

## **BUCKLAND PARISH COUNCIL**

Draft Minutes of the Meeting held at 8pm on Monday 9<sup>th</sup> March 2015 in the Reading Room, Old Road, Buckland.

**Present:** Cllrs Day, Horden, Husband, Pryor, Steed and Westwell, the Clerk and local resident Andrew Cornish. Local residents Sue Fisher, Maria Esposito and Jacqueline Lincoln attended part of the meeting. PCSO Ivor Williams attended the meeting for items 5 and 6, Inspector Hamlin attended the meeting during part of item 6.

### **1. Apologies for Absence**

(307) District Councillor Paul Potter.

### **2. Declarations of Interest**

(308) Cllr Husband declared a pecuniary interest, in item 8(i) on the agenda, planning application MO/2015/0064 at Little Buckland Corner. It was agreed that Cllr Husband would retire from the room prior to any discussion of this application taking place and that Cllr Westwell would take the Chair during his absence.

### **3. Requests for Dispensations**

(309) None.

### **4. Minutes**

(310) Minutes of the Meeting held on 12<sup>th</sup> January 2015, were agreed. Cllr Husband signed the minutes as a correct record.

### **5. Community Police Report**

(311) Cllr Husband welcomed PCSO Ivor Williams to the meeting. PCSO Ivor Williams provided details of 11 crimes reported to have occurred in the locality between 12<sup>th</sup> January and 9<sup>th</sup> March 2015. It was established that one incident of criminal damage had occurred in Wonham Lane and four burglaries had taken place at Hartsfield Manor. The six crimes in Buckland comprised four thefts from outbuildings and garages, one public order offence involving the sending of a threatening text message and one violent crime where one female had grabbed another female.

### **6. Open Forum**

(312) Cllr Husband welcomed local residents Sue Fisher, Maria Esposito, Jacqueline Lincoln and Andrew Cornish to the meeting.

(313) Sue Fisher stated that she and Maria live in Mint Cottage (directly opposite the Reading Room) and, with input from Maria, they explained how they have, over a long period, been experiencing problems accessing their driveway. Jacqueline Lincoln advised she lives next door at April Cottage.

PCSO Williams advised that there is sufficient road width for vehicles to park opposite the driveway to Mint Cottage without the drivers being considered to have obstructed the access. He added that the fact there is sufficient width for the No 32 bus and local tractors to pass the parked vehicles adds further weight. PCSO Williams explained that if the cars had parked across the drive entrance (on the same side of the road as the property) that this would amount to obstruction.

It was noted that the construction of a small wall immediately to the west of the entrance had reduced the splay of driveway threshold. Encouragement was given to Sue and Maria to consider whether making an adjustment to their driveway entrance might help to resolve the problems they are currently encountering. PCSO Williams emphasised the need to call 101 if they feel they are being subjected to verbal abuse.

- (314) Andrew Cornish had contacted Council to seek their support for his request for traffic islands to be installed at the junction of Lawrence Lane and the A25 Reigate Road. The Clerk advised she had forwarded (to Andrew) minutes that had referred to the motorcycle accident in which he had been involved last October.

Cllr Steed having completed a site inspection circulated a series of annotated photographs. Cllr Steed recommended Andrew contact Cllr Helyn Clack to seek her support for a review of the layout of this junction and that Council, upon receipt of a copy of this email to ask for a road safety audit to be undertaken at the junction. These recommendations received unanimous support. **Action:** Andrew Cornish and Clerk.

PCSO Williams, having expressed support for the proposed actions, undertook to relay local concern to PCSO Dave Sadler with a request he liaise with his Road Safety colleagues and for a follow up call to be made to Andrew.

*Sue Fisher, Maria Esposito and Jacqueline Lincoln left the meeting.*

- (315) Cllr Husband welcomed Inspector Hamlin, who had joined the meeting during the Open Forum. Inspector Hamlin outlined his role within Surrey Police, provided a rationale for recent personnel changes that had seen PC Loraine transfer to Leatherhead and PC Lee Munday move to Dorking Rural East and confirmed that when PCSO Williams retires (23<sup>rd</sup> March) that there are no plans to appoint a replacement. Council thanked Inspector Hamlin for taking the time to come along for an introductory meeting.

## **7. Highways, Transport and Rights of Way**

### **Highways Maintenance**

- (316) Council welcomed news that SCC Highways had scheduled resurfacing of the road surface between the Red Lion, Old Road and the entrance to Hartsfield Manor, Sandy Lane for week commencing 16<sup>th</sup> March 2015.
- (317) It was noted that Paul Manwaring, the SCC Highways Maintenance Engineer for Mole Valley had (again) requested an inspection of the A25 between the village's western boundary and the Shell garage.
- (318) SCC Highways had advised that their contractor had recently confirmed that the damaged Vehicle Activated Sign ("VAS") would be removed and the post replaced by the end of March 2015. SCC Highways hope the VAS contractors can be expected to install a VAS on the new post during April 2015.
- (319) It was noted that MVDC will take on responsibility for **maintenance of the roadside verges** (previously SCC) with effect from 1 April 2015. At a recent Clerks' meeting at Pippbrook there had been an opportunity to outline any particular concerns for the Parks and Open Spaces team to take on board. General dissatisfaction with the state of the roadside verges and surface treated paths in rural areas was registered. The consensus view was that because street cleaning appears to be limited to roadside gutters, filter lanes are missed completely and it was also noted that traffic islands and signage sited in the highway are in a deplorable state. Feedback has been promised in time for the next Clerks' meeting (20<sup>th</sup> May)
- (320) It was noted that repeated **damage to the roadside verge alongside the A25**, caused by large vehicles failing to make a westbound turn from the Shell garage within the highway had now exposed a section a conduit. Local knowledge has suggested the conduit carries cables originally installed by Nynex. Having consulted with SCC Highways, the Clerk had submitted reports via the Virgin and Shell websites to express concern. To date Virgin had not responded. Shell had since advised that a safety review had been undertaken at the site and changes to traffic flow introduced. No further action required.

- (321) A formal note of thanks was recorded for Community Highways Officer Bob Weston and the Community Payback team for the **footpath edging work**, undertaken alongside the A25 over three consecutive Thursdays, between the district boundary and the bus stop immediately to the East of Squires Garden Centre. The Clerk confirmed appreciation for the team's efforts (supported by feedback from a number of residents) had been relayed verbally to Bob Weston. No further action required.

### **Buckland Lane**

- (322) On 4<sup>th</sup> February the section of unmade highway that links Lawrence Lane to the Buckland Lane BOAT and North Downs Way footpath was made subject to a 21 day temporary closure order. Following a further inspection, on 16<sup>th</sup> February, it was announced that the term of the closure would, on 24<sup>th</sup> February, be extended for a further 16 months and 20 days. The closure notice includes an exemption for pedestrians and, in the event of an emergency, for emergency service vehicles.
- (323) Surrey Highways has advised that a series of inspections are likely to be undertaken prior to any decision being made to commission a detailed survey. In the event a detailed survey is commissioned then any works recommended as necessary to allow the closure notice to be lifted would be subject to the Mole Valley Local Committee agreeing to funding being allocated to the works. Council agreed to seek SCC Highways commitment to undertaking sufficient work to preserve pedestrian access. Council agreed it would not make any request for funding to be allocated to allow the terms of the current temporary closure to be lifted.
- (324) Minutes of the recent meeting of the **Surrey Hills Off Road Working Group** had previously been circulated and Duncan Ferns had expressed his willingness to attend the next scheduled. **Action:** Clerk to contact the Secretary to request Duncan Ferns be listed alongside the other landowner representatives and that Council continue to be copied for information.

### **Highways Localism**

- (325) The Clerk advised that the Highways Localism team, having reviewed the recent application to extend funding for the removal of a sycamore tree from the highway verge adjacent to the bus shelter and behind the bench had concluded that this is a task that needs to be undertaken by the Highways Maintenance Team.
- (326) It was noted that a number of residents had recently expressed concern that a narrowing, over time, of Old Road around the top bend is undermining the safety of pedestrians. **Actions:** Clerk to liaise with the SCC Highways Maintenance team to determine whether clearing the build-up of debris to restore the full width of tarmac surface between the gateway to Broome Perrow and private driveway to properties including Little Perrow might be considered eligible works under the localism initiative.
- (150) The Clerk advised that Fiona Smithee, SESW project engineer for the **Outwood to Buckland Water Main**, had advised contractors are expected to begin final reinstatement tasks from early April and confirmed that a table of outstanding points, noted during a pre-completion walk on Tuesday 9<sup>th</sup> December 2014 had been agreed. **Action:** Clerk to continue to liaise with Fiona Smithee and to issue periodic updates.
- (327) SESW had recently advised that problems encountered during tunnelling work under the North Downs Railway had delayed decommissioning work along Pebblehill Road. SESW hope the **closure of B2032 Pebblehill Road** to allow decommissioning of the old supply pipe (estimated to be one week duration) can be scheduled to coincide with the summer half term school break.
- (328) On 6<sup>th</sup> February 2015 **Surrey County Council Countryside Access** had circulated an extinguishment order, previously the subject of consultation, and now confirmed. The effect of the order is to modify the definitive map and statement for the local area by extinguishing a part of Footpath 483. No action required.

- (329) Gatwick Airport Limited (“GAL”)’s **Community Engagement team** had invited community groups local to Gatwick Airport that had responded positively to a GAL initiative to engage with local town and parish councils to attend an initial meeting at 7.30pm on Wednesday 29<sup>th</sup> April 2015 at The Bridge House Hotel, Reigate Hill. **Action:** Any councillor willing to attend to advise the Clerk by Thursday 9<sup>th</sup> April 2015.

## 8. Planning

### New Planning Applications

**MOA/2015/0064/PLA:** Conversion of stables to 1 No. residential unit. (Resubmission of MO/2013/0676) at Little Buckland Corner, Reigate Heath, Reigate Road, Buckland. RH2 8QP

- (330) Council resolved to defer discussion relating to Little Buckland Corner to the end of the meeting and for the minute to be sequenced per the agenda.

*Accordingly, Cllr Husband withdrew from the room and Cllr Westwell chaired the meeting for this item.*

Council resolved to object to the application, reasoning that the application as filed fails to comply with MVDC Planning Policies. Council noted inconsistencies in the supporting document referenced as Report 1132/01 and named the Survey of Competence of Structures for Conversion to Domestic Accommodation (“Survey of Competence”) that led Council to believe this application does not comply with MV Policy RUD19. Nor did Council feel the application fully addressed concerns raised by officers and that led to refusal of the previously submitted application. **Action:** Clerk to issue letter of objection and to ask MVDC, if minded to approve the application, to refer the application to the Development Control Committee for determination and to ensure a copy of the Survey of Competence is included in the pack of supporting papers circulated to Members.

*Cllr Husband returned to Chair the remainder of the meeting.*

- (331) MO/2015/0213/SCC: Retention and use of four buildings (nos. 1-4) and power supply ancillary to mineral working in connection with the proposed water-based recreation after use of the site at Park Pit, Reigate Road, Buckland, Surrey, RH3 7BE.

Council, mindful of the cautious response to the Estate’s plans at the December Open Meeting, resolved to ask SCC, should a decision be made, on the basis of the currently submitted documents, for any permission granted to be subject to conditions, drafted to ensure timely delivery of an aesthetically appropriate finished structure, designed and finished to blend into its surroundings. **Action:** Clerk.

Council further resolved to delegate authority to the Clerk, subject to consultation with Councillors, to respond to any additional communication that might require a reply prior to the next meeting of Council on Wednesday 13<sup>th</sup> May.

- (332) MO/2015/0099/TFC: To remove one Willow tree at Little Maltings Cottage, 3 The Green, Rectory Lane, Buckland, RH3 7BH. No comment.

### MVDC Planning Notifications

The following Local Planning Authority decision was noted:

- (333) MO/2015/0053/CAT: To remove one Eucalyptus tree and cutting back of one Yew tree and one Sycamore tree to boundary lines at April Cottage, Old Road, Buckland, RH3 7DY. No objection.

## Planning Consultations

- (334) Galloway Estates, acting on behalf of Cornerstone Telecommunications Infrastructure Limited, a joint venture owned by Telefonica UK Ltd and Vodafone Ltd had written to Council to outline their proposal to upgrade equipment on an existing radio mast sited at BT Chesterfield Park, Reigate Road, RH2 9TB in order to provide a 4G service to the local area. Council concluded it had no specific comment to make with respect to this particular proposal and would defer to MVDC to ensure due process is observed. **Action:** Clerk to respond to Galloway Estates.

## 9. Amenities

- (335) It was noted that conditions had (to date) remained too wet for Bill Kear Plant Hire Limited (“BKPHL”) to be able to complete a first half clearance of unwanted vegetation from the perimeter of the **Village Pond**. **Action:** Clerk to liaise with Simon Elson and BKPHL pursuant to agree when it might be appropriate to reschedule the work and to establish a reserve for funds donated by Hanson towards the work.
- (336) Clerk advised that Burleys were due to complete a first cut this season of the **Village Green** and could be expected to undertake a second cut before the end of March. Burleys are also due to complete work to the wildflower area later this month (budget allocated £185 plus vat). **Action:** Clerk authorised to arrange for a cheque to be issued upon receipt of invoices for these works.
- (337) The Clerk advised that having secured a grant of £1000 from CClr Helyn Clack that it would be possible to bring forward the project to migrate the **Village Website** onto updated content management software and, at the same time to make the site “responsive” to the different devices being used by people accessing the site. Council recorded a vote of thanks to Martin Boyce (webmaster) and the Clerk for progressing this initiative and, having given due consideration to the quote of £1185 (ex-Vat) from Design Lynx to complete the changes approved the expenditure. **Actions:** Clerk to advise Martin Boyce to instruct Design Lynx to make the changes and to invite him to give an update at the forthcoming Annual Parish Meeting. Clerk authorised to arrange for a cheque to be issued upon receipt of an invoice and confirmation from the webmaster that the agreed work has been completed. Chairman to include a vote of thanks to CClr Clack in his address to the Annual Parish Meeting.

## Enhancement of the post and rail barriers

- (338) Council was delighted to be able to note the recent acceptance of an offer from Sutton and East Surrey Water, who, having carefully considered Council’s recently submitted request, had, as a gesture of goodwill, of an ex-gratia contribution of £5000 towards the enhancement of the post and rail barriers alongside the A25 in the heart of the village’s conservation area.
- (339) Kevin Shilling, when writing to make the offer, had expressed thanks to the Parish Council and the residents and businesses of Buckland for their cooperation, understanding and patience during the construction of this new strategic pipeline.
- (340) Council instructed the Clerk to liaise with Thamesway Contractors Limited to establish a potential timeline for progressing the project. The Clerk confirmed she will continue to liaise with SCC Highways Maintenance Engineer Paul Manwaring to keep SCC Highways involved and to help ensure good lines of communication are established between SCC and the contractor.
- (341) Council authorised the Clerk to arrange for a cheque to be issued upon receipt of an invoice for the purchase of the new posts to be installed by Thamesway Contractors.

## 10. Finance

### Account Payments and Receipts

- (342) It was noted that a payment for £330.00 had been issued, in accordance with minute 2014/284, to G Burley and Sons Limited for work undertaken around the Village Green during December 2014. The payment had included £55.00 Vat.
- (343) The following payments were approved:
- (i) SSALC Limited £72.00 including £12.00 Vat,  
Attendance at Surrey Association Local Councils Clerks Update;
  - (ii) SSALC Limited £24.60 including £4.10 Vat,  
Become a Councillor and New Councillor Packs;
  - (iii) St Mary's Buckland Reading Room Account £40.00,  
9th March 2015, 23rd March 2015;
  - (iv) Buckland Parochial Church Council £80.00,  
Contribution towards the cost of electricity re floodlights to the church;
  - (v) Sheena Boyce £77.08,  
Incremental salary - March £7.97, mileage £27.95, £41.16 council expenses.
- (344) It was noted that a SCC Mole Valley Local Committee Member Allocation grant of £1000 had been credited to the bank account.
- (345) Council approved the Clerk's request to purchase a copy of the most recent edition (ninth) of Arnold-Baker Local Council Administration via the Society of Local Council Clerks at the preferential member price of £69.00 A cheque for this amount was issued.
- (346) A letter to HSBC requesting an update to the Standing Order to transfer monthly salary payments of £388.50 (1<sup>st</sup> month £389.40) to the Clerk for the 2015/16 financial year on the 20<sup>th</sup> day of each calendar month was signed. The Clerk's pay for 2015/16 is calculated by reference to NALC SCP20 (£9.90), on the basis of 8 hours per week and includes an allowance for accrued leave entitlement. It was noted that the Clerk had opted out of the working time directive.
- (347) A request for a donation had been sent by St Catherine's Hospice. **Action:** Clerk to write to express regret that the Buckland precept is insufficient to support donations.
- (348) It was noted that Cllr Day had verified the bank reconciliation schedule presented to the meeting and that no exceptions had been identified.
- (349) Full year financial forecasts set against budget for both the 2014/15 and 2015/16 financial years had been provided to Councillors, updated to reflect latest expectation re: payments and receipts and it was noted that MVDC, having made an arithmetic error when processing the precept request had increased the value of the Localisation of Council Tax Benefit Grant to compensate.
- (350) Printed copies of the latest cashbook, bank reconciliation and fixed asset register were tabled. It was noted that the asset register had been updated to reflect the formal transfer of ownership of the noticeboard outside the village shop to the owner of Buckland Deli.

## 11. Formalities

### Buckland Parochial Charity

- (351) Councillors had been provided with a copy of the latest published accounts for the year to 30<sup>th</sup> September 2014, as lodged with the Charity Commission;

- (352) It was noted that the four year term of the representative trustees, each of whom is nominated by the Parish Council will come to an end in May 2015. **Action:** Clerk to seek confirmation from the Clerk to the Trustees of those individuals who are willing to serve another term. All to recommend to anyone interested in being considered for a trustee role to register that interest with the Clerk to the Parish Council no later than Tuesday 5<sup>th</sup> May 2015.

### **Parish Council Elections**

- (353) The Clerk distributed nomination forms and reminded Councillors that anyone wishing to stand for election on 7<sup>th</sup> May 2015 will need to book an appointment to attend Pippbrook to register their form with MVDC Democratic Services team between Friday 27<sup>th</sup> March 2015 and 4pm on Thursday 9<sup>th</sup> April 2015.
- (354) It was noted that the MVDC Standards Committee includes two non-voting Parish Council representatives who will be appointed at its Annual Meeting in May. The current representatives are Roger Hammond (Brockham) and Stuart McLachlan (Capel). Council resolved to support the reappointment of these two individuals, subject to their re-election and their agreement to continue in the role. **Action:** Clerk to advise MVDC Democratic Services accordingly.
- (355) The Clerk had represented Council at a meeting convened at the request of **CAMEL**. CAMEL was represented at the meeting by Bert Smith and Paul Tanner and others present represented Reigate Area Conservation Volunteers, The Reigate Society, various Reigate Heath groups, Betchworth Parish Council and the Betchworth and Buckland Society. Chris Braidwood attended as CAMEL auditor. CAMEL informed the meeting of their intention to wind up and invited comments on their proposals for distributing residual funds. Responding to a query, CAMEL confirmed it was their intention to ask all recipient organisations to utilise donated funds for environmental protection and/or enhancement. CAMEL had since circulated draft minutes that set out the following proposed distribution: Reigate Area Conservation Volunteers 50%, Betchworth & Buckland Society 30%, Brockham Emergency Response Team 10% and Gatwick Area Conservation Campaign 10%. No action required.
- (356) It was noted that a SSALC 2015 Training programme and Spring Newsletter had recently been circulated to councillors.

### **Information included in recent village updates**

- (357) East Surrey Rural Transport Partnership had launched a Buses4U Mole Valley Village Link Commuter Shuttle Service from Buckland, Betchworth and Brockham to Dorking Main railway station on Monday 16<sup>th</sup> February 2015. A proposed timetable and route map, together with details as to how to register to use the service and the proposed charges had been circulated. Initial feedback indicates a need for more local commuters to improve the route's economics.
- (358) UK Power Networks ("UKPN") had issued a circular setting out how to prepare for a power cut and who to call in the event of a power failure. The circular had asked anyone who might need additional support during a power outage to register with UKPN.
- (359) MVDC Environmental Services had invited local residents to express their views on the district's waste and recycling services; the consultation runs until 20<sup>th</sup> March 2015.
- (360) MVDC Democratic Services team is encouraging local residents to ensure they register to vote in the forthcoming elections before the cut-off date of 20<sup>th</sup> April 2015.
- (361) A link to the documents published by the Surrey Hills Society in connection with the 2014-2019 Management Plan for the Surrey Hills AONB 2014-2019.
- (362) Notification that the South East Regional team of the Duke of Edinburgh Award Scheme wishes to recruit volunteers to support the increasing numbers of participants completing activities in the Surrey Hills with links to further information.

- (363) Prudential RideLondon had issued an invite to local residents to volunteer to support the cycling events planned to pass through Surrey on Sunday 2<sup>nd</sup> August 2015 as part of this year's London Festival of Cycling.
- (364) Advance notification of cycle sport events on our local roads and roadworks, some instigated by Surrey highways and many others by utility companies.

## 12. Other initiatives

- (365) Cllr Pryor had attended a meeting of the **Mole Valley Rural Crime Panel** on 3<sup>rd</sup> March 2015. He reported that key local concerns include poaching, fly tipping, and damage being caused to our rights of way. Cllr Pryor advised our local police are currently considering how to make optimal use of drone technology to assist policing.
- (366) It was noted that a second **Heartstart Course** had been held in the Reading Room on Monday 2<sup>nd</sup> March 2015. All 20 places had been taken by a combination of people who live, work or are active within the local community. The Clerk advised she has now started a waiting list for a third course.
- (367) The Clerk advised she is currently pursuing a new initiative with the aim of installing a **Public Access Defibrillator** ("PAD") in the centre of the village.

To date she has gained the agreement of the Reading Room Committee to allow a PAD to be installed on the exterior of the building and the support of the South East Coast NHS Foundation Ambulance Trust for an installation in this location.

Council agreed to the Clerk's request for budget to be allocated (in future years) to fund the replacement of batteries and pads for a PAD.

The Clerk advised she would, in the first instance, be submitting an application to the British Heart Foundation ("BHF") under a scheme by which they share the cost of the PAD.

Council noted that the overall project cost is likely to be in the region of £2000 as even if the application to the BHF is successful, the scheme relates only to the purchase of the PAD and the purchase and installation cost of an appropriate storage cabinet would need to be raised locally. Council expressed thanks to the Clerk for taking up this initiative and recorded its support for the project.

## 13. Forthcoming Meetings

- (368) The **Parish Council** confirmed that next full Council Meeting will be the 2015 **Annual Meeting** to be held at 8pm on Wednesday 13<sup>th</sup> May 2015.
- (369) Meetings of full Council are thereafter scheduled to be held on Monday 6<sup>th</sup> July 2015, Monday 14<sup>th</sup> September 2015, Monday 9<sup>th</sup> November 2015, Monday 11<sup>th</sup> January 2016 and Monday 14<sup>th</sup> March 2016.
- (370) The 2015 **Annual Parish Meeting** will be held on Monday 23<sup>rd</sup> March 2015 in the Reading Room and commence at 7.30pm.
- (371) An invitation had been received to attend **Leigh Annual Parish Meeting** on Thursday 19<sup>th</sup> March 2015. Clerk to tender apologies as no one available to attend.
- (372) Cllr Steed will attend a meeting of the **Dorking Rural Highways Forum**, due to be held in Capel on Thursday 26<sup>th</sup> March 2015.
- (373) The **SALC** (Surrey Association of Local Councils) Annual Conference and AGM will be held on Thursday 15<sup>th</sup> October 2015.

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

**Sheena Boyce, Clerk**

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