BUCKLAND PARISH COUNCIL

Draft minutes of a meeting held at 8pm in the Reading Room on Monday 9th November 2026.

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

In attendance Mole Valley District Council (MVDC) Cllrs Simon Budd, Paul Potter and Paula Keay, Surrey County Council (SCC) Cllr Helyn Clack, East Surrey Council (ESC) Cllr Dineke van den Bogerd, one member of the public (MOP) and the Clerk.

1. Apologies for Absence

(159) Council **resolved** to accept apologies from Cllr Cox.

2. Declarations of Interest

(160) None.

3. Requests for Dispensations

(161) None.

4. Minutes

(162) Council **resolved** to approve the Minutes of the Meeting held on 14th September 2026. The minutes were duly signed by the Chair as a correct record.

5. Open Forum

(163) Cllr Husband welcomed everyone to the meeting, and, having noted the MVDC Cllrs were planning to attend two parish council meetings during the evening proceeded to the agenda.

6. Planning

New Planning Applications

(164) 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/2026/01310: Variation of Condition 2 of permission re: MO/2025/0731: erection of a new entrance porch, part single, part two storey side extension with a pitched roof to allow for the addition of a single storey portico entrance canopy, adjustments to the previously approved high level glazing; an increase in the size of the two storey extension; and alteration to fenestration to ground and first floor of the south eastern elevation at The Stream, Old Road, Buckland. RH3 7DS; and

(ii) MO/2026/01416: Erection of a single-storey rear extension, installation of solar panels, and insertion of a window in the side elevation at Buckland Court Cottage, Buckland Court, Reigate Road, RH3 7EA.

Hartsfield Manor

(165) 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.

(166) Council noted:

(i) MVDC had advised the initial consultation had led to the applicant being informed a full Landscape and Visual Impact Assessment (LVIA) needed to be undertaken and that the SCC Environmental Lead had advised an Environmental Impact Assessment (EIA) Screening Opinion is required;

(ii) the applicant had confirmed to MVDC that the relevant work has been commissioned;

(iii) MVDC had advised that whilst the red line indicated on the location plan will not be changing, the applicant had confirmed they own additional adjoining land and are commissioning an updated location plan to show the relevant land within a blue line boundary, which will be submitted in due course; and

(iv) MVDC had advised the application is currently on hold pending receipt of the required information.

(167) Council noted:

(i) the applicant had submitted new information, comprising a response to SCC Highways, Car Park Management Plan, Travel Plan and revised Draft Construction Logistics Plan;

(ii) MVDC had alerted everyone, who had already submitted a response, to the consultation held between 7th and 22nd October 2026, on the new information;

(iii) a response, drafted following consultation with Cllrs who serve on the Planning Committee, had been submitted; and

(iv) a news post is being maintained on the village website to help residents follow processing of the application.

Planning Notifications

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

(i) 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. Approved with conditions;

(ii) 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. No objection;

(iii) 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. Approved with conditions;

(iv) 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. Approved with conditions;

(v) MO/2026/01273: Work to one yew tree at Cop End, Old Road, Buckland, RH3 7DY. No objection; and

(vi) MO/2026/00588: Tree work to one willow tree, six cypress and one yew at Meadowsweet, Rectory Lane, Buckland, RH3 7BH. Deemed no objection.

Planning Policy

(169) Council noted:

(i) MVDC had implemented changes to its Constitution to comply with recently enacted government legislation (The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026) that came into force on 31 October 2026; and

(ii) the legislation:

(a) sets out which type of planning application must be determined by officers;

(b) defines criteria that must be satisfied and a process which must be followed before determination of a planning application can be referred to a planning committee for determination by MVDC Cllrs;

(c) removes the ability for a MVDC Cllr to “call in” an application for the planning committee to determine.

Rural Roar

(170) Council considered an invitation to join Rural Roar, a campaign championed by Effingham Parish Council, described as a growing national coalition campaigning for a fairer planning system for our villages, countryside and rural communities.

(171) Council noted:

(i) the full text of the invitation had been published on the village website and circulated as a parish update via the village email group;

(ii) the update had invited feedback;

(iii) while the number of replies was modest, they were all supportive.

(172) Council **resolved** to adopt the Rural ROAR resolution. **Action:** Clerk to notify Rural Roar and ask for campaign updates to be sent to the parish council email address.

Council agreed, at the suggestion of Cllr Husband, to suspend Standing Orders to allow ESC Cllr Dineke van den Bogerd to address the meeting prior to the departure of the MVDC Cllrs. For ease of the reader minutes of this discussion commence at 2026:189 and the MVDC Cllrs were present for the discussion recorded as minutes 2026: 189 - 194.

Standing Orders were resumed.

Planning – Community Engagement

(173) Council noted Cllr Bourke and the Clerk had attended the second six-monthly in person MVDC Development Management Community Engagement Meeting between 10am and noon on Tuesday 29th September 2026 and had provided positive feedback to MVDC for a worthwhile event that had included a very useful update from MVDC Planning Policy.

7. Highways and Rights of Way

Highways

(174) Council noted that while SCC Cllr Clack had received assurance from Highways officers that snagging work to address areas of missed and failed surface dressing on Old Road were included on the list of snagging tasks, the work remains outstanding. **Action:** SCC Cllr Clack confirmed she had recently submitted a further request to Highways officers.

(175) Council noted:

(i) the SCC Road Safety Team, had shared the survey data collected during week commencing 10th September 2026 at a location close to Burley, Old Road;

(ii) the two surveys had been undertaken to assess whether the implementation of the average speed limit on the A25 Reigate Road had impacted traffic volumes and speeds on Old Road; and

(iii) whilst there are always outliers, generally speaking, the data shows a continued general compliance with the 30mph speed limit on Old Road.

Rights of Way

(176) Council noted:

(i) Network Rail had recently advised a formal application to make changes to FP471 and FP473 had now been submitted to SCC;

(ii) the next step will be for the SCC Countryside Access team to review the application detail and (hopefully) issue a formal order for public consultation;

(iii) Network Rail has committed to update Council over the coming months.

MVDC Cllrs Budd, Keay and Potter left the meeting.

8. Volunteer Activities and Amenities

(177) Council **resolved** to record a vote of thanks to Martin and Sheena Boyce and Alan and Donna Pryor for installing the poppies and silhouette of a soldier respectively to coincide with the Royal British Legion Poppy Appeal.

(178) Council noted Cllr Pryor had reported a loose paving slab at the War Memorial and resolved to record a vote of thanks to Nigel Husband for resetting the slab.

(179) Council **resolved** to approve a recommendation to continue scheduled grass cutting in the centre of the village for as long as ground conditions permit.

(180) Council noted an update from the Clerk on verbal quotes sought for the 2027/28 grass cutting season and **resolved** to authorise the Clerk to liaise with Josh Flynn to:

(i) arrange for grass cutting to recommence as soon as the ground conditions permit and the rate of growth warrants;

(ii) confirm an extension of the current arrangement for a further twelve month period; and

(iii) diarise a tender of the contract to take effect on 1st April 2028. **Action:** Clerk.

(181) Council **resolved** to approve a proposal to:

(i) authorise budgeted winter maintenance to edge footways alongside the westbound carriageway of the A25 between the parish boundary by Tranquil Dale and Old Road, and the section of footway opposite Buckland Nurseries; and

(ii) encourage all users to report problems they encounter on the footways to the east of the village centre to SCC Highways given the parish council is unable to employ contractors to work on sections of previously cleared footway that do not have an intact top surface.

Digital switchover

(182) Council noted:

(i) BT Openreach had recently circulated an update to parish councils to highlight the upcoming switch off of the analogue telephone network, information that has been shared with the village via the village website, parish updates and the November issue of the parish magazine;

(ii) clarification sought from BT Openreach had led to the Clerk liaising with MVDC to ensure residents that BT Group companies (BT/EE and Plusnet) label as "non-engagers" can be followed up, a process that has required the MVDC Data Protection Officer to arrange for MVDC to enter into a data sharing agreement with BT Group;

(iii) the Mole Valley Life team has been tasked to undertake follow up with residents who will otherwise be left with a heavily restricted ability to make telephone calls pending an upgrade to a digital connection;

(iv) MVDC has advised an approach from Virgin Media has now been received and it is anticipated a similar arrangement will be entered into; and

(v) Council's offer to liaise directly with residents was declined by BT Openreach on the basis BT will only enter into data sharing agreements with principal local authorities (i.e. in our case, with MVDC or SCC).

Council agreed, at the suggestion of Cllr Husband, to suspend Standing Orders to allow input from Principal Authority Cllrs.

(183) SCC Cllr Clack asked whether any reason had been given by BT for refusing Council's offer and, when the Clerk advised the response had been limited to "it is not BT policy", expressed concern about the implications for any resident who suffers disruption after 31st January 2027 and suggested a need for all present to initiate reviews of emergency plans. **Action:** All.

Standing orders were resumed.

Government Be Prepared Campaign

(184) Council noted:

(i) the support section of the village website had been updated to include a "Be Prepared" page with links to the relevant sections of the Campaign on the Government website;

(ii) the information published within the support section, which hosts a page for each of the utility companies serving Buckland, had been refreshed; and

(iii) a parish update had been issued to alert residents to the updates made to the Support section of the village website.

Screening - The People's Emergency Briefing

(185) Council noted:

(i) the village website includes a link to the website promoting public screenings of the briefing that includes upcoming dates and local venues;

(ii) Cllrs Bell and Husband had attended a screening of The People's Emergency Briefing at Betchworth Memorial Village Hall on Monday 26th October 2026; and

(iii) Cllr Bell had circulated a summary of the event.

(186) Council, having considered what follow up actions might be appropriate, **resolved** to ask Cllr Bell to review the information currently published on the village website and to work with the Clerk to prepare relevant periodic messaging to issue as parish updates. **Action:** Cllr Bell and the Clerk.

9. Formalities

Policies, Procedures and Schedules subject to periodic review

Local Government Reorganisation

(187) Council noted:

(i) East Surrey Council (ESC) Cllr Jo Farrar-Astrop had recently resigned, triggering the by election scheduled for Thursday 10th December 2026, and a news item had been published on the village website and highlighted in a parish update encouraging all residents to ensure they will be eligible to vote and setting out relevant application deadlines; and

(ii) links to two consultations launched by ESC, one inviting residents to comment on strategic priorities and a second consulting on a required harmonisation of the district and borough council tax support policies, had been published on the village website and highlighted in a parish update.

(188) Council noted:

(i) Cllr Jones had attended a meeting of the Dorking and Villages Neighbourhood Area Committee (NAC) on Thursday 24th September 2026, an initiative that SCC has committed to support until 31st March 2027;

(ii) ESC had agreed to commission external consultants to develop a framework and roadmap for community led governance in East Surrey; and

resolved to minute Council's disappointment the decision by ESC not to support NACs was not communicated to the Dorking and Villages NAC in time for the September meeting.

ESC Cllr engagement with Parish Councils

(189) ESC Cllr Dineke van den Bogerd (DB) invited feedback on an email she had recently sent to all the parish councils in her ward in which she had proposed arranging a meeting, with her and the ESC Cllr due to be elected on 10th December, in advance of vestment day (1st April 2027), to provide an opportunity to "*establish issues that are common in our rural ward and to start finding a way to address them jointly and for us councillors to have a clear idea of the way the villages want us to work for them* ".

(190) Cllr Husband:

(i) expressed thanks to the Clerk for circulating a briefing (via email), in advance of the meeting, that had recapped on the use and value of parish council forums during her tenure as Clerk;

(ii) noted the update had also been shared with ESC Cllr DB;

(iii) empasised the importance of ESC Cllrs attending parish council meetings to ensure local priorities, needs, issues and concerns can be fully understood and appreciated by our elected ESC Cllrs; and

(iv) asked ESC Cllr DB for confirmation that any future forum being suggested will be in addition to rather than intended to replace in person attendance at parish council meetings by ESC Cllrs.

(191) Cllr Steed stated the need to ensure:

(i) a forum of parish councils should only be convened when there is a clear agenda with a reasonable expectation that there is common ground to be found or benefits to be secured; and

(ii) ESC will facilitate the attendance of relevant officers;

and emphasised that parish councils will continue to need access to the ESC Cllr, supported by ESC officers, to address parish specific issues.

(192) The Clerk took the opportunity to:

(i) express her appreciation for the support provided to parish clerks by MVDC holding bi-monthly meetings, chaired by Piers Mason, Deputy Chief Executive and Executive Head of Service (Planning and Place);

(ii) emphasise how the opportunity for "officer to officer" meetings helps parish councils provide better support to their communities and reduces the need for Council to channel requests via MVDC elected members; and

(iii) asked ESC DB to support Council's request for an equivalent "officer to officer" forum to continue beyond vesting day.

(193) ESC Cllr DB noted the feedback and indicated future proposals would need to wait for the initial meeting to be held and reflect the outcome of the recently launched ESC consultation that seeks to develop a "neighbourhood governance framework and roadmap" to enable ESC to "embed a community-led, place-based neighbourhood governance" that will demonstrate "inclusive participation" into the new organisation "as soon as possible after vesting day".

(194) Council acknowledged receipt of an invitation (dated 6th November 2026) from the external consultants appointed by ESC to lead the review and confirmed an intention to submit a response by the 16th November 2026 closing date. **Actions:** Cllrs to provide input to the Clerk by midday on Saturday 14th November 2026. Clerk, on the basis of consultation with Cllrs, to submit a response to the ESC consultants by Monday 16th November 2026 and to subsequently respond to ESC Cllr DB's email referenced in minute 2026: 189.

(195) A link to a substack post, created by the two ESC Cllrs who will represent Reigate, as part of a campaign they are leading to secure a full review of the SCC decision to relocate Reigate Priory Junior School to Woodhatch Place had been publicised on the village website.

(196) Council noted:

(i) a topical update requested from the Surrey Police Mole Valley Neighbourhood Team (MVNT) had prompted notification of three incidents which had been recorded in Buckland since the September meeting: one of which involved a fraud with a financial loss of £75, concern for a pony and trap on the A25 in darkness and an altercation between two parties already known to Surrey Police;

(ii) the Neighbourhood team has indicated a willingness to periodically attend parish council meetings to meet a need with an aim to visit at least once a year; and

(iii) SCC Cllr Clack's advice that she has observed visits being of most value when areas of interest and/or queries had been shared in advance to allow responses to be researched. **Action:** Clerk to diarise to consider issuing an invitation to the 2027 Annual Parish Meeting.

(197) Cllr Husband had attended the Surrey Branch of the National Association of Local Councils AGM and Autumn Briefing on Thursday 5th November 2026 in Cobham and will share any presentation materials circulated to attendees. **Action:** Cllr Husband.

(198) Council noted updates issued by the NALC, Surrey ALC, ESC, SCC, MVDC, Surrey Community Action Rural Housing Team, Surrey Hills Society, Surrey Wildlife Trust and the Gatwick Area Conservation Campaign (GACC) had been circulated to Cllrs with key information published as news updates on the village website and highlights included within parish updates.

10. Finance and Risk Management

Account Payments and Receipts

(199) Council noted:

(i) Cllr Jones had verified the bank balances entered on the Q2 bank reconciliation against the bank statements, and having reviewed the cashbook against the bank reconciliation, signed the cashbook to confirm no anomalies had arisen between 1st July 2026 and 30th September 2026; and

(ii) financial schedules presented to the meeting had included a year-to-date cash book, an analysis of forecast versus budget expenditure and a bank reconciliation.

(200) Council noted Unity Bank had applied a £7 monthly charge to the current account on each of 30th September and 31st October 2026 and £168.21 Q2 interest to the instant access saver account on 30th September 2026.

(201) Council noted the following payments had been made in accordance with minute 2026:128:

(i) Surrey ALC £108.00 including £18.00 Vat,
Cllr Husband : All about Neighbourhood Plans, 19th November 2026, and
Cllr Pryor : NPPF 2026 and beyond, virtual update, 15th October 2026; and

(ii) Surrey ALC £42.00 including £7.00 Vat,
Cllr Bell : New Cllr finance virtual training, 3rd November 2026.

(202) Council resolved to approve a payment to the Reading Room of £92.00, to settle the cost of room hire for meetings held on 11th May, 13th July, 14th September and 9th November 2026. **Action:** Clerk to raise payment upon receipt of the relevant invoice.

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

(i) Josh Flynn Gardening Service £204.00 including £34.00 Vat,
Grass cutting – 1 cut during September and cutting back A25 footway edges in August.

(ii) Brevo £7.20 including £1.20 Vat,
October upgrade to email service;

(iii) Microsoft £104.99 including £17.50 Vat,
Renewal 365 Software licence;

(iv) Sheena Boyce £7.08,
Reimbursement Council expenses; and

(v) HMRC £271.81, PAYE liability re: November salary.

(204) Council having reflected on the approach to be adopted for preparation of the 2027/28 budget noted:

(i) a staffing committee will need to be held shortly to ensure Council is able to ensure its responsibilities as an employer will comply with the national legislation due to take effect on 1st January 2027;

(ii) MVDC Electoral Services had provided estimated costs for a contested parish election on 6th May 2027 which suggest the existing reserve remains adequate;

(iii) in the absence of any advice to the contrary, Council will assume the parish council tax base for 2027/28 will be advised in early December and the timeline for submitting a precept request will extend to when Council is next due to meet on 11th January 2027; and

(iv) asked the Clerk to prepare a draft budget proposal on the basis the precept should be sufficient to cover the projected expenditure without any projected reliance on reserves. **Action:** Clerk to circulate schedules as soon as practicable following MVDC notification of the tax base.

11. Forthcoming Meetings

(205) The Parish Council will next meet on Monday 11th January 2027 and meetings are subsequently scheduled to be held in the Reading Room on the following dates:

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

2028: 10th January, 13th March, 15th May, 10th July, 11th September, and 13th November.

(206) The Clerk will attend a MVDC Clerks Forum on Wednesday 2nd December 2026.

(207) The Clerk will attend SLCC virtual training updates on 4th December 2026 (Prepare for Digitisation of Annual Reporting) and 9th December 2026 (National Planning Policy).

(208) 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 9.55p.m.

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

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