BUCKLAND PARISH COUNCIL

Minutes of a meeting held at 8pm in the Reading Room on Monday 14th September 2026.

Present: Cllrs Bell, Cox, Husband (Chair), Jones, Pryor and Steed.

In attendance Mole Valley District Council (MVDC) Cllr Simon Budd (items 7 - 9), two residents, one member of the public (MOP) and the Clerk.

1. Apologies for Absence

(114) Council **resolved** to accept apologies from Cllr Bourke and noted apologies had been received from Surrey County Council (SCC) Cllr Helyn Clack and MVDC Cllrs Paul Potter and Paula Keay.

2. Declarations of Interest

(115) None.

3. Requests for Dispensations

(116) None.

4. Minutes

(117) Council **resolved** to approve the Minutes of the Meeting held on 13th July 2026. The minutes were duly signed by the Chair as a correct record.

5. Open Forum

(118) Cllr Husband welcomed everyone to the meeting, enquired as to their reason for attending, and, having established that the member of the public had attended to listen to any discussion relating to MO/2026/01018, invited input from two residents who had advised they would be attending to engage with Council during the Open Forum.

(119) The residents outlined a proposal to seek planning permission to build two new homes within a residential curtilage located on greenbelt land beyond the village settlements. Council highlighted aspects of the MVDC Local Plan that were considered could prove relevant and was encouraged to hear engagement with close neighbours had commenced.

The two residents left the meeting.

6. Planning

New Planning Applications

(120) Council noted an update from the Clerk, that following consultation with Cllrs who serve on the Planning Committee, Council had not submitted any comments on the following applications:

(i) MO/2026/00919: Listed Building Application : Installation of new kitchen in existing dining room area and conversion of existing kitchen to utility room; Introduction of new above-ground pipework concealed behind kitchen units; lifting and reinstatement of existing floorboards to allow installation of drainage pipework beneath the floor; formation of service penetration through the wall for the new drainage connection; and, installation of a new external inspection chamber and connection into the existing drainage system at Lakeside House, 4 Buckland Court, Reigate Road, Buckland, RH3 7EA;

(ii) MO/2026/01019: Creation of an additional 2 No. pitches on existing gypsy site (total of 5), erection of 1 No. communal dayroom, bin store and entrance gates with pillars and associated soft and hard landscaping and boundary treatments at The Evergreens, Reigate Road, Betchworth, RH3 7DB;

(iii) MO/2026/01029: Variation of Condition 2 of planning permission MO/2026/00529 for the construction of a hard surfaced tennis court with fencing to allow an increase in height of the fence on one side at Highveld, Pebblehill Road, Betchworth, RH3 7BP;

(iv) MO/2026/01149: Re pollard weeping willow, removing 3-4 metres of the crown leaving the pollard knuckles around 8-9metres from ground level and an overall spread of the crown around 8-9 metres at Little Maltings Cottage, 3 The Green, Rectory Lane, Buckland, RH3 7BH;

(v) MO/2026/01035: Removal of 6 dead ash trees on land to the south of Reigate Road, Buckland;

(vi) MO/2026/01213: Listed Building Application : Refurbishment works to the building, including replacement of loft hatch; installation of insulation; installation of EnviroVent PIV (Positive Input Ventilation); repointing of existing chimney, removal of tiles and installation of new cowls to chimney pots; installation of secondary glazing; installation of wood burning stove; refurbishment and decoration of hall and kitchen; repair and rewiring of electrical services; like for like replacement of bedroom window; repairs and redecoration to windows, guttering and drainage; like for like replacement of timber door to porch; and like for like replacement of timber door to kitchen at Buckland Crossing Cottage, Rectory Lane, Buckland RH3 7BL; and

(vii) MO/2026/01222: Erection of two storey rear gable extension; roof infills and extensions including replacing thatched roof with plain clay tiles and ornamental club tiles, removal of chimney and raising of the roof to both sides; removal of existing front dormer and erection of 3 No. dormer windows to the front and 3 No. dormer windows to the rear; two rooflights to sides; new window to first floor side elevation; and, alterations to fenestration at Lynchets, The Coombe, Betchworth, RH3 7BT.

Hartsfield Manor

(121) MO/2026/01018: Demolition of East Annexe, Headley Wing and part of main building and erection of extension to main building including erection of replacement subterranean extensions to provide additional hotel accommodation (Use Class Class C1), erection of detached ancillary events space, spa and 4 No. lodges, 5 No. treehouses, car and cycle parking, access improvements, landscaping and other associated works at Hartsfield Manor, Sandy Lane, Buckland, RH3 7AA.

(122) Council noted:

(i) the formal 21 day public consultation period had fallen during August 2026 and closed on 1st September 2026;

(ii) following consultation with all Cllrs, two representations; one focused upon the Construction Logistics Plan and a second that commented more broadly on the majority of the other application documents had been submitted to MVDC;

(iii) clarification had been sought from the applicant's project team with respect to the extent of beneficial ownership when compared to the redline indicated on the drawings and Council had held off commenting on ecology and BNG pending a response;

(iv) parish updates had been issued to alert residents to the registration of the application, provide a link to a news item published on the village website that had encouraged individual responses, included links to enable residents to download each of the two Council responses and highlighted information that had come to light that was yet to be published on the MVDC website;

(v) MVDC has been taking longer than the indicative 5 working day timeline quoted on autoresponses to upload representations submitted to MVDC; and

(vi) MVDC had provided assurance all representations are available to the Case Officer and will be gradually uploaded to the public portal as resource permits.

Council agreed, at the suggestion of Cllr Husband to suspend Standing Orders to allow the member of the public to address Council.

(123) Council noted the MOP had indicated the information included in Council's responses was, to the best of their knowledge factually correct. Council expressed thanks to the MOP for taking the time to engage with Council and invited further contact should information come to light that could help inform Council's representations to MVDC.

The member of the public left the meeting and standing orders were resumed.

(124) Council **resolved** to record a vote of thanks to SCC Cllr Clack for her assistance in ensuring Council's response relating to Highways was shared, at the earliest opportunity with the SCC Highways Planning Team.

(125) Council **resolved** not to submit any comments on the following two applications:

(i) MO/2026/01273: Work to one yew tree at Cop End, Old Road, Buckland, RH3 7DY; and

(ii) MO/2026/01284: Erection of a front porch and single storey side extension at The Orchard, Rectory Lane, Buckland, RH3 7BH.

(126) Council, having considered MO/2026/01287: Change of use from storage (Class B8) to a gym (Class E) with associated external works at Allelectrics, Units 2-4, Reigate Road, Buckland, RH2 9RE, **resolved** to submit a response to ask MVDC to give significant weight to any representation submitted by the neighbouring properties with respect to loss of amenity that could be expected to arise if the hours of operation for this site are extended, as requested, to match those that currently apply to the Epsom Crossfit operation.

Planning Notifications

(127) Council noted the following Local Planning Authority planning notifications:

(i) MO/2026/00820: The retention of an outbuilding being used as an independent dwelling and alterations to windows and doors at Rose Barn, Buckland Corner, Buckland, RH2 8QP. Approved with conditions;

(ii) MO/2026/00919: Listed Building Application : Installation of new kitchen in existing dining room area and conversion of existing kitchen to utility room; Introduction of new above-ground pipework concealed behind kitchen units; lifting and reinstatement of existing floorboards to allow installation of drainage pipework beneath the floor; formation of service penetration through the wall for the new drainage connection; and, installation of a new external inspection chamber and connection into the existing drainage system at Lakeside House, 4 Buckland Court, Reigate Road, Buckland, RH3 7EA. Approved with conditions;

(iii) MO/2026/01035: Removal of 6 dead ash trees on land to the south of Reigate Road, Buckland. No objection; and

(iv) MO/2026/00334: Erection of first-floor rear extension with infill roof formed between two existing hipped roofs, matching existing roof pitch and materials. Loft conversion, including change of one existing storage room to a bedroom. Minor increase in ridge height to align ceiling height with existing upper-level bedroom. Proposed erection of two front dormer windows. Proposed roof alteration to replace existing flat roof over utility room with hipped roof, creating a continuous and unified rear roof form at Lynchets, The Coombe, Betchworth, RH3 7BT. Approved with conditions.

Planning Policy

(128) Council noted:

(i) the 2026 National Planning Policy Framework (NPPF) had been published together with updated Housing Delivery Test results;

(ii) Surrey ALC and SLCC are offering planning updates to help Cllrs and Clerks adapt to the changes which have been introduced;

(iii) The Clerk will attend an SLCC led virtual update on 9th December.

Actions: Cllrs to review their availability and advise Clerk should they wish to attend any of the upcoming courses. Clerk to make bookings and ensure timely payment upon receipt of the appropriate invoices.

(129) Council noted

(i) Natural England had recently announced the submission of proposals to the Defra Secretary of State for an extension of the Surrey Hills National Landscape (formerly known as the Surrey Hills Area of Outstanding Natural Beauty (AONB));

(ii) Surrey County Council had given notice of its intention to commence preparation of the Minerals and Waste Local Plan, for the period 2029 to 2044, under the Government's new plan making system; and

(iii) Reigate and Banstead had announced work has begun on a new Local Plan that will shape the future of the borough for the period to 2044.

Planning – Community Engagement

(130) Council noted Cllr Bourke and the Clerk had registered to attend the second six-monthly in person MVDC Development Management Community Engagement Meeting between 10am and noon on Tuesday 29th September 2026.

MVDC Cllr Budd joined the meeting.

7. Highways

Highways

(131) Council noted:

(i) SCC had granted a licence to allow the installation of traffic management between 1st April 2027 and 1st October 2027 to facilitate a "full footway reconstruction including any kerbing works where necessary of the A25 roadside footway between The Pheasant pub and the driveway to the Gate House / Round Lodge"; and

(ii) SCC Cllr Clack had advised Council she would "write a note to highways and urge them to keep this on track for delivery next year".

(132) Council noted that despite assurance the areas of failed surface dressing on Old Road were included on a list of surface dressing snagging tasks to be completed over the summer the work has yet to be undertaken. **Action:** Clerk to ask SCC Cllr Clack to seek assurance from Highways officers that the work is still scheduled.

(133) Council noted:

(i) the SCC Road Safety Team, had installed the equipment in Old Road to undertake the post implementation of the average speed limit on the A25 Reigate Road survey on 10th September 2026;

(ii) on the same day, SCC streetworks had granted Scotia Gas Networks (SGN) an extension to the licence, for traffic lights on the A25 Buckland Road at Reigate Heath; rather than expire on 12th September the licence now runs to 9th October;

(iii) anecdotal feedback suggests drivers are diverting to avoid the queues on the A25 and this is likely to skew the survey data; and

(iv) the aforementioned concern had been shared with the SCC Road Safety Team who had suggested a "wait and see approach".

8. Volunteer Activities and Amenities

Volunteer activity

(134) Council **resolved** to record a vote of thanks:

(i) to everyone who had turned out for the village tidy and litter pick on Saturday 12th September 2026; and

(ii) to the resident who had recently cleared a tree that had fallen from a private garden across the corner verge at the top of Old Road.

Screening - The People's Emergency Briefing

(135) Council noted:

(i) a screening of The People's Emergency Briefing is being hosted by Betchworth Parish Council, reBetchworth and the 4Bs Biodiversity Group at Betchworth Memorial Village Hall on Monday 26th October 2026;

(ii) the information published on the National Emergency Briefing website had been used to create an event post on the village website calendar; information that had included a link to the ticket booking, and a link to the screening map which provides alternative venues to anyone who might wish to view a screening on a different date;

(iii) Cllrs Bell, Husband and Jones confirmed their intention to attend the screening at Betchworth; and

(iv) Cllr Pryor and the Clerk had already attended a screening.

Action: Clerk to provide Cllr Husband's contact details to the Betchworth Chair (via the Clerk) to faciliate a conversation in advance of the meeting if the Betchworth Chair considers if might be helpful.

4Bs Biodiversity Initiative – Betchworth and Buckland Nature Trail

(136) Council noted:

(i) a recent update from the 4Bs Nature Conservation Group had announced an intention to appoint a team of custodians to "help care for and gently steward the route"; and

(ii) the 4Bs lead volunteer had:

(a) provided reassurance landholder consent will be obtained prior to any tasks being undertaken in Buckland;

(b) stated Re Betchworth's 4Bs Nature Conservation Group is not intending to undertake any prior consultation with our local community or with Buckland Parish Council before undertaking tasks;

(c) advised Council will, as a courtesy be advised of any tasks.

(137) Council **resolved** to encourage Buckland landowners to be alert to the need to ensure volunteer activity undertaken on their land, particularly on land which has any designated status, is undertaken in accordance with best practice. e.g. care needs to be taken to ensure ecological advice on any proposed activity is undertaken and pre-action biodiversity surveys are completed, all under the guidance of suitably qualified professionals.

9. Formalities

Policies, Procedures and Schedules subject to periodic review

(138) Council reviewed the following policies to consider whether Council wished to make any changes prior to considering adopting each of them for a further 3-year term: Disciplinary and Grievance Procedure, Statement on Health and Safety and Lone Worker Policy.

(139) Council noted:

(i) one change to the Lone Worker Policy was being recommended; to replace reference to a landline being available to the Clerk with reference to the introduction of a backup e-sim for the Clerk's use to allow calls to be routed via multiple mobile networks; and

(ii) references to the village website had been updated to reflect the .org.uk domain.

(140) Council, having reviewed the policies **resolved** to adopt each policy, otherwise unchanged, for a further 3 year period. **Action:** Clerk to refresh review dates and publish updated versions.

Local Government Reorganisation

(141) Council noted::

(i) East Surrey Council (ESC) Cllrs Jo Farrar-Astrop and Dineke van den Bogerd, citing pressure of fulfilling their duties at MVDC and ESC, had declined an invitation to meet up with Cllr Jones and the Clerk, in Buckland, for a "whistle stop introduction to the parish" focused upon highlighting "aspects of the village that are likely to feature in future communications between Council and East Surrey Council"; and

(ii) our ESC Cllrs have advised they will attend a meeting as soon as they feel they can allocate time and will provide as much advance warning of their planned attendance as possible.

Council **resolved** to repeat the offer of a visit to the village "during daylight hours" prior to attending a Council meeting. **Action:** Clerk to re-issue the offer in October.

(142) Council noted Cllr Jones will be attending a meeting of the Dorking and Villages Neighbourhood Area Committee (NAC) on Thursday 24th September 2026.

(143) Council noted updates issued by the NALC, Surrey ALC, ESC, SCC, MVDC, Surrey Hills Society and the Gatwick Area Conservation Campaign (GACC) had been circulated to Cllrs and key information published within parish updates.

(144) Council noted an update had been requested from the Surrey Police Mole Valley Neighbourhood Team (MVNT) and **resolved** to task the Clerk to include a post meeting note if information is received prior to publishing the minutes. Post meeting note: An update received on Tuesday 15th September had advised the local team hope that as temperatures continue to cool the frequency of trespass into the sites of former quarries will fall. No other trends or concerns were advised.

MVDC Cllr Budd left the meeting.

10. Finance and Risk Management

Account Payments and Receipts

(145) Council noted Unity Bank had applied a £7 service charge to the current account on 31st July and 31st August.

(146) Council noted the following payments had been made in accordance with minute 2026:108:

(i) Surrey ALC £54.00 including £9.00 Vat,
Cllr Husband to attend Surrey ALC AGM and Conference; and

(ii) Surrey ALC £108.00 including £18.00 Vat,
Cllr Bell to attend New Cllr training.

(147) Council noted:

(i) the Local Government Services Pay Agreement 2026 had increased hourly rates of pay by 3.3% with effect from 1st April 2026 and encouraged employers to implement the pay award as swiftly as possible; and

(ii) the pay agreement increases the Clerk's contractual hourly rate of pay from £19.81 to £20.46; and

resolved to amend the standing order for monthly salary payments to reflect the change.

(148) Council **resolved** to approve the following payments:

(i) Cartridge People £155.61 including £25.94 Vat,
Toners – large capacity Black and Colour;

(ii) Society of Local Council Clerks £200.00,
Annual membership renewal;

(iii) Society of Local Council Clerks £46.20 including £7.70 Vat,
Training – Planning Update;

(iv) Honest mobile £45.00 including £7.50 Vat,
Esim for use in Clerk's mobile;

(v) Brevo £7.20 including £1.20 Vat,
One month upgrade to email service;

(vi) HMRC £261.25, PAYE liability re: August salary;

(vii) Sheena Boyce £116.65,
Incremental salary to reflect Local Government Services Pay Agreement to 31st August (backdated to 1st April 2026);

(viii) HMRC £329.94, PAYE liability re: September salary (including backdated increase);

(ix) Sheena Boyce £43.20,
Reimbursement Council expenses; and

(x) HMRC £272.01, PAYE liability re: October salary.

(149) Council noted:

(i) £11,728.33, comprising the second instalment of 2026/27 precept (£10,071.33), concurrent grant (£1,195.00) and council tax support grant (£462.00);

(ii) £37.50 donation, raised by the sale of walk booklets

had been received into Council's bank account between 13th July and 14th September 2026.

11. Forthcoming Meetings

(150) The Parish Council will next meet on Monday 9th November 2026 and meetings are subsequently scheduled to be held in the Reading Room on the following dates:

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

(151) Cllr Jones will attend a meeting of the Dorking and Villages NAC on Thursday 24th September 2026 in Capel Village Hall.

(152) Cllr Bourke and the Clerk will attend an in-person MVDC Development Management Community Engagement Forum on Tuesday 29th September at the MVDC Pippbrook offices.

(153) The Clerk will attend a virtual MVDC Clerks Forum on Wednesday 1st October 2026.

(154) Cllr Pryor will attend the Surrey Wildlife Trust River Mole Catchment Annual Update on Wednesday 14th October in Guildford.

(155) Cllrs Bell, Husband and Jones will attend a screening of The People's Emergency Briefing at Betchworth Memorial Village Hall on Monday 26th October 2026.

(156) Cllr Husband will attend the Surrey Branch of the National Association of Local Councils AGM and Autumn Briefing on Thursday 5th November in Cobham.

(157) The Clerk will attend virtual training updates on 4th December (Prepare for Digitisation of Annual Reporting) and 9th December (National Planning Policy).

(158) The 2027 Annual Parish Meeting will be held at 7.30pm on Monday 1st March 2027 in the Reading Room.

There being no other business the meeting closed at 9.45p.m.

Sheena Boyce, Clerk email: parishcouncil@bucklandsurrey.org.uk

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