

## BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 14<sup>th</sup> November 2016 in the Reading Room, Old Rd, Buckland.

**Present:** Cllrs Day, Horden, Pryor and Westwell (Chair), County Cllr Helyn Clack, District Cllrs Paul Potter and John Mugeridge, and the Clerk. Inspector Richard Hamlin attended for item 5.

### 1. Apologies for Absence

(155) Apologies and reasons for absence were accepted from Cllrs Husband, Steed and Inwood.

### 2. Declarations of Interest

(156) None.

### 3. Requests for Dispensations

(157) None.

### 4. Minutes

(158) Minutes of the Meeting held on 12<sup>th</sup> September 2016, were agreed. Cllr Westwell signed the minutes as a correct record.

### 5. Open Forum

#### Police Update

- (159) Cllr Westwell welcomed Inspector Hamlin to the meeting. Inspector Hamlin advised that five reported crimes had been recorded since the September meeting: the theft of a laptop from site accommodation, a theft of copper cabling from Buckland Estate, two incidents of make off without payments from the Shell garage and one public order offence. Two road traffic accidents had been recorded on the A25, one without injury and one with injury. Council accepted Inspector Hamlin's offer to seek additional information with respect to the location and cause of these accidents. **Action:** Clerk to circulate additional information provided by Inspector Hamlin.
- (160) Inspector Hamlin expressed appreciation to Council for the constructive feedback provided by Cllr Steed and the Clerk during this year's implementation of a new "Policing in your Neighbourhood" (PIYN) strategy and emphasised his continued commitment to working with Council to address any local concerns that arise.
- (161) Inspector Hamlin acknowledged the value of disseminating (via village networks) relevant information on a timely basis to the local community and agreed that force wide led changes had not fully recognised the benefits of engaging more closely with Parish Councils than the public. It was noted, in the absence of Cllr Steed, that Council had yet to receive the response promised by Gavin Stevens to a question from Cllr Steed at a PIYN briefing last January. **Action:** Clerk to follow up with Cllr Steed.
- (162) It was noted that Inspector Hamlin and Cllr Steed are currently exploring whether it might be possible to implement measures (for a short period) to increase driver awareness with respect to speed along our narrow country lanes.
- (163) Inspector Hamlin confirmed that PC Mark Tresize had now assumed Surrey wide responsibility for countryside crime and is considering a relaunch of a text alert scheme (formerly known as Countrywatch) to work alongside "In the know", a notification system that is email reliant.
- (164) Cllr Westwell thanked Inspector Hamlin for taking the time to meet with Council.

*Inspector Hamlin left the meeting.*

### 6. Planning

#### Mole Valley District Council ("MVDC") Planning Notifications

The following Local Planning Authority decisions were noted:

- (165) MO/2015/2017: Change of use of garage to a residential dwelling at Garage 3, Buckland Court, Reigate Road, Buckland. Approved with conditions.

- (166) MO/2013/0773: Registration of an application under Section 106A of the Town and Country Planning Act 1990 to discharge a legal agreement re: change of use of existing building within the garden of 'Beechwood' to a separate residential dwelling. Approved.
- (167) MO/2015/0434/1: Non-material amendment to reduce the size of the roof lantern at April Cottage, Old Road, Buckland, Betchworth, Surrey, RH3 7DY. Approved.
- (168) MO/2016/1427: To crown reduce one Eucalyptus tree by 3 metres, to crown reduce one fallen Lime tree (regrowing as a Phoenix tree) by 2 metres and to reduce low laterals of one Lime tree that overhang pavement by 2-3 metres; all at the Towered Barn, Rectory Lane, Buckland RH3 7BH. No objections.

### **Planning Enforcement**

- (169) It was noted that concern relating to the ridge height of the redeveloped property at Pinebank, Reigate Road exceeding that set out in the approved plans (MO/2015/0593) had been expressed to MVDC and, that having visited the site, the Planning Enforcement Officer had concluded it would not be expedient, on this occasion, to take enforcement action.
- (170) Council noted that the Planning Enforcement Team had yet to confirm resolution of the unauthorised use of land at the Kärcher Service Centre for external storage and further noted that an illuminated light is now in use that illuminates not only the face of the building visible from the A25 but also the unauthorised external storage.
- (171) Council expressed its disappointment to Cllr Muggeridge (who sits on the MVDC Development Control Committee) and Cllr Potter, that conditions set by MVDC are not being upheld. Council summarised its views as follows:
- (i) Whilst Council appreciates the need for the MVDC Enforcement Officer to prioritise tasks it thinks it is reasonable to expect MVDC to take account of its enforcement capability when determining planning applications and to ensure it has sufficient enforcement capability to determine applications in line with its adopted planning policies and latest national planning policies and guidance;
  - (ii) If, when an application is considered, the inclusion of a condition is agreed necessary for that approval to be granted then Council believes MVDC needs to ensure its enforcement function is sufficiently resourced to enforce that condition and respond to enforcement enquiries on timely basis;
  - (iii) Consultation on planning applications can only be meaningful if consultees can rely upon MVDC to apply and police its policies in a consistent manner. Council is concerned that MVDC is currently underestimating the extent to which the actions of the planning function can undermine the wellbeing of the community.

**Actions:** Clerk to forward a copy of this minute to Jack Straw (MVDC Head of Planning) and DCllr Muggeridge, who, having expressed his agreement with Council's expressed views, agreed to follow up with MVDC.

### **Planning Consultations**

- (172) The Clerk reported that Hanson UK had recently advised (9<sup>th</sup> November) that the first phase of maintenance work being carried out at Tapwood Quarry was due to be completed by 11<sup>th</sup> November. Whereas it had initially been thought a second phase would need to be undertaken later, Hanson UK had decided the works can proceed immediately and the objective is to have the buttress fully constructed by early December.
- (173) It was noted that MVDC had recently carried a "**call for sites**"; inviting landowners and any other interested parties to tell MVDC about any brownfield land and sites within built up areas that might become available for development over the next 15 years. MVDC had advised the work is to inform the first stage of preparation of a new **Mole Valley Local Plan** for the period 2018-2033 and that it will help MVDC understand the District's capacity to meet future development needs through reuse of brownfield or previously developed sites. No action required.

- (174) MVDC had advised the **Community Infrastructure Levy (CIL)**, will be implemented on 1st January 2017. It was noted that:
- (i) From that date, any CIL liable development that is granted planning permission will be liable to pay a CIL charge.
  - (ii) CIL will apply to applications registered prior to the implementation date and determined after it, and applications granted on appeal after that date, including where the appeal was lodged prior to the implementation of CIL.
  - (iii) From the 1 November 2016, applicants will be required to submit a planning application additional information requirement form with any application to enable MVDC to determine whether the development is liable for CIL.
- (175) SCC had launched a consultation the approach it proposes to adopt to develop a new **Surrey Waste Local Plan 2018-2033** to replace the current waste local plan adopted in 2008. A link to the consultation, which asked questions about the vision SCC has for the new Surrey Waste Local Plan had been included in a Parish Update. No further action required now.

## 7. Highways, Transport and Rights of Way

### A25 through Buckland

- (176) Council noted a recent email exchange between Mrs Mihalop, who lives in one of six houses in Tranquil Dale that front the A25 and CCllr Clack and expressed disappointment that SCC Highways continues to claim the A25 road surface through Buckland had not yet deteriorated sufficiently to qualify for resurfacing. **Action:** Council asked CCllr Clack to seek further details from SCC Highways to help Council to try to better understand their reasoning and manage local expectation.
- (177) The Clerk had previously asked DCllrs Muggeridge and Potter to ask MVDC Environmental Health team to establish whether road noise from what SCC Highways is referring to as a “scabbed road surface” amounts to unreasonable noise pollution. **Action:** Clerk to issue formal request to DCllrs Muggeridge and Potter for action to be taken.
- (178) The Clerk confirmed that Paul Manwaring, SCC Highways Maintenance Engineer, whenever he is asked to nominate sections of road to be reviewed for possible resurfacing had advised he includes the A25 through Buckland. Council asked CCllr Clack to take every opportunity that may arise to extend her support to the requests of Council and Paul Manwaring for the A25 through Buckland to be resurfaced. **Action:** CCllr Clack.

### Variable Message Systems

- (179) The Clerk had circulated a paper due to be tabled as an update at the forthcoming meeting of the Mole Valley Local Committee that advises SCC had secured £3m grant funding from the Coast to Capital Local Enterprise Partnership (C2C LEP) to fund the installation of technology across East Surrey (the area which falls within the area of C2C LEP) to help the team based at Leatherhead’s Network Management Information Centre (NMIC) to better manage congestion across East Surrey. The paper lists 19 provisional locations at which point the team hope to have installed a variable message sign by the end of March 2017.
- (180) The Clerk had spoken with the Matthew Jezzard, SCC Traffic and Streetworks Manager who had confirmed the location needs to be sited in a position that gives drivers time to decide whether to alter their route at the junction of the B2032 and A25 at Betchworth roundabout. Mr. Jezzard had provided a hard copy drawing indicating the proposed location and a picture of the proposed installation – a Variable Message Sign (VMS).
- (181) It was noted that the provisional location on the westbound approach to Betchworth roundabout is east of the Shell garage and Tranquil Dale junction and close to where public footpath 471 crosses the A25. It was agreed that the introduction of a non-mandatory sign at the proposed location would represent a safety hazard to all highways users (i.e. of the road and adjacent pavement). **Action:** Clerk to submit a request to Mr. Jezzard to ask for the VMS site to be moved to a point west of the parish boundary and on the long stretch of straight open carriageway to enable the benefits of this strategic project to be realised without compromising safety.

- (182) It was noted that whilst the provisional location for the benefit of eastbound traffic is adjacent to Chalkpit Lane there are more suitable locations to the east of Pilgrims Cottages that would reduce the likelihood of traffic deciding to leave the A25 at the Arkle Manor. DCllr Muggeridge advised that Brockham Parish Council (having been alerted to the proposal by Buckland Parish Council) planned to ask for this sign to be positioned to the west of Puddenhole Cottages (where there is currently an information board advising drivers of the closure of Flanchford Bridge), to give traffic the option of diverting via Brockham Lane. **Action:** Clerk to include a statement of support for Brockham Parish Council's request.
- (183) It was noted that SCC Highways, having removed a damaged **grit bin** from the verge of Rectory Lane in July had concluded that a replacement grit bin will not be provided as the location does not satisfy the requirements of the current Highways Scoring matrix. **Action:** CCllr Helyn Clack agreed to support the request for this grit bin to be retained that is currently being pursued by SCC Highways Maintenance Engineer Paul Manwaring.
- (184) SCC Highways had announced a 6<sup>th</sup> January 2017 deadline for the submission of bids to the **Highways Localism Fund** for work to be undertaken during 2017/18. The Clerk had been advised, by SCC Highways Maintenance Engineer Paul Manwaring that he would support a bid to undertake further improvement works to the pavements alongside the A25 to the east of the village centre to follow on from the work scheduled for Q1 2017. This reflects the fact that the work planned for the current year will not be sufficient to complete the task. CCllr Clack advised she would be willing to support such a bid. **Action:** Clerk to submit bid for the proposed works.
- (185) Council asked CCllr Clack when we might receive an update as to whether any of the sections of hard surfaced footpaths identified (by Council) as requiring maintenance might qualify for improvements under either **Pavement Horizon** or any other budget or initiative. CCllr Clack cautioned that with budgets coming under ever increasing pressure that unless footpaths record high levels of footfall that they are unlikely to qualify for resurfacing. CCllr Clack commended Council for the work they had scheduled to help cut back vegetation from the roadside footpaths (2016:181) and asked Council to emphasise to landowners the need for them to play their part in keeping footpaths adjacent to their land clear of creeping vegetation. **Action:** Clerk to write to owner of Garden End, who recently confirmed the boundary of his garden extends to the edge of the carriageway of Old Road, to ask him to arrange for the verge and any overhanging plants to be cut back to the edge of the hard-surfaced footpath to help keep this public right of way safe to use and preserve its condition.
- (186) Council asked whether there are any plans to upgrade the footpath along the south side of the A25 to a **shared cycle path and footpath**, noting that this would enable residents using mobility scooters to escape the heavy traffic on the A25. CCllr Clack said she would be interested to hear local opinion on such a proposal, as a medium-term initiative. **Action:** Clerk to invite input during Q1 2017 with a view to sharing feedback at the Annual Parish Meeting on Monday 20<sup>th</sup> March 2017.
- (187) SCC Highways had circulated a link to a National Highways and Transport Public Satisfaction Survey with a request for Parish Councils to submit a response. The Clerk, who had consulted Cllr Steed and circulated information to Cllrs. A short discussion followed and the Clerk asked to complete the survey. **Action:** Clerk.

### **Buckland Lane**

- (188) Council welcomed the news that SCC Highways plans to seek SCC Mole Valley Local Committee approval, in a meeting to be held on Wednesday 16th November 2016, to consult on a proposal to introduce a 1.5m (4 feet 11 inch) restriction on Buckland Lane (D318). The restriction is proposed to address safety concerns following 4-wheeled vehicles rolling down an adjacent embankment following subsidence in the highway. Council asked CCllr Clack to seek assurance from SCC Highways that every effort will be made to ensure the proposed Traffic Regulation Order (TRO) will be in place before the 24<sup>th</sup> December 2016 expiry date of the Temporary TRO that had been in place since January 2015. **Action:** CCllr Clack.

- (189) DCllr Muggeridge declared an interest in the proposal on the grounds he farms fields in Reigate and Banstead that are accessed from the B2032 via Buckland Lane from the north and asked whether tenant farmers will be included as consultees. CClr Clack advised Mr. Muggeridge to speak with the landowner whom she confirmed appeared to be included in the list of consultees.
- (190) The Clerk had received a request from Brian Cohen (who had visited the September Council meeting as a representative of the Trail Riders Fellowship) for a copy of “*any records of formal complaints that Buckland Parish Council has made to either the police, SCC, or borough or county councillors regarding mis-use, incidents or accidents on Buckland Lane.*” **Action:** Clerk to advise Mr Cohen, by email, that Council, rather than expect the Clerk to submit enquiries and/or complaints on behalf of parishioners encourages individuals to report any problems they encounter direct to the relevant body. Accordingly, the records of formal complaints submitted from the local community will be held by the bodies to whom they have been directed rather than the Parish Council.

## Aviation

- (191) GACC, having recently attended a meeting of the Aviation Communities Forum (the forum members are drawn from campaign groups around the UK) had advised that the long-awaited **Consultation on Night Flights** will shortly be launched. Given the existing Night Flights quota agreement expires next year the aim is for this review to be complete by April 2017.
- (192) The Heathrow Customer Service team had been including mention of a forthcoming **DfT Airspace Consultation** in their replies to noise complaints for some considerable time. There is expectation for this consultation to be launched early next year and to include consideration of dispersion, compensation and future noise preferential routes.
- (193) Redhill Aerodrome had announced the appointment of consultants to develop a proposal for new housing on the site of the aerodrome. Council noted DCllr Potter plans to attend the next meeting of the Aerodrome Consultative Committee and accepted his offer to share feedback with Council. **Action:** Clerk to liaise with Cllr Potter.

## 8. Amenities and Events

### Removal of public payphone

- (194) It was noted that
- (i) British Telecom had launched a consultation about a programme of proposed public **payphone** removals, based on the lack of use of each payphone;
  - (ii) the payphone sited opposite the junction of Old Road and the A25 is listed for removal, having only recorded one call during the reference 12-month period;
  - (iii) whilst BT does have an obligation to retain public payphones where there is a social need; defined as a payphone located in a suicide hotspot, an accident blackspot, in an area without any mobile coverage or within 400 metres of the coast;
  - (iv) BT further commits not to remove a payphone where there is a reasonable need; defined as a payphone that satisfies all three of the following criteria: a payphone that is the only payphone within 800 metres, has had at least 12 calls of any type within a 12-month period and has a local population of at least 500 households within 1 kilometre of the payphone.
- (195) Council ratified the consultation response that the Clerk, having consulted with Councillors had submitted; noting that the following key points had been raised:
- (i) MVDC had been asked to seek commitments from BT to disconnect the power supply to the payphone below ground (i.e. no unsightly boxes to be left on site) and to restore the area of grass verge (i.e. remove the concrete base originally installed by the GPO) at the same time as the payphone is removed.
  - (ii) MVDC had been asked to fund the cost of completing any work necessary to meet the request set out in (i) for all payphones removed across MV – perhaps using CIL funding due to be raised on new developments from the start of 2017 (CIL: Community Infrastructure Levy). No further action required.

- (196) A vote of thanks was recorded for each of the nine volunteers who met at the **pond** on Sunday 25<sup>th</sup> September and made a valiant effort, led by Simon Elson, to clear some of the excess vegetation that had recently grown. Despite their best efforts, a significant amount of excess vegetation remains and Council acknowledged that it will not be possible to fully appreciate the impact this will have on the health and future viability of our village pond until next year.
- (197) Council approved the appointment of D G Tree Services to undertake planned and budgeted tree maintenance work to the **willow tree** adjacent to the village pond and on the village green. It was noted that the quote of £325 (ex-Vat) allows for an application to be made to MVDC and for all waste to be removed from site. **Action:** Clerk to liaise with D G Tree Services.

## 9. Formalities

- (198) It was noted that the Department for Communities and Local Government (DCLG) had published a **Local Government Finance Settlement Technical Consultation** that had included a draft proposal to require Parish Councils (irrespective of their size) to hold a local referendum prior to applying a rise in precept of 2% or £5 per year, whichever is higher. While the principle of extending local accountability may be sound, the impact on very small Parish Councils, such as Buckland, would be out of proportion should the issue of a referendum on increases in precept of more than 2% or £5 be introduced. Council ratified the consultation response that the Clerk, having consulted with Councillors had submitted; noting that the following key points had been raised:
- (i) the cost of a referendum, for a Parish such as Buckland would be significant and in all likelihood, exceed any additional precept being sought.
  - (ii) whilst applauding the principle of local accountability, Buckland Parish Council would prefer that such accountability be achieved through sound financial planning and prudent spending. This combined with a judicious accessing of grants and fundraising enables a Parish of our size to operate in a financially coherent way without the need to increase our precept disproportionately.
  - (iii) Council hopes to be able to continue to operate in a financially astute and reasoned way, without the threat of what would be unreasonable additional expense that would be out of all proportion to any financial benefits gained, to such a small Parish as Buckland. No further action required.

## Workplace Pension

- (199) It was noted that Council had been advised, by The Pensions Regulator, that its staging date under the law on workplace pensions is 1<sup>st</sup> November 2017.
- (200) The Clerk, acting as Responsible Financial Officer advised she had written to Council's one employee (the Clerk) to advised that as the remuneration of the employee is less than £192 per week there is no requirement for Council to automatically register the employee into a workplace pension scheme. The Clerk advised that the employee had replied to confirm she does not wish to join a pension scheme.
- (201) Council approved the Clerk's recommendation to bring forward the staging date to 14<sup>th</sup> November 2016 and to submit a declaration of statutory compliance. **Action:** Clerk.

## Community Wellbeing

- (202) Cllr Inwood had attended a "Surrey Prepared" meeting and circulated feedback and recommendations in advance of the meeting. A copy of the article submitted for publication in the December issue of the Parish Magazine and accompanying artwork had also been circulated. Council recorded a vote of thanks to Cllr Inwood for taking on this new community initiative and to the Time Well Spent team for extending their backing. **Actions:** All to keep Thursday 2nd February 2017 free to participate in and support the launch event. Clerk to include an item on the agenda of the next meeting to ensure Cllr Inwood can be present when the recommended actions are considered.

- (203) Cllr Pryor had represented Council at the **SALC AGM** (Surrey Branch of the Association of Local Councils) and Conference (an update staged jointly by SALC and SCC). The theme of many presentations had been the difficult challenge to save money to balance budgets with cautionary references to further expected cutbacks in services. A link to the presentations had been circulated to Councillors with a reminder of their SALC logon credentials.
- (204) SALC had, in a recent bulletin, emphasised the need for all Parish Councils, however small to have in place certain **policies**. Council accepted Cllr Westwell's offer to review draft policy documents, to be prepared by the Clerk, in advance of the January meeting. **Action:** Clerk and Cllr Westwell.
- (205) Council had received invitations to Annual Public Meetings being convened by GACC (11<sup>th</sup> November) and Citizens Advice Mole Valley (15<sup>th</sup> November). **Action:** Clerk to submit apologies.
- (206) It was noted that **updates** issued by the **Surrey Police CC, SALC, Surrey Hills, 3SC** (the body charged with drawing up a devolution plan for Surrey, East Sussex and West Sussex), **GACC** and the **Gatwick Airport Community Engagement Team** had been circulated to Cllrs and key information included within Parish Updates.

## 10. Finance

### Account Payments and Receipts

- (207) It was noted that a payment for £78.00 including £13.00 Vat to the Surrey Association of Local Councils had been paid in accordance with minute 2016:142 and a registration fee of £250.00 had been paid to the Society of Local Clerks in accordance with minute 2016:143.
- (208) The following payments were approved:
- (i) G Burley and Sons Limited £177.36 including £29.56 Vat,  
Two cuts of the grass September 2016
  - (ii) G Burley and Sons Limited £177.36 including £29.56 Vat,  
Two cuts of the grass October 2016
  - (iii) SSALC Limited £24.00 including £4.00 Vat,  
Cllr Pryor - SALC AGM and Conference
  - (iv) Surrey Hills £25.00  
Annual membership fee – 1<sup>st</sup> December – 30<sup>th</sup> November 2017
  - (v) Buckland Reading Room £120  
Hire fees for 2016 Parish Meeting, Big Buckland Picnic and 4 council meetings;
  - (vi) Sheena Boyce £127.29 including £15.34 Vat,  
Mileage £19.50, Refund of council costs £107.79 including Microsoft 365 £79.99.
- (209) It was noted that a VAT refund of £1,116.09 and a donation of £30 from MVDC (following the collection of sacks of "green waste" collected during July's Village Tidy) had been received into the Parish Council bank account since the September meeting.
- (210) 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 12<sup>th</sup> September 2016.
- (211) It was noted that the **Budget** for the 2017/18 Financial year will need to be signed off at the January meeting and the **Precept** set. The Clerk advised she would be circulating draft budget paper together with a draft 3-year financial forecast and full year forecast for the current year in advance of the January meeting. Cllrs were invited to contact the Clerk if they wished to clarify any aspects of the drafts and/or were prompted, by the schedules, to suggest items for inclusion in the possible future projects list.

## 11. Items deferred to next meeting

- (212) Cllr Steed had recently completed a visit to Gatwick Airport that had included a series of presentations and a behind the scenes tour of the Airport. Cllr Steed had indicated he will provide feedback, in person, at the January meeting. **Action:** Clerk to circulate presentation slides shortly before the January meeting.
- (213) CCllr Inwood had circulated a list of recommended actions relating to community resilience (refer to 2016:195), that had included a need for Council to add any newly recognised risks and actions being taken to address those risks to the risk register. The discussion was deferred until January to allow Cllr Inwood to participate.
- (214) Cllr Husband had planned to attend the November meeting and provide a verbal update on the joint initiative of Cllrs Husband and Horden 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. It was agreed to defer the item until the March meeting.

## 12. Forthcoming Meetings

- (215) The **Parish Council** confirmed that the next full Council Meeting will be held in the Reading Room at 8pm on Monday 9<sup>th</sup> January 2017 and that subsequent meetings are scheduled to commence at 8pm, in the Reading Room on 13<sup>th</sup> March, 8<sup>th</sup> May, 10<sup>th</sup> July, 11<sup>th</sup> September and 13<sup>th</sup> November 2017 and on 8<sup>th</sup> January and 12<sup>th</sup> March 2018.
- (216) Cllr Steed will attend a meeting of the Local Forum of Parish Councils (date not yet confirmed) to be attended by Surrey PCC David Munro.
- (217) The Clerk will attend a First Aid Course at Warnham Park on 15<sup>th</sup> November, a meeting of Mole Valley Clerks on Wednesday 30<sup>th</sup> November and a follow up CILCA training session on 13<sup>th</sup> December.
- (218) 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 10.10pm.

**Sheena Boyce, Clerk**

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