

## BUCKLAND PARISH COUNCIL

Minutes of the Meeting held at 8pm on Monday 9<sup>th</sup> September 2013 in the Reading Room, Old Road.

**Present:** Cllrs Day, Horden, Husband and Westwell, District Councillor Paul Potter local resident Ian Covey and the Clerk.

### 1. Apologies for Absence

(106) Apologies and reasons for absence were accepted from Cllrs Pryor and Steed.

### 2. Declarations of Interest

(107) None.

### 3. Requests for Dispensations

(108) None.

### 4. Minutes

(109) Minutes of the Meeting held on 8<sup>th</sup> July 2013, were agreed. Cllr Husband signed the minutes as a correct record.

### 5. Community Police Report

(110) PC Loraine had submitted apologies on behalf of the Neighbourhood Team and had provided a copy of the reported crime statistics for the period between 13<sup>th</sup> May 2013 and 9<sup>th</sup> September 2013. A total of 11 crimes had been reported, two failures to pay for goods and an attempted break in at the Buckland Shell garage; the theft of a trailer from a driveway, theft of a power washer from a shed and theft of used cooking oil and an old fridge from the Jolly Farmers; theft of number plates from a vehicle and the theft of a van (keys left in); a fraud and one public order offence with a related resist of arrest offence.

### 6. Open Forum

(111) Cllr Husband welcomed Mr Covey to the meeting and invited his input. Mr Covey expressed concern that sightlines at the junction of Rectory Lane and the A25 are being obscured to the East by roadside vegetation. It was noted that an article in a recent issue of the Parish Magazine had provided contact details for SCC Highways to whom such concerns need to be reported. **Actions:** Mr Covey agreed to contact SCC and was asked to provide the SCC reference number to the Clerk if he feels a follow up enquiry from the Parish Council is needed. Cllr Husband undertook to share the concern that had been expressed with Mr Hess (resident of Old Rectory adjacent to the junction) and to verify ownership of the relevant corner of land.

### 7. Planning and Licensing [0993, 1070, 1112]

#### New Planning Applications

(112) MO/2013/1070: Erection of two storey side extension at 1 Mount Hill, Buckland Hill, Buckland. KT20 7HZ. **Action:** Provided a request for the inclusion of conditions to require latest technology to be used for glazing in south facing elevations and any new external lighting schemes to be subject to the prior written approval of MVDC is agreed no objection. If MVDC is not minded to include the conditions to submit an objection on the grounds of detrimental effect the uncontrolled light pollution could have on surrounding AONB and green belt land.

(113) MO/2013/1112: Erection of two storey garage and store/office outbuilding following removal of existing garage at Lynchets, The Coombe, Betchworth. RH3 7BT. **Action:** To establish through the MVDC Case Officer whether the applicant is willing to amend the application to include a commitment to use more closely matching materials than is currently detailed. In particular Council considered the proposed

use of red bricks so close to a thatched property with pebble dashed exterior to be inappropriate against the backdrop of the North Downs and is concerned that the specification for the roof tiles does not state a colour. Subject to the specification of appropriate weald stock bricks and suitably dark hued roofing materials and the inclusion of an appropriately worded condition to ensure the use of these materials Council resolved not to object to this application.

- (114) MO/2013/0883: Retrospective application for replacement of timber stand alone sign with aluminium sign at Hartsfield Manor, Sandy Lane, Buckland, Betchworth, Surrey, RH3 7AA. A response had been submitted with a request for permission to retain the sign to be conditional upon it remaining in its current position and with the top of the sign being positioned no higher, relative to the adjacent wall than is currently the case;
- (115) MO/2013/0908: Erection of single storey front extensions and single storey side and rear infill extensions. Insertion of 2 No. roof lights to both front and side (north east) elevation and 1 No. dormer window to side (south west) elevation, and roof lights to front and rear, to create rooms in roof space at Fraser Wood, Boxhill Road, Boxhill. KT20 7PF. A response had been submitted requesting conditions be set to require the use dark stained wood on the rear elevation of the property to reduce the prominence of the property on the horizon and glazing designed to minimise incremental light pollution;
- (116) MO/2013/0993/CU: Barley Mow Storage Yard, Old Reigate Road, Betchworth, Surrey. Change of use of part of storage yard to allow the parking of 18 buses in numbered/identified parking bays. A response had been submitted expressing concern that the access onto Old Reigate Road from this site is not suitable as an entrance to a bus garage. It was noted that the current application drawing suggests buses will access the storage bays from the A25. Council had therefore asked MVDC, if minded to approve this change of use, to make it conditional upon the new access road onto the A25 being operational within one month of the decision date and for the current access onto Old Reigate Road to be closed within the same timeframe.

### **MVDC Planning Notifications**

The following Local Planning Authority decisions were noted:

- (117) MO/2013/0676: Extension and conversion of existing former stables to form new residential dwelling at Little Buckland Corner, Reigate Heath, Reigate Road, Buckland. RH2 8QP. Refused.
- (118) MO/2013/0682: Removal of conservatory and erection of garden room to same dimensions at Rana, Old Road, Buckland. RH3 7DZ. Approved with conditions.
- (119) MO/2013/0768: Conversion of swimming pool building into residential dwelling with barn to be used for car parking; revision to application MO/2013/0275 at Maybury Farm, Boxhill Road, Boxhill, Tadworth. KT20 7PH. Approved with conditions.
- (120) MO/2013/0762: Listed Building Consent for alterations to open fireplace in including removal of bressemer beam to allow installation of wood burning stove with new flue-liner and pot-cowling at Yewdells, Dungates Lane, Buckland. RH3 7BD. Approved with conditions.
- (121) MO/2013/0773: Change of use of existing building within the garden of 'Beechwood' to a separate residential dwelling. (Resubmission of MO/2013/0475) at Beechwood, Dungates Lane, Buckland. RH3 7BD. Approved with conditions.
- (122) MO/2013/0677: Erection of two storey front, side and rear extensions. (Amendment to approved MO/2011/1667) at Garden Cottage, Sandy Lane, Buckland, RH3 7AA. Approved with conditions.

- (123) MO/2013/0883: Retrospective application for replacement of timber stand alone sign with aluminium sign at Hartsfield Manor, Sandy Lane, Buckland, Betchworth, Surrey, RH3 7AA. Approved with conditions.
- (124) MO/2013/0908: Erection of single storey front extensions and single storey side and rear infill extensions. Insertion of 2 No. roof lights to both front and side (north east) elevation and 1 No. dormer window to side (south west) elevation, and roof lights to front and rear, to create rooms in roof space at Fraser Wood, Boxhill Road, Boxhill. KT20 7PF. A response had been submitted requesting conditions be set to require the use of low emissivity glass and dark stained wood on the rear elevation of the property to reduce the prominence of the property on the horizon and to minimise incremental light pollution. Approved with conditions.
- (125) Cllr Husband outlined a local resident's recent dealings with the planning and legal teams at MVDC following the approval of an application for a change of use at Beechwood, Dungates Lane. *As Cllr Husband had acted as agent for the recent application, Cllr Westwell, with the agreement of Cllrs Day and Horden replaced Cllr Husband as Chair prior to any discussion taking place.* **Action:** Clerk to await feedback from MVDC and, subject to the response, to draft a letter, and, following consultation with councillors, to submit the letter to MVDC.

*Cllr Husband resumed the Chair.*

### **Planning and Licensing Consultations**

- (126) Surrey County Council (SCC): MO/2013/0855/SM: Construction of building of some 1,000sqm for use as a minerals recovery facility (MRF) incorporating 200sqm of ancillary office and staff facilities; the storage of skips and recovered materials; the creation of associated hardstanding; retention and use of an access and access road; the extension of, and surfacing of, an existing parking area; the creation of a new surfaced driveway and staff and visitor car park with an access from the existing car park, and associated landscaping and water management works, all on a site of some 2.4 ha without compliance with Condition 4 of planning permission MO/06/0577 dated 10th July 2006 to enable the importation of municipal waste into the site for bulking up and transfer at J and J Franks Quarry, Quarry, Reigate Road, Betchworth, Surrey.

The Case Officer had recommended this application be approved by the SCC Development Control Committee at a meeting held on 4<sup>th</sup> September 2013. Buckland Parish Council, having established that this application had the support of the SCC Waste Team and was considered to be broadly compliant with SCC policies, had submitted a response requesting the inclusion of conditions drafted to limit the potential impact of incremental development at this site on Buckland's residents.

- (127) Surrey County Council SCC/2010/0136/SJ: Consultation for additional information submitted by the applicant, Hanson Quarry Products Europe Limited, relating to the planning application for Park Pit and Tapwood Quarry submitted in June 2010. Council has been advised that Natural England has withdrawn previous objections made with respect to the final water level proposed for Park Pit. SCC now awaits a response from the Environment Agency and the Case Officer has advised that the application, as currently drafted, cannot be determined until a revised restoration plan for Tapwood Quarry has been submitted by Hanson.

It was noted that Mary Davidson, a resident living in close proximity to Tapwood Quarry had, during the recent period of prolonged hot and dry weather had occasion to contact local management and the SCC Planning Enforcement team to express concern at the levels of dust.

The Clerk had, since the last meeting, spoken to each of the parties who had had some involvement in a Buckland Liaison Group that was established during the early days of the most recently approved extraction activities at Tapwood Quarry. The Clerk advised that following these initial conversations there appears to be support for such a group to reform and a general sense that as extraction activities draw to a conclusion that establishing a clear channel for communication with local residents and businesses is important and relevant for all interested parties. Council resolved to minute its support for this initiative. **Action:** Clerk to update and liaise with Hanson and SCC.

- (128) Reigate and Banstead DC and Tandridge DC had advised that **Redhill Aerodrome** management team had submitted an appeal against the refusal to allow the construction of a hard runway at the aerodrome and confirmed that all responses submitted in response to the application had been forwarded to the Planning Inspectorate. **Action:** Clerk to advise the Planning Inspectorate of Council's wish to reserve the right to attend the appeal hearing.
- (129) A letter from John Pleasance, MVDC Licensing Officer MVDC, had invited Parish Council input to a **Review of Licensing Policy** had been circulated to Councillors. No action required.

## **8. Amenities**

### **War Memorial**

- (130) Cllr Husband advised that having inspected the works completed to create a new area of paving around the War Memorial he could confirm that Kyle Perkins and his Crown Courtyards team had now completed the specified works. **Actions:** Cllr Husband indicated that he hoped to soon be in a position to complete a "final tidy up" and to remove the temporary fencing he had positioned around the pond facing paving.
- (131) The War Memorial Trust had approved a grant of up to £410, equal to no more than 50% of the £820 quoted cost of re-enamelling the lead lettering on the War Memorial. The grant remains subject to further contractual paperwork being completed and returned to the Trust by 1 October 2013 and to the works being completed to the satisfaction of the Trust. **Action:** Clerk to liaise with Chris Anstey (stonemason) to ensure the completed forms are returned to the Trust no later than 1 October 2013.
- (132) The Clerk advised that while Chris Anstey had hoped to be able to complete the works during August that he had yet to confirm a start date. **Action:** Clerk to continue to liaise with Mr Anstey.
- (133) The Grant Notification from the War Memorial had stipulated Buckland Parish Council must apply to the In Memoriam 2014 campaign for a supply of Smart Water and ensure it is applied to the lead lettering prior to the application of enamel paint. The Clerk confirmed that a supply of Smart Water had been received and Chris Anstey had been informed.
- (134) The Parish Council Insurance policy cover had been extended to include the replacement cost (including installation) of the area of paving around War Memorial and an email had been received to confirm the cover is effective. The additional premium of £13.67 had been waived on the proviso that a new schedule would not be issued until the renewal date on 1 June 2014.
- (135) Council considered a suggestion that it might be sensible to extend the granite setts alongside Rectory Lane towards the gulley adjacent to the A25. **Actions:** Councillors to take time, prior to the November meeting, to consider this suggestion. Clerk to seek indicative quotes.

## **Village Green and Pond**

- (136) It was noted that the **Willow Tree** had put on significant growth since the crown reduction in the spring of 2011 with branches beginning to obstruct the footpath alongside the A25. Council resolved to accept a quote submitted by DG Tree Services LLP, that provides for Duncan Gregory, the tree surgeon who completed the crown reduction to undertake further pruning later this autumn. DG Tree Services will obtain the necessary permission from MVDC for the tree works. **Action:** Clerk to progress.

## **Maintenance of the Village Green as an area for recreation**

- (137) Mr Morris had recently advised he would not be submitting a fee proposal for 2014. The Clerk advised a formal tender process would be undertaken in time for an appointment to be made at the November meeting. **Action:** Clerk to progress.
- (138) The Clerk had attended a meeting, with MVDC officers Andy Bircher and Patrick McCord, to review the rationale for the concurrent grant that is provided by MVDC to Buckland Parish Council. MVDC had agreed that the rationale for a grant is sound and, given the impending change of contractor for maintaining the green had asked for updated costings to be submitted with the application for a concurrent grant for 2014/15. MVDC had also indicated a willingness to extend the DC grass cutting contract to include the Village Green. Council resolved to retain direct control over maintenance for the 2014/15 financial year. **Action:** Clerk to progress.

## **Communications**

- (139) The **Superfast Broadband** team had expressed an interest in attending village meetings to engage with local communities and give a short presentation on the opportunities the project brings. Cllr Day had requested confirmation of actual implementation dates but they were not forthcoming. He had also requested an explanation for the staged implementation planned for Buckland that will mean some residents having to wait until the end of 2014 to access faster broadband. As the team has not yet proved able to provide a rationale explanation for the strategy it is currently felt that a presentation to next year's Annual Parish Meeting is unlikely to be universally beneficial.
- (140) The Clerk had circulated a listing of households who have not yet signed up to the Village Email Group to those councillors who had previously volunteered to complete some door to door visits: Cllr Pryor (20 -Tranquil Dale), Cllr Horden (34 - Rectory Lane and Lawrence Lane) and Cllr Steed (19 - Dungates Lane and Old Road). The Clerk reminded Councillors that a volunteer is needed to visit 32 properties to the East of Lawrence Lane. **Action:** Cllrs Day, Husband and Westwell to consider and respond to the Clerk.
- (141) Council agreed that when preparing the draft budget for 2014/15 that provision should be made for the **village website** hosting fee and expressed appreciation for an offer of help from local resident Martin Boyce who had volunteered to assist with management of the website.

## **9. Finance, Formalities and Risk Management**

- (142) **Annual Governance:** In accordance with advice set out in the Practitioners Guide to Governance and Accountability for Local Councils (2010), Council considered the effectiveness of its system of internal control. Council reviewed the recently circulated risk assessment schedule and the current audit plan. Council concluded that both risk assessment schedule (dated 31 August 2013) and audit plan continue to be relevant and effective. **Action:** Clerk to confirm the appointment of Braidwood and Associates as Internal Auditor for the period covering the preparation and submission of the 2014 Annual Return on the basis of the currently adopted audit plan.

- (143) Chairman reported that the contractual hourly rates of pay applicable to Clerks, that are set by reference to national payscales, had been increased by 1%, with effect from 1<sup>st</sup> April 2013. It was noted that the Clerk's hourly rate of pay had therefore increased from £8.919 to £9.009, and that the annual salary had increased by £37.44. The Clerk's proposal for half of the increase to be paid September 2013 and for the balance to be paid in March 2014 was approved.
- (144) A request from South East Crimestoppers for financial support from the Parish Council was declined. **Action:** Clerk to reply with an offer to continue to provide promotional support for campaigns and initiatives.
- (145) The following **Accounts for Payment** were approved:
- (i) B&Q £16.96 including £2.83 Vat;  
Wood protector and brush
  - (ii) Society of Local Council Clerks £67.00;  
Annual membership fee for Clerk.
  - (iii) GACC £24.00;  
Annual Meeting and Joint Seminar with CPRE
  - (iv) Travis Perkins £544.13 including £90.69 Vat  
Materials for renovation of the War Memorial
  - (v) A-Plant Hire £96.00 including £16.00 Vat  
Hire of Heras Fencing for use during War Memorial works
  - (vi) Sheena Boyce £84.53  
Salary adjustment £18.72; £65.81 reimbursement for council expenses.
- (146) A financial schedule, updated to reflect first quarter expenditure had been circulated to councillors shortly after the July meeting and a first half update accompanied by an analysis of the project spend on the War Memorial was tabled at the meeting.
- (147) It was noted that £37.50, representing the sale of a further 15 **walk booklets** had been banked.
- (148) Information received from the **London Marathon Charitable Trust** highlighting grants that can be made to recreational projects in areas in which events are held, as a tangible thank you for the support of those communities had been circulated to councillors. Following the Ride London event, the trust is now making grants available to recreational projects in Surrey and the trustees have advised that priority will be given to those immediate areas close to the events. **Action:** All to highlight this potential source of funding to local groups.

## 10. Highways, Transport and Rights of Way

- (149) Cllr Steed and the Clerk had attended a meeting of **the Dorking Rural Highways Forum** on Thursday 11<sup>th</sup> July 2013. It was noted that a request had been forwarded to CCllr Helyn Clack for a re-assessment of the condition of the surface of Rectory Lane with specific mention made of the subsidence around manholes and the practical problems that had arisen following the installation of bollards alongside a section of open ditch.
- (150) The Clerk advised that a bid had been submitted under the **Highways Localism Initiative** (formerly referred to as the Dorking Rural Highways Hub) to provide funding to equip volunteers with high visibility vests and appropriate tools to complete certain maintenance tasks around the village and to enable a one-off task to "tidy up" a section of highways hedge sufficient to enable SCC Highways to flail maintain it in future.
- (151) It was noted that the **Welcome to Buckland Sign and gate**, sited on the north side of the A25 to the east of the village centre had been damaged beyond repair in a road traffic accident on Saturday 27<sup>th</sup> July 2013. The police had attended and details had been passed to Surrey Highways to enable a financial claim to be made against the driver to fund a replacement installation.

- (152) On Tuesday 16th July 2013, the Clerk, Paul Manwaring - SCC Highways, Hannah Gutteridge – SCC Countryside Access and Simon Humphreys - Surrey Wildlife Trust had walked the length of **Lawrence Lane** to assess what actions (if any) could be taken to reduce the perceived safety issues along the route. **Actions:** Hannah Gutteridge agreed to (i) install new wooden signs at each end of the BOAT to alert drivers of motorised vehicles to the likelihood of encountering walkers, horse riders and cyclists along the route and (ii) to complete monthly inspections of the state of the route during the 2013/14 Autumn and Winter season. The Clerk agreed to draft an article for inclusion in the October Parish Update to emphasise to the local community the importance of reporting incidents that have a negative impact on people or the environment and any inappropriate behaviour encountered along this route to the Police and to ask people to also keep the Parish Council updated.
- (153) SCC Countryside Access had advised that the 6 month temporary closure order affecting Footpath Nos. 471, 484a, 472,471 that had been requested by Clancy Docwra on behalf of Sutton and East Surrey Water during works to lay a new water trunk mains pipeline had now been extended to the earlier of 26th December 2013 and completion of the works. As before, the closures will only operate when appropriate “footpath closed” signs are displayed.

### **Major Cycling Events**

- (154) Cllr Pryor had attended the inaugural meeting of the Surrey Parish Cycling Forum on 29<sup>th</sup> July. The meeting was arranged by Abinger Parish Council to promote an earlier and more meaningful consultation with local communities during advance planning for major cycling events across Surrey. The meeting had provided an opportunity for issues and concerns to be discussed and collated. The communities living directly along the route of the Ride London cycling event on 4<sup>th</sup> August 2013 had agreed to meet during late August to collate feedback prior to setting a date in late September/early October for a follow up meeting.
- (155) County Councillor Alan Young had convened a meeting between parish councils and the SCC Legacy Team on Monday 12<sup>th</sup> August 2013. The Clerk had attended in place of Cllr Pryor. This meeting had provided an opportunity for issues and concerns relating to cycling to be shared directly with the SCC officers responsible for Events, Business Development and in overall charge of Legacy respectively. It had been agreed at the meeting that all Parish Councils would ask for feedback from local residents and businesses about the impact of the event on 4<sup>th</sup> August 2013. An email had been issued and a small number of responses had been received. At this meeting SCC legacy had advised that two separate eight week consultations would be launched with respect to a “Cycling Strategy for Surrey” and a “New Major Event Process” by the end of August. **Action:** The Clerk confirmed an intention to circulate the consultation papers (upon receipt) with a request for councillors to provide feedback in time for a response to be submitted.
- (156) It was noted that details of the Surrey stage of the **Tour of Britain** cycle event that will pass through Mole Valley on Saturday 21<sup>st</sup> September 2013 had been highlighted to Councillors and included in a village update.
- (157) SCC had highlighted the opportunity to contribute to a **Transport For London Consultation** on a proposal to remove the ability to use cash to pay for journeys. A link to the consultation had been circulated to councillors. **Action:** Clerk to extend support to consultation conditional upon additional outlets in Surrey being recruited to sell Oyster cards and facilitate top ups.

## 11. Other external meetings and events

- (158) An invitation to attend the Annual Review and AGM of the Dorking and Leatherhead Citizens Advice Bureau was declined. **Action:** Clerk to tender apologies.
- (159) A draft Agenda for the Surrey Association of Local Councils AGM and conference, to be held on Tuesday 15<sup>th</sup> October 2013 had been circulated to Councillors. **Action:** Clerk to tender apologies.
- (160) The Chairman will host the next meeting of the **Local Forum of Parish Councils** on Wednesday 16<sup>th</sup> October 2013 in Buckland Reading Room and encouraged any other Councillors able to attend to advise the Clerk accordingly. **Action:** All Councillors.

## 12. Forthcoming meetings and events

- (161) The **Parish Council** confirmed that the next meeting will be held on Monday 11<sup>th</sup> November at 8pm, in the Reading Room and that subsequent meetings will be held on 13<sup>th</sup> January, 10<sup>th</sup> March, 12<sup>th</sup> May, 14<sup>th</sup> July, 8<sup>th</sup> September and 10<sup>th</sup> November 2014.
- (162) The 2014 **Annual Parish Meeting** will be held in the Reading Room, Old Road at 7.30pm on Monday 31 March 2014;
- (163) The Clerk will, on Tuesday 10<sup>th</sup> September 2013 attend a **SESW presentation** of their Draft 5 year Business Plan, being given prior to its submission to OFWAT;
- (164) Cllr Westwell will, on Thursday 12<sup>th</sup> September 2013 attend a meeting of the **Betchworth and Buckland Society**;
- (165) The Clerk is to attend a meeting of **Mole Valley Clerks** at Pippbrook on Friday 13<sup>th</sup> September 2013 and a meeting of the **Surrey Branch of Society of Local Council Clerks** on 19<sup>th</sup> September 2013.
- (166) Cllr Pryor will attend a meeting of the **Mole Valley Crime Panel**, on Wednesday 30<sup>th</sup> October 2013,;
- (167) Cllr Pryor will attend the **Surrey Parish Councils Cycling Forum** to be held on Tuesday 1 October, 8pm at Forest Green Village Hall;
- (168) Cllr Pryor and the Clerk will, on Friday 25<sup>th</sup> October 2013 attend the **Gatwick Area Conservation Campaign AGM** that includes a Joint Seminar with CPRE on the current proposals for a second runway at Gatwick Airport;
- (169) The Clerk will attend the **Clerks Networking Day**, arranged by SALC and to be held on Friday 8<sup>th</sup> November 2013.
- (170) Cllr Steed and the Clerk will attend a meeting of the **Dorking Rural Highways Forum** on Wednesday 13<sup>th</sup> November 2013;

There being no other business the meeting closed at 9.50 pm.

**Sheena Boyce, Clerk**

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