice (due to expire later this week) had recently been extended for a further 6 months that she had been advised that as further extensions could not be granted (legally) that a solution has to be agreed soon. **Action:** Clerk to write to CClr Helyn Clack and SCC Highways to emphasise Council's considered opinion that the local community's longstanding request for this section of highway to be re-designated a bridleway be granted without further delay.

- (79) Gatwick Airport Limited had, at the end of May, advised that the first meeting of the newly formed **Gatwick Airport Noise Management Board** would be held on 21<sup>st</sup> June and reported that the four community groups allocated seats on the Board (i.e. those that received the most nominations from Parish Councils and Community Associations are:

- High Weald Councils Aviation Action Group (a group of 26 councils)
- GatwickObviouslyNot (a community group centred on Penshurst);
- Association of Parish Councils Aviation Group (six parish councils in the Wisborough Green area); and
- Pulborough Aviation Action Group (a local community group).

It was noted that a GACC update had acknowledged there is disquiet as to how representative the Board will be and concern that whilst County Councils have been offered seats that District Councils have not been invited to join the Board (despite their functional responsibility for noise control and planning). **Action:** Clerk to maintain a watching brief.

- (80) It was noted that GACC news releases and updates had been circulated to Councillors and links to the relevant sections of the GACC website been made available via posts on the village website.

## 7. Amenities and Events

### Historic England Proposal to list War Memorial

- (81) Historic England had written to advise Council consideration is being given to adding the War Memorial at Buckland to the List of Buildings of Special Architectural or Historic Interest ('The List'), as part of its response to the centenary of the First World War.
- (82) Council had confirmed that responsibility for the War Memorial, funded by public subscription, had been vested in the Parish Council shortly after its dedication. The Clerk had arranged for Cllr Day to make contact with Historic England and asked the designation coordinator to relay a request to the Case Officer to limit the assessment to the granite War Memorial and to exclude the recently installed sandstone paving.
- (83) Cllr Day and the Clerk, having reviewed the recently received draft report recommended Council respond with a request for the scope of the listing to be further clarified to ensure any future reader understands it does not extend to the paving and to clarify the modest nature of grant funding received from the War Memorials Trust (i.e. £410 equal to half the ex-vat cost of re-enamelling the letters). Agreed. **Action:** Clerk
- (84) Council resolved to adopt the previously circulate **Management Plan for the Village Pond and Green 2016-2021**. **Action:** Clerk to express Council's sincere appreciation to Simon Elson, Surrey County Council's Biodiversity Lead for Open Standing Water habitats for his considerable contribution.

### Pond Clearance and Village Tidy

- (85) On Sunday 10<sup>th</sup> July a working party of fifteen village volunteers and fifteen Reigate Area Conservation volunteers removed large quantities of unwanted vegetation from the pond, cleared debris from a length of hard surfaced footpath along the south side of the A25 to restore it to its full width and cut back vegetation overhanging the path to help keep the surface clear of debris.
- (86) During the event a healthy population of common newts were observed in the pond and a freshwater leech was encountered. Two native species have been recorded – native water plantains and glyceria flutians (a grass) and one theory is that their growth could have been prompted by last year's mechanical clearance activating a dormant seedbed.
- (87) Council recorded a vote of thanks to all the villagers who contributed to a successful event, to Simon Elson and the Reigate Area Conservation Volunteers ("RACV") for leading the event, to Alan Horden, John Muggeridge, Buckland Estates and Mole Valley District Council whose support helps us to keep the event "low budget". **Action:** Clerk to arrange for a donation of £75.00 to be raised and sent to RACV.
- (88) A vote of thanks was recorded for everyone who had helped make the **Big Buckland Picnic** a success and, in particular to Debbie Jones and Fiona Brindley who, by volunteering to assist Council enabled the event to happen. Thanks were also recorded for those who spent time on the day preparing the Green and to everyone who came along and joined in, with a special mention for Buckland's bell ringers who rang to welcome everyone and welcomed visitors into the ringing and bell chambers. **Action:** All to encourage local residents willing to help Council to arrange further events to bring their ideas to Council.
- (89) Council had received a request from Debbie Jones, **Betchworth and Buckland Society ("B&B")** for permission to hold a **BBQ on Buckland Village Green** on Friday 15<sup>th</sup> July 2016. The Clerk advised the late request reflected a change of heart (on the part of the B&B) who had initially proposed the event be held on Goulburn Green, Betchworth. The Clerk confirmed she had received a copy of the certificate evidencing insurance had been secured for the proposed event. Cllr Husband's offer to liaise with the **B&B** in the approach to and on the day of the BBQ was gratefully accepted. **Action:** Clerk to confirm Cllr Husband will be Council's nominated point of contact for the B&B in the run up to and on the day of this approved event.
- (90) A vote of appreciation was recorded for the Clerk, whose prompt response to an initiative launched by **UK Power Networks** and subsequent effort, aided by Cllr Pryor had secured a £500 donation in recognition of the effort invested to encourage eligible residents to join the Priority Register.

- (91) Households approached under the UKPN initiative and not already signed up to the **village email group** were invited to do so and emails are currently sent to 65% of properties. In total, 88% properties are currently accounted for: 9% are currently not using email, 9% have opted not to join and 5% properties are currently undergoing a change of occupier.

## 8. Formalities

### Police Update

- (92) Cllr Steed advised that “In the Know”, the new system referred to by PCSO Dave Sadler at (May 2016 mtg), that is intended to replace Active Citizen and Countrywatch, had now been launched and he expressed initial disappointment, with the nature and timeliness of the information.
- (93) Acting DCC Gavin Stephens, responding to a question from Cllr Steed, at a strategic briefing (January 2016), had promised to undertake a review of communications between Surrey Police and Parish Councils and to share the outcomes with Parish Councils.
- (94) Council expressed support for Cllr Steed’s proposal to follow up, via Inspector Hamlin on the DCC’s undertaking and, in particular to ask when we can expect to hear more about the future working relationship between Surrey Police and Parish Councils. It was decided to defer any action until DCC Stevens returns to post after his extended summer leave and to allow Council further time to monitor the new “In the know” system. **Action:** Cllr Steed to provide the Clerk with a draft letter in advance of the September meeting.
- (95) MVDC had advised the appointment of Stuart McLachlan (Capel) and Roger Hammond (Brockham) to the **MVDC Standards Committee** will be confirmed at MVDC Council meeting on 12<sup>th</sup> July 2016.
- (96) Nationally agreed salary scales had recently been published for 2016/17 and 2017/18 and it was noted that the current scale rate of pay for the Clerk (SCP 25) had been increased from £11.545 per hour to £11.66 per hour with effect from 1<sup>st</sup> April 2016. A revised standing order instruction to HSBC to adjust future payments to reflect the increase was signed.
- (97) Cllr Steed had attended a **Stakeholder Open Day** at Bough Beech Reservoir and Water Treatment works on Friday 13<sup>th</sup> May 2016 and a **Stakeholder Breakfast Briefing** on Friday 24<sup>th</sup> June 2016. No follow up actions identified.
- (98) Council noted that SALC had highlighted a government initiative, the **Councillors’ Commission**, that is due to focus its attention upon the role of Parish and Town Councillors to which SALC has been invited to present evidence. No action required.
- (99) It was noted that **updates** issued by **SALC** and **3SC** (the body charged with drawing up a devolution plan for Surrey, East Sussex and West Sussex) and the **Surrey Hills Society Summer Newsletter** had been circulated to Cllrs and key information included within Parish Updates.
- (100) Council noted receipt, from SCC, of a copy of the recently adopted “**Surrey fly tipping prevention strategy**” and the recent launch of an anti fly-tipping campaign that had emphasised that as fly-tipping is a crime that anyone observing fly-tipping in progress should call 999 and ask for the Police. The campaign encourages anyone spotting fly-tipping to report it to their District Council.

## 9. Finance

### Account Payments and Receipts

- (101) The following payments were approved:
- a. G Burley and Sons Limited £177.36 including £29.56 Vat,  
Two cuts of the grass charged May 2016
  - b. G Burley and Sons Limited £353.28 including £58.88 Vat,  
Four cuts of the grass charged June 2016
  - c. Reigate Area Conservation Volunteers £75.00
  - d. Sheena Boyce £93.58,  
Salary £18.94, £74.64 re-imburement for council expenses including £6.30 Vat.

- (102) It was noted that the annual membership renewal fee of £103, payable to The Society of Local Council Clerks will fall due on 1<sup>st</sup> September 2016. **Action:** Clerk to arrange for payment to renew membership.
- (103) It was noted that following amounts had been received into the Parish Council bank account since the May meeting:
- a. £1620 secured as a Highways Localism grant from Surrey County Council to part fund work to the roadside pavements alongside the A25.
  - b. £500 donation from UKPN in recognition of the effort invested to encourage eligible residents to join the Priority Register.
  - c. £7.35 from a local groundwork contractor to refund expenses incurred in collecting an item from Dorking Post Office on which postage had been underpaid.
- (104) It was noted that Cllr Day 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 9<sup>th</sup> May 2016.
- (105) It was noted that Councillors had each received a copy of the full year financial forecast and projected variance to budget. **Action:** All to consider items for possible inclusion on a “future initiatives” log to be considered when preparing the 2017/18 Budget and 3-year financial forecast.

#### **10. Items for next meeting**

- (106) Cllrs Husband and Horden to provide a progress update on their initiative to gauge the extent to which residents living in **Rectory Lane** are prepared to campaign for substantive repairs to Rectory Lane and improvements to the condition of the adjacent verges.
- (107) Cllr Inwood to provide an update on matters relating to **Community Wellbeing** including, in particular, Community Resilience.

#### **11. Forthcoming Meetings**

- (108) The **Parish Council** confirmed that next full Council Meeting will be held in the Reading Room at 8pm on Monday 12<sup>th</sup> September 2016 and that subsequent meetings are scheduled to commence at 8pm, in the Reading Room on 14<sup>th</sup> November 2016, 9<sup>th</sup> January 2017, 13<sup>th</sup> March 2017, 8<sup>th</sup> May 2017, 10<sup>th</sup> July 2017, 11<sup>th</sup> September 2017 and 13<sup>th</sup> November 2017.
- (109) The Clerk will attend the Sutton and East Surrey Water Customer Scrutiny Panel on Tuesday 26<sup>th</sup> July and a meeting of Mole Valley Clerks on 27<sup>th</sup> July.
- (110) Cllr Pryor will attend (or arrange for an alternate) to attend a meeting of the Surrey Hills Off Road Working Group on 12<sup>th</sup> September 2016.
- (111) Cllr Husband will attend the Surrey ALC Chairman’s Networking Day to be held in Felbridge on 27<sup>th</sup> September 2016.
- (112) The 2017 Annual Parish Meeting is to be held in the Reading Room, on Monday 20<sup>th</sup> March 2017, commencing 7.30pm.

There being no other business the meeting closed at 9.10pm.

**Sheena Boyce, Clerk**

email: [bucklandpc@sheenaboyce.co.uk](mailto:bucklandpc@sheenaboyce.co.uk)

**Disclaimer:** *Hard copies of this document are considered uncontrolled. For the latest version please refer to [www.bucklandsurrey.net](http://www.bucklandsurrey.net).*