

## BUCKLAND PARISH COUNCIL

Draft Minutes of Meeting held at 8pm in the Reading Room on Monday 9<sup>th</sup> March 2026.

**Present:** Cllrs Cox, Husband (Chair), Jones, Pryor, and Steed with the Clerk in attendance.

### 1. Apologies for Absence

(251) Council **resolved** to accept apologies from Cllr Bourke and noted apologies received from Mole Valley District (MVDC) Cllrs Budd and Keay and Surrey County Council (SCC) Cllr Helyn Clack.

### 2. Declarations of Interest

(252) None.

### 3. Requests for Dispensations

(253) None.

### 4. Minutes and Agenda

(254) Council **resolved** to approve the Minutes of the Meeting held on 12<sup>th</sup> January 2025. The minutes were duly signed by the Chair as a correct record.

### 5. Planning

#### New Planning Applications

(255) Council noted the following update from the Clerk that followed consultation with Cllrs who serve on the Planning Committee re: MO/2026/00135 Remove part of front hedge and install a vehicle hardstanding and ramp to the front door at 24 Tranquil Dale, Buckland, RH3 7EE. Council had submitted a response to

- (i) express disappointment that this application was being made retrospectively; and
- (ii) to ask whether a more biodiverse design could have been used to meet the stated requirement.

(256) MO/2026/00230 : Demolition of existing two-storey building and associated workshop. The erection of a freestanding restaurant/takeaway with drive thru facility, car parking, landscaping and associated works, including Customer Order Displays.

Council **resolved** to submit a response to MVDC to ask for consideration to be given as to what actions, if any, the applicant could be persuaded to agree be included within a planning condition to ensure litter deposited from vehicles could be linked to those vehicles by the MVDC Joint Enforcement Team with fines levied and, absent such a condition to object.

#### Planning Notifications

(257) Council noted the following Planning Authority notifications:

- (i) MO/2026/00069: Certificate of Lawfulness for a proposed development in respect of the demolition of the existing conservatory and erection of a two-storey rear extension at Parklands, Old Road, Buckland, RH3 7DU. Application registered.
- (ii) RB25/02066: Single storey side extension and two pitched roof dormers to side elevation at Harolyn Cliftons Lane, Reigate RH2 9RA. Approved with conditions.
- (iii) MO/2025/02039: Replacement of roof and wall cladding with alterations to fenestration and installation of Photovoltaic Panels to the roof at Ranmore Service and Engineering Works, Station Road, Betchworth, RH3 7BZ. Approved with conditions.
- (iv) MO/2025/0454: Creation of an additional 3 No. pitches on existing gypsy site, 1 No. communal dayroom and associated soft, hard landscaping and boundary treatments at The Evergreens, Reigate Road, Betchworth, RH3 7DB. Refused.

- (v) MO/2024/2042: Retention of an outbuilding being used as an independent dwelling at Rose Barn, Reigate Heath, Reigate Road, Buckland, RH2 8QP. Appeal dismissed.
- (vi) MO/2025/0384: Erection of a self-build dwelling and associated works on land East of Tranquil House, Old Reigate Road, Betchworth, RH3 7DR. Appeal lodged.

### **Planning Enforcement**

(258) Council noted the following enforcement enquiries remain ongoing:

- (i) Unauthorised activity, including the the construction of hard standing and bund on land which is conditioned to remain in agricultural use and where MVDC has advised due process is being followed; and
- (ii) breach of condition 2 attached to application MO/2014/1045 (Karcher Cleaning) which relates to unauthorised use of the area around the building for storage of materials. The last communication was in June 2024 at which time the owner of the site had sought Council's input pursuant to preparing a planning application.

and MVDC had recently advised there are no further updates available. **Action:** Clerk to continue to monitor.

### **Planning Consultation – Redevelopment of Hartsfield Manor**

(259) Council noted Cllrs Jones, Pryor and Steed and the Clerk had met with consultants working for the owners of Hartsfield Manor, as part of a programme of stakeholder engagement undertaken as the project team refine redevelopment proposals in advance of submitting a planning application.

(260) Council had highlighted the need for any planning application to include a:

- (i) full assessment of the potential for ongoing environmental nuisance (principally noise, light and increased traffic);
- (ii) comprehensive construction transport plan to set out how they plan to mitigate the risk of irreparable damage to the unstable sand banks which line the narrow carriageway of Old Road and Sandy Lane; and
- (iii) sufficient explanation to ensure the expectations of local residents, with respect to non-resident access to utilise the onsite spa facilities are managed at the earliest opportunity.

## **6. Highways and Airports**

### **Highways – Maintenance**

(261) Council noted SCC Highways had recently acknowledged remedial work to address failings in the surface dressing applied to the carriageway of Old Road in July 2025 will need to scheduled during an appropriate weather window.

(262) Council noted:

- (i) SCC Highways had issued an apology to a resident on Old Road who had challenged a contractor who had attempted, on two consecutive working days, to flail a privately owned and well maintained front boundary planting;
- (ii) SCC Highways had advised SCC Cllr Clack that the flailing programme will be updated to exclude the frontage of the property;
- (iii) the Clerk had asked SCC Cllr Clack to support a request from Council for the flailing programme to be published on the SCC website (in the same way as the grass cutting programme) to make it easier for residents to check the proposed works will not risk damage to private property; and
- (iv) the resident, having been unable to elicit a response via the SCC Report-it function, had asked SCC Cllr Clack to help obtain written confirmation that the promised change has been actioned,

and **resolved** to record its formal backing for the above request. **Action:** Clerk to continue to liaise with SCC Cllr Clack and the resident.

## Highways – Road Safety Work

- (263) Council noted that the SCC Road Safety team had shared draft communications prior to issuing letters to residents and local businesses for the work recently undertaken to replace edge of carriageway road markings with raised rib road markings and introduce additional areas of hatched markings. Council, in addition to giving feedback on the drafting of the letter, had asked for Hartsfield Manor and The Red Lion to be added to the circulation list which was otherwise limited to properties located on the A25 Reigate Road.
- (264) Council noted SCC Highways had recently confirmed the proposed reduction in the speed limit on the lower section of B2032 to the north of Betchworth roundabout from 40mph to 30 mph, a change that had been the subject of a recent public consultation, will be implemented.

## Winter Maintenance

- (265) Council noted a two man team had:
- (i) cleared a build-up of seasonal debris from the previously cleared sections of A25 roadside footways that still have an intact surface layer on Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> February; and
  - (ii) edged the areas of grass and hedge that are maintained during the growing season in advance of the first cut for 2026.
- (266) Council **resolved** to add its weight to the positive feedback received from several residents that had expressed their appreciation for a job well done by the team from Josh Flynn Gardening Services. **Action:** Clerk to relay Council's thanks to Josh Flynn.
- (267) Council noted a request had been submitted, via SCC Cllr Clack, to SCC Highways to ask for time to be allocated to edge A25 roadside footways in the east of the parish alongside the:
- (i) westbound carriageway from the informal crossover on Buckland bends to the bus stop by Squires Garden Centre; and
  - (ii) eastbound carriageway between the entrance to Chesterfield Park and the bus stop just to the east of the driveway to Normanton,
- to improve pedestrian access to bus stops in the east of the parish.

## Airports – Development Consent Order (DCO)

- (268) Council noted:
- (i) the Gatwick Area Conservation Campaign (GACC), working with its legal team, had attended a four day hearing at the High Court, during which its legal challenge to the government decision to approve expansion of Gatwick Airport under a DCO had been heard;
  - (ii) the judge's decision is now awaited; and
  - (iii) Peter Barclay, GACC had accepted Council's invitation to speak to the village at the 2026 Annual Parish Meeting on 23<sup>rd</sup> March 2026.

## Airports – Gatwick Route 4

- (269) Council noted:
- (i) Gatwick Airport is inviting communities and stakeholders to have their say on options for the future operation of Route 4 – one of the departure routes for aircraft flying out of the Airport – as part of an Airspace Change Proposal (ACP);
  - (ii) as part of a UK Government programme to modernise the UK's airspace, airports are required to adopt new navigational procedures which use modern, satellite-based technology;
  - (iii) a public consultation on the four shortlisted options for the future operation of Route 4 opened on Tuesday 20 January 2026 and closes at on Tuesday 28 April 2026; and
  - (iv) a post including a link to the consultation is published within the news section of the village website.

## 7. Amenities and Volunteer Activities

(270) Council **resolved** to:

- (i) appoint DG Trees to undertake restorative pruning of the willow tree in accordance with the specification appended to the planning permission on the basis the work will be scheduled to coincide or shortly follow bud burst;
- (ii) authorise the Clerk to arrange payment of £500 plus Vat on receipt of the relevant paperwork. **Action:** Clerk.

(271) Council **resolved** to make a donation of £130 to St Mary's Church, a value sufficient to fund the electricity cost for powering the floodlights to the church for the 2025/26 financial year.

### Annual Parish Meeting

(272) Council noted MVDC Cllrs Budd and Keay had confirmed their intention to attend as had the two invited speakers; SCC Cllr Helyn Clack and Peter Barclay, GACC Chair.

(273) Council considered the arrangements for the Annual Parish Meeting, scheduled to be held at 7.30pm on Monday 23<sup>rd</sup> March 2026. Council noted Cllr Husband will facilitate powerpoint presentations, Cllrs Jones and Cox will arrange refreshments and Cllrs Bourke and Steed will set out the room. **Actions:** All Cllrs to share relevant information and updates with Cllr Husband for inclusion in the Chair's address. Cllr Husband to circulate draft address in advance of the meeting.

### Village Tidy

(274) Council reviewed arrangements for the village tidy and litter pick event planned to commence at 10am on Saturday 11<sup>th</sup> April 2026.

(275) Council noted Cllr Jones:

- (i) will book a litter collection by Amey for Monday 13<sup>th</sup> April 2026;
- (ii) is confident the stock of litter collecting equipment will be sufficient; and
- (iii) will prepare a risk assessment in advance of the event and take a register on the day.

**Actions:** Cllr Husband to prepare a poster to promote the village tidy event to publish via the village website, noticeboards, and the April issue of the parish magazine. Clerk/Cllr Jones to issue reminders via the village email group / Community WhatsApp group, respectively.

## 8. Communications

### Dorking and Villages Neighbourhood Area Committee (DVNAC) Pilot

(276) Council noted:

- (i) SCC, in a full Council meeting held late January 2026, had declared the NAC Pilot programme a success and agreed to extend the pilot by holding two further meetings to the 31<sup>st</sup> March; and
- (ii) Cllr Jones, having provided feedback to the first of the two meetings via SCC Cllr Clack, hopes to attend the second meeting scheduled to be held on Friday 20<sup>th</sup> March 2026.

### MVDC Community Governance Review

(277) Council noted:

- (i) MVDC was meeting tonight to consider the final recommendation emerging from the Community Governance Review;
- (ii) the recommendation is to approve the creation of three new parish councils (Dorking, Westcott and Boxhill) and amendments to the boundaries of Headley and Brockham;
- (iii) if MVDC approves the recommendation the aim will be for parish council elections to be held in May 2027.

## **Surrey Police**

(278) Council noted:

- (i) Surrey Police, having not provided a crime and incident report to the January meeting had since advised that between 10<sup>th</sup> November and 12<sup>th</sup> January one crime was logged;
- (ii) Police had attended and logged a burglary to a garage – with no entry gained and nothing stolen;
- (iii) as this was the first occasion during the tenure of the clerk, that no incidents had been recorded during a two month period, clarification had been sought; and the Clerk had concluded that this may, in part, reflect a change of personnel and a different interpretation of the legislation governing information sharing.

(279) During the period between 12<sup>th</sup> January and 4<sup>th</sup> March 2026, the Neighbourhood team advised four crimes: two assaults and one road traffic collision on the A25 Reigate Road and one report of intruders at a property on Old Road.

(280) Council noted updates issued by Surrey ALC, Surrey Hills, Gatwick Airport and GACC had been circulated to Cllrs and key information published on the parish news page of the village websites and within parish updates.

## **9. Formalities**

(281) Council noted a copy of Buckland Parochial Charity's draft accounts for the year to 31<sup>st</sup> December 2025 had been circulated in advance of the meeting and would be presented to the 2026 Annual Parish Meeting on 23<sup>rd</sup> March 2026.

(282) Council noted that Stuart McLachlan (Capel Parish Cllr) and Cllr Jones had each agreed to continue to serve as non-voting Parish Council representatives on the MVDC Standards Committee for the 2026/27 financial year. Council **resolved** to support the nomination of these two individuals

## **Hybrid meetings**

(283) Council noted:

- (i) Initial investigations had raised a few technical queries that will require careful consideration to ensure any investment made has a reasonable shelf life and can be operated with ease and resilience; and
- (ii) SCC Cllr Clack had suggested that as several proposals had now been submitted based on matched funding that deferring to the 2026/27 financial year would be appropriate.

## **Annual review of effectiveness**

(284) In accordance with advice set out in the Practitioners Guide to Governance and Accountability for Smaller Authorities in England (2025), Council considered the effectiveness of its system of internal control and reviewed the measures in place to prevent and detect fraud and corruption.

(285) Council noted that the Financial Regulations had last been reviewed at the 2025 Annual Meeting and the next review is scheduled for May 2026.

(286) Council, having reviewed the recently circulated risk assessment schedule and audit plan concluded its system of internal control remains effective, its risk assessment is relevant and effective.

(287) Council, having given due consideration, **resolved** to:

- (i) re-adopt the current audit plan; and
- (ii) to appoint Peter Barclay to continue as Council's Internal Auditor for the period covering the preparation and publication of the 2027 Annual Return (AGAR).

**Action:** Clerk to liaise with the internal auditor and issue letter of engagement

## 10. Finance

### Account Payments and Receipts

- (288) Council noted Unity Bank had applied a £6 monthly charge to the current account on 31<sup>st</sup> January and 28<sup>th</sup> February 2026.
- (289) Council noted a payment of £30.00 to Surrey Hills Society had been issued in accordance with minutes 2025/26:210.
- (290) Council **resolved** to approve the following payments:
- (i) HMRC £261.25, PAYE liability re: salary payment in February;
  - (ii) St Mary's Buckland Reading Room £69.00, Hall hire : 12<sup>th</sup> January 2026, 9<sup>th</sup> March 2026, and 23<sup>rd</sup> March 2026;
  - (iii) Josh Flynn Gardening Service £720.00 including £120.00 Vat, Winter maintenance – edging and cutting back;
  - (iv) Buckland Parochial Church Council £130.00, Contribution towards the cost of electricity re: floodlights to the church;
  - (v) Sheena Boyce £20.49 including £3.15 Vat, Reimbursement council expenses;
  - (vi) HMRC £261.45, PAYE liability re: salary payment in March.

### Budget and Precept Request for the period April 2026 – March 2027

- (291) Council noted:
- (i) budget schedules, updated to reflect the decisions taken at the January 2026 meeting had been circulated to Cllrs since that meeting;
  - (ii) the explanatory notes attached to the budget schedule had noted that:
    - (a) no change to fees set in Council's Model Publication Scheme for provision of hard copy information in response to Freedom of Information Request were being made; and
    - (b) no other fees or charges are levied; and
  - (iii) a year-to-date cash book, analysis of current year expenditure against budget, refreshed budget, asset register, and risk assessment schedule had been circulated.
- (292) Council **resolved** to adopt the budget schedules dated 9<sup>th</sup> March 2026. Cllr Husband signed and dated the adopted budget schedules.
- (293) Council noted the asset register had been updated to reflect:
- (i) the installation of a Zoll defibrillator to replace the out of warranty iPad defibrillator; and
  - (ii) the purchase of a new HP laptop, operating Windows 11 Pro as a replacement for Windows 10 Lenova laptop;
  - (iii) **resolved** to adopt the asset register dated 9<sup>th</sup> March 2026; and
  - (iv) note the asset valuations included on the asset register would be used when requesting quotes to renew the parish council insurance.
- (294) Council, having reviewed the risk assessment **resolved** to adopt it without change.
- (295) Council noted a claim for a repayment of the Vat incurred between the 1<sup>st</sup> March 2025 and 28<sup>th</sup> February 2026 had been submitted to HMRC.
- (296) Council **resolved** to make monthly payments to the Clerk, by Standing Order with Unity Trust Bank, on the 19<sup>th</sup> day of each calendar month and schedule a review no later than the 2027 Annual Meeting. It was noted that the:
- (i) Clerk's salary for 2026/27 is calculated by reference to Salary Scale Point 27;
  - (ii) monthly payment includes a home working allowance and reimbursement of £8.50, including £1.42 Vat, per month, for the provision of the Parish Council telephone number and associated call forwarding and messaging service by Virtual Landline.

(297) Council **resolved** to extend its :

- (i) service arrangement with Design Lynx which includes domain hosting, web space, disk space and bandwidth for bucklandsurrey.org.uk for the year commencing 1<sup>st</sup> April 2026;
- (ii) current subscription to Zoom for a further year, at the advised cost of £77.94 including £12.99 Vat.

**Action:** Clerk to arrange payments upon receipt of appropriate paperwork.

(298) Council **resolved** to make a donation of £75.00 to the Gatwick Area Conservation Campaign for providing a speaker for Buckland's Annual Parish Meeting.

**Action:** Clerk to arrange payment prior to the financial year end.

## 11. Forthcoming Meetings

(299) The Parish Council will next meet on Monday 11<sup>th</sup> May 2026 and meetings are subsequently scheduled to be held in the Reading Room on the following dates:

2026: 13<sup>th</sup> July, 14<sup>th</sup> September and 9<sup>th</sup> November; and

2027: 11<sup>th</sup> January, 8<sup>th</sup> March, 26<sup>th</sup> April, 17<sup>th</sup> May, 12<sup>th</sup> July, 13<sup>th</sup> September, and 8<sup>th</sup> November.

(300) The 2026 Annual Parish Meeting will be held at 7.30pm on Monday 23<sup>rd</sup> March 2026 in the Reading Room.

(301) Cllr Jones will attend a meeting of the Dorking and Villages Neighbourhood Area Committee (NAC) at 10am on Friday 20<sup>th</sup> March 2026 at Beare Green Village Hall.

(302) Cllr Bourke and the Clerk will attend a meeting of the MVDC Development Management Forum at Pippbrook at 10am on Tuesday 31<sup>st</sup> March 2026.

There being no other business the meeting closed at 9.30pm.

**Sheena Boyce, Clerk**

email: [parishcouncil@bucklandsurrey.org.uk](mailto:parishcouncil@bucklandsurrey.org.uk)

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