

BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 14th January 2013 in the Reading Room.

Present: Cllrs Day, Husband, Pryor and Steed, District Cllr Paul Potter and the Clerk. PC Dom Loraine attended for item 7, Betchworth resident Mr Ian Wilson attended for items 1-8 and District Cllr John Muggeridge joined the meeting before item 9.

1. Apologies for Absence

(198) Apologies and reasons for absence were accepted from Cllr Horden and Cllr Westwell.

2. Resignation of Councillor

(199) The Chairman advised that Cllr Kearney had tendered her resignation as she was finding it increasingly difficult to attend evening meetings due to her business commitments. Cllr Husband led an expression of thanks to Cllr Kearney for the contribution she had made during her tenure on the Parish Council.

3. Code of Conduct

(200) The Chairman's proposal for Council to adopt, with immediate effect, the following new clause, as clause 7, into Buckland Parish Council's Code of Conduct was proposed by Cllr Husband, seconded by Cllr Day and agreed:

7. Dispensation

7.1 You do not have a Disclosable Pecuniary Interest in any business of your Council where that business relates to the setting of council tax or a precept under the Local Government Finance Act 1992.

4. Declarations of Interest

(201) None.

5. Requests for Dispensations

(202) None.

6. Minutes

(203) Minutes of the Meeting held on 12th November 2012, were agreed. Cllr Husband signed the minutes as a correct record.

7. Community Police Report

(204) PC Loraine informed the meeting that four reported crimes had been recorded during the period between 12th November and 14th January 2013. Three burglary offences involving break-ins at a stable, garage and garage and the thefts of binoculars, food and drink and two bicycles respectively and the theft of a wheelie bin.

8. Open Forum

(205) Chairman welcomed Mr Wilson, Betchworth Parish Council Chairman to the meeting. Council gratefully accepted Mr. Wilson's offer to outline the information that Mrs Angela Ewing had imparted to Betchworth Council on 7th January 2013:

- (i) Mrs Angela Ewing had explained that the creation of the North Downs Primary School two years ago had spread 180 Key Stage 1 pupils across 3 sites. While pupil numbers at Brockham support a full class in each of the three years, the balance of children, spread between Leigh and Betchworth, even with the current use of mixed age classes require at least one more teacher than the SCC funding supports;

- (ii) The Governors believe Mixed Age Classes do not provide children with the best education, and, having conceded to the wish of Brockham parents not to alter arrangements at the Brockham site the recent announcement has advised that Reception children from Betchworth and Leigh will combine at Betchworth (adjacent to the Nursery) and year 1 and year 2 children will be taught at Leigh.

(206) It was noted that an Open Letter to the Governors and the Head, written by a former Chair of Governors at the Acorns school, had been submitted to the editors for publication in February editions of the Buckland and Betchworth parish magazines. The Clerk advised that letters issued from the school and the open letter is available to download from the village website and that copies had been forwarded to the Betchworth and Buckland Society. District Cllr Paul Potter advised that following requests from Betchworth School parents for an opportunity to discuss their concerns with local councillors that Cllr Helyn Clack and District Cllrs Paul Potter and John Muggeridge had arranged a meeting at 8pm on Tuesday 15th January 2013 in the Dolphin, Betchworth. **Action:** Clerk to notify the Buckland Email Group of the upcoming meeting.

9. Finance

(207) The following **Accounts for Payment** were approved:

- (i) Information Commissioner's Office £35.00;
(Renewal of Data Protection Act Registration)
- (ii) Honeysuckle Bottom Sawmill £66.00 incl. £11.00 VAT;
(new oak seat for the rustic bench on the village green)
- (iii) The Boothole £20.00;
(commemorative sign for the new tree on the village green)
- (iv) Screwfix £19.99 incl. £3.33 VAT;
(timer switch to manage the floodlighting to the church)
- (v) Sheena Boyce £60.57.
(re-imburement of council running expenses)

(208) It was noted that a further £145.00 had been banked, representing the sale of 58 **Walk Booklets**. The Clerk was instructed to place an order for a further 150 copies of the walks booklet.

Budget and Precept Request for the period April 2013 – March 2014.

(209) Central Government had, on 19th December 2012, advised that while Parish Councils precepts will not be subject to a cap for the forthcoming financial year limits may apply in future years.

(210) MVDC Executive had, on 18th December 2012 resolved to maintain concurrent grants at 2012/13 levels. Buckland will, on this basis, receive £1200 towards the cost of maintaining the village pond and green as an area of recreation.

(211) The Finance team at MVDC had advised that:

- (i) £311.65 precept can be raised by each £1 of Band D Council Tax whereas one year ago the council tax base was £312.64;
- (ii) the year on year change in the local tax base relates to changes in the number of properties in each band in Buckland, new/demolished properties and the value of discounts relating to exemptions and second homes and could still be slightly affected by roundings;
- (iii) Council tax bases of parish councils within Mole Valley will not be impacted by the localisation of council tax benefits due to take effect on 1 April 2013.

- (212) **Budgeted expenditure** of £9500 will require a **Precept** of £8,300 which will, on the basis of the currently advised Council tax base, equate to a Band D precept of £26.63 (£25.56 LY). The Chairman's proposal to finalise budgeted expenditure at £9500 and to raise a precept of £8300 for the period April 2013 – March 2014 was seconded by Cllr Steed and agreed. The precept request form was duly signed. **Action:** Clerk to issue precept form to MVDC.
- (213) It was agreed to add Cllr Westwell to the **HSBC Bank plc mandate** and for the terms of the mandate to continue otherwise unchanged. **Actions:** Clerk to arrange for Cllr Westwell to sign the new mandate form and to submit the same to HSBC. Cllr Westwell to visit a branch of HSBC to complete identity checks as soon as practicable.

10. Planning

- (214) Minutes of the Planning Committee held on Monday 10th December 2012 were received and adopted.

Planning Applications

- (215) It was noted that no applications had been circulated for review.

Mole Valley District Council ("MVDC") Planning Decisions

The following Local Planning Authority decisions were noted:

- (216) MO/2012/1309: Erection of single storey side extension, insertion of 2 No. dormer windows to both front and side (north-east) elevations to create rooms in roof space and alterations to roof Fraser Wood, Boxhill Road, Boxhill, Tadworth, Surrey, KT20 7PF. Approved with conditions.
- (217) MO/2012/1316: Erection of rear infill extension at Fraser Wood, Boxhill Road, Boxhill, Tadworth, Surrey, KT20 7PF. Approved with conditions.
- (218) MO/2012/1422: Erection of conservatory to rear of Stonecrop, Rectory Lane, Buckland. RH3 7BH. Approved with conditions.

Planning Consultations

- (219) TA2012/1027 (Tandridge DC): Construction of hard runway to replace existing grass runways and ancillary infrastructure, comprising realignment of existing taxiways, drainage improvements, replacement runway lighting and new approach lighting at Redhill Aerodrome, Kings Mill Lane, South Nutfield, Surrey RH1 5JY. It was noted that MVDC had now submitted a letter of objection.
- (220) 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. The Planning team at SCC had advised that final advice from Natural England remains outstanding.

New Water Main : Outwood to Buckland

- (221) Sutton and East Surrey Water (SESW) had, in accordance with an agreement the company had, on 18th October 2012, entered into with Mole Valley District Council, Reigate and Banstead Borough Council, and Tandridge District Council, notified a change to the route of the Outwood to Buckland water supply trunk main adjacent to Wonham Lane. A technical note, describing the proposed change and its environmental implications had been circulated to Councillors. **Action:** Clerk to confirm to MVDC Planning that Council welcomes the proposed route change.
- (222) It was noted that the SESW project team had written to local residents and businesses to highlight the community drop in session at the Reading Room, between 10am and 9pm on Wednesday 23rd January 2013. The date for the session had already been publicised via Parish updates and in the January edition of the Parish magazine. **Action:** All to attend the community drop in session and provide feedback to the Clerk.

- (223) SESW had recently advised the appointment of Clancy Docwra as contractor for the scheme and SESW had arranged an introductory meeting with the Parish Council on Tuesday 15th January.

Planning Policy Consultations

- (224) A copy of the MVDC consultation paper on the **Proposed Westcott Neighbourhood Area** had been circulated to Cllrs. No further action required.
- (225) A link to the latest consultation relating to **Reigate and Banstead District Council's Core Strategy** had been circulated to Councillors and included in a Parish Update. It was noted that the policy anticipates a need for new homes to be built on green belt land to meet the local authority's housing need. An area to the south and west of Woodhatch has been identified for a potential development of 500-700 new homes to the south and west of Reigate. No action required.

11. Consultation

- (226) A link to **Surrey County Council's consultation on school admission arrangements** for Community and Voluntary Controlled schools and the primary and secondary coordinated schemes for 2014 had been notified to residents within a Parish Update and forwarded to the governors of North Downs School. No further action required.

12. Highways, Transport and Rights of Way

- (227) Five parishes within Dorking Rural had agreed to form a "**Dorking Rural Highways Hub**" – Betchworth, Brockham, Capel, Charlwood and Ockley. Each parish had identified a task they wish to undertake during 2013/14 and a joint bid for full funding of the work was submitted to the December meeting of the SCC Mole Valley Local Committee. An inaugural meeting was held at the end of November and draft agreements to govern their collective working arrangements were circulated to all Dorking Rural parishes. The Hub members are now working to refine the details of their bid and are due to meet again at the end of the month. While Council had not identified a task to include in the bid the consensus was for the Parish Council still to apply to join the Hub. **Action: Clerk to progress request.**
- (228) **Decluttering Initiative.** On Tuesday 4th December 2012, Cllr Steed, Cllr Pryor and the Clerk had met with John Lawlor (Highways Area Manager) and Anita Guy (Senior Engineer) to establish the degree of support available for this initiative. John Lawlor extended his support for Anita Guy undertaking to task a new member of the team, due to start 21 January 2013, to complete a detailed review of the proposals set out in the discussion paper to facilitate constructive feedback. **Action: Clerk to monitor progress.**
- (229) **Improving Surrey's Roads Consultation:** Cllr Horden had advised he had visited all properties in Rectory Lane to encourage residents to ask for its inclusion in the county's proposed five year road maintenance programme.
- (230) SCC Highways had invited comments on a proposed Permit Scheme proposal for road and street works on its highway network, branded the **South East Permit Scheme**. Cllr Steed, having reviewed the consultation papers proposed a nil response from the Parish Council. **Agreed.**
- (231) The Mole Valley Local Committee, responding to the Parish Council's request to take whatever steps are necessary to address safety concerns on **Buckland Lane BOAT** (Byway 479) and to minimise any further damage to the adjacent countryside had tasked Hannah Gutteridge, the SCC Rights of Way Officer for Mole Valley to undertake a thorough investigation. Hannah had advised that she is awaiting the outcome of a Surrey highways inspection of the surface of the BOAT. **Action: Clerk to monitor.**

(232) Residents along Pebblehill Road and the section of Station Road to the north of the Betchworth roundabout (B2032) had submitted a petition to the December meeting of the Mole Valley Local Committee requesting traffic calming measure is implemented. A specific request for the speed limit to be reduced to 30mph was not supported by Surrey Police. Cllr Helyn Clack asked for a solution to be designed, perhaps utilising a combination of road signs and markings. **Action:** Clerk to monitor developments.

11. Amenities

(233) The **War Memorial** Trust, responding to the expression of interest that had been submitted had advised that the proposed refurbishment of the paving would only be eligible for consideration for a partial grant if the existing crazy paving is to be re-used. The Trust had indicated that while the re-enamelling of the letters might be considered eligible for a grant the application would need to provide evidence that the letters had originally been enamelled.

A quote of £220 ex-Vat, submitted by Sherlocks to clean the War Memorial was accepted. **Action:** Clerk to liaise with Sherlocks.

An application for a grant of £2000 towards the refurbishment project had been submitted, with the support of Cllr Helyn Clack, to the SCC Mole Valley Local Committee for consideration at the March 2013 meeting.

Cllr James Day confirmed his willingness to give an illustrated talk to the Annual Parish Meeting to encourage local interest in the refurbishment project and to launch fundraising for the project.

Activities on Village Green

(234) A number of local residents had queried whether the Parish Council had granted permission for a **sale of Christmas trees on the Green** on Sunday 16th December 2012 and expressed concern that the activities were causing damage to the wet ground.

It was agreed that in future, permission for use of the Village Green for a public event will only be granted conditional upon receiving written confirmation from the "Organising Group" that:

- (i) Public Liability Insurance is in place to cover the event;
- (ii) the organisers will take appropriate measures to ensure vehicles do not park on or drive across the granite setts or grass surface of the Village Green;
- (iii) in the event that inclement weather causes the Parish Council to declare the surface of the Village Green unsuitable for it to be used for a public event that the organisers accept it will be their responsibility to ensure appropriate contingent arrangements are in place; and
- (iv) in the event of there being any damage to the Village Green the organisers accept they will be liable for the costs of restitution.

Action: Clerk to write to Buckland Guides to relay the concern that had been expressed, to emphasise the need for the Guides to submit a request in advance of scheduling an event and to advise the updated policy.

(235) A request had been received from Dr. Jo Howitt, the Events Organiser for the Betchworth and Buckland Society ("B&B"), for permission to hold a **BBQ on the Buckland Village Green** on Wednesday 3rd July 2013. **Action:** Clerk to reply to welcome the request from the B&B and grant conditional approval on the basis of the policy set out in the previous minute.

(236) On 21 November 2012, the EU granted approval for Surrey County Council's plan to enter into a £33m contract with British Telecom to install sufficient infrastructure to ensure all the county's businesses, households and community groups can gain access to **Superfast Broadband**.

12. Feedback from external meetings and events

- (237) On 30th November 2012, Cllr Pryor had attended a meeting convened by Surrey Wildlife Trust to provide an opportunity for interested parties to consider the implications for the Mole Valley Catchment Area of the **EU Water Framework Directive**. This directive is a complex order that requires EU members, between now and 2027, to develop an understanding of and to identify appropriate methods for controlling the environment in order to achieve and maintain water quality. A key output of this initial meeting was to establish a comprehensive list of parties that will need to be consulted during the process.
- (238) Cllr Pryor and the Clerk had attended the **SALC Update** (Surrey Branch of the Association of Local Councils) on Tuesday 4th December 2012. Presentations had focussed upon the Surrey Highways Offer and progress being made with Neighbourhood Plans. The timeline for setting budgets and precepts for the year to March 2014 and the requirement for Councillor Dispensations had caused concern.
- (239) Cllr Pryor had represented Council at a meeting of the **Mole Valley Rural Crime Panel** on Wednesday 5th December 2012 attended by Surrey Chief Constable Lynne Owens. Meeting highlights included highlighting the potential to secure lower insurance rates on agricultural machinery by fitting Cesar tracker systems and a MVDC initiative to subsidise the cost of micro chipping dogs. The MVDC offer had been included in a Parish Update. The potential for extensive road closures on 4th August 2013, to facilitate the Mayor's Ride London cycling event was noted.

13. Vacancy for a New Councillor

It was noted that a Vacancy Notice had been posted on both Parish Notice Boards and that the Mole Valley District Council Electoral Services team had been advised a vacancy had arisen. **Action:** All to highlight the opportunity to local residents and business owners.

14. Forthcoming meetings

- (240) The Parish Council confirmed the next Meeting will be held in the Reading Room on Monday 11th March and subsequent meetings will be held on 13th May, 8th July, 9th September and 11th November 2013.
- (241) The Annual Parish Meeting will be held at 7.30pm on Monday 29th April 2013 in the Reading Room, Old Road.
- (242) The Clerk will attend a meeting of the Mole Valley Clerks with the Chief Executive MVDC on Thursday 24th January 2013.
- (243) Cllr Pryor will attend the SCC Countryside Access rights of way training on 12th February 2013 and the Clerk will attend the session aimed at Parish Councils on 26th February 2013.
- (244) The Surrey Local Forum will be held at Dorking Halls, between 0930 and 1500 on Tuesday 21 May 2013.
- (245) Kevin Hurley, Police and Crime Commissioner for Surrey will be attending the 11th June meeting of the Society of Clerks for a talk/discussion and light buffet lunch. The intention is for invitations to be extended to Councillors from each member council to join their Clerks at this meeting.

There being no other business the meeting closed at 10 pm.

Sheena Boyce, Clerk

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BUCKLAND PARISH COUNCIL

Minutes of the first meeting of the Planning Committee Meeting, held on Monday 10th December 2012 at the Reading Room, Old Rd, at 8pm.

Present: Councillors Husband, Pryor and Westwell and the Clerk.

1. Appointment of Chairman

(246) Cllr Westwell was proposed as Chairman by Cllr Pryor, seconded by Cllr Husband and accepted.

2. Apologies for Absence

(247) Apologies were accepted from District Cllrs Paul Potter and John Muggeridge.

3. Declarations of Interest

(248) Cllr Husband declared a pecuniary interest, in item 5 on the agenda, a pre-application review of a draft planning application at Beechwood, Dungates Lane. It was agreed that Cllr Husband would, as architect, outline the draft application, respond to any questions put to him by Cllrs Pryor and Westwell and then retire from the room prior to any ensuing discussion.

4. Requests for dispensations

(249) None

It was agreed expedient to reverse the order of agenda items 5 and 6 in the meeting and to reflect this in the minutes.

6. Mole Valley District Council (“MVDC”) Draft Local Enforcement Plan.

(250) The draft **Local Enforcement Plan** had previously been circulated to Committee Members. Concern was expressed that the policy did not make it clear how people would be kept informed as an investigation progressed. **Action:** Clerk to liaise with Cllr Westwell to draft an “additional clause” and to submit the same to MVDC.

5. Pre-application Planning Review

(251) Mr. Husband explained that as Mr Weston is keen to continue living within Buckland, but in a smaller property than Beechwood, that they have begun to explore the potential to create a downsized dwelling for Mr Weston within the Beechwood Estate.

Mr. Husband used several illustrated drawings, each depicting possible designs and locations, within an area of land previously used as a kitchen garden and on which stand a number of dilapidated buildings.

It was noted that while current MVDC Planning Policy precludes the building of new open market homes in Buckland that MVDC Policy RUD 19 has recently been used to facilitate the re-use of the former police dog kennels as a new open market dwelling. While Policy RUD 19 requires buildings to be re-used in their current positions, Council was asked whether in principle support could be provided for a new build home to be constructed within the area of former kitchen garden but on a similarly sized but different footprint.

Cllr Husband left the meeting as required by the Members Code of Conduct.

(252) Cllrs Pryor and Westwell considered the request and, in particular, reflected upon community feedback to the 2011 Buckland Housing Needs Survey. It was resolved that it would be inappropriate for Council to commit in principle-support for a new residential dwelling in the absence of a specific design and location for the home. **Action:** Clerk to express thanks to Mr Husband and his client for providing this opportunity to review the initial draft proposals, to relay the feedback and to provide assurance that Council will be happy to look at any new proposal afresh.

There being no other business the meeting closed at 9.20pm.

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