

# Effingham Parish Council



To all Councillors

Publication date: 24<sup>th</sup> October 2018

## I HEREBY GIVE YOU NOTICE

**that an Ordinary Meeting of Effingham Parish Council will be held in the King George V Hall, Browns Lane, on Tues 30th October 2018 at 8pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.**

Members of the public are welcome to attend and observe. At the Chairman's discretion they may be invited to speak during any item.

Additionally, at the beginning of the meeting under 'Matters raised by Effingham organisations and residents', members of the public may address the Parish Council for up to two minutes each on matters within the Parish Council's scope. To do this, please give details to the Clerk as below, **before the meeting**.

**Jon Short, Clerk and Responsible Financial Officer**

A handwritten signature in black ink, appearing to read 'Jon Short', is written over a light blue horizontal line.

## **BUSINESS TO BE DONE**

<b>319/18</b>	To <b>RECEIVE</b> Apologies For Absence:
<b>320/18</b>	To <b>REVIEW</b> The Register Of Interests & Other Interests Affecting This Agenda:
<b>321/18</b>	<b>Planning Application 18/P/01924: Land at, Church Street, Effingham, KT24</b>  <b>PRESENTATION</b> in support of the housing proposals for land at Church Street, Effingham by Millgate Developments Ltd. (Erection of 23 dwellings plus parking, access and landscaping)
<b>322/18</b>	To <b>CONFIRM</b> The Minutes Of The Previous Meeting Of 25 <sup>th</sup> September 2018.
<b>323/18</b>	To <b>CONSIDER</b> any matters arising from the Minutes not otherwise on the Agenda:

<b>324/18</b>	<p align="center"><b>MATTERS raised by Effingham organisations and residents (UP TO 15 MINUTES)</b></p> <p>Effingham organisations and residents can ask the Chairman and Councillors for updates of particular items, or explain matters of concern within the Parish Council's scope. Councillors may deal with matters or questions straightaway, or follow up by letter or email after the meeting.</p>
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## GOVERNANCE

<b>325/18</b>	<p>To <b>RECEIVE</b> and <b>CONSIDER</b> items relating to governance:</p> <p><b>GDPR update –</b> The clerk recently attended a meeting at GBC to discuss GDPR matters with their Information Rights Officer. (Ciaran Ward). Although a Data Protection Officer is no longer a requirement for Parish Councils, it may be considered desirable to seek professional services to aid compliance. GBC are now working towards providing a costed proposal. Clerk</p> <p><b>2<sup>nd</sup> Quarter Physical Risk Assessment (July to September 2018):</b> The 2<sup>nd</sup> quarter risk assessment, update by the clerk.</p>
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## PLANNING APPLICATIONS

<b>326/18</b>	<p>To <b>RECEIVE</b> a report from the Planning Review Group and <b>CONSIDER</b> responses to Guildford Borough Council on new planning applications, as at 23rd October 2018: <b>(Clerk notes)</b></p>
<b>18/P/01851</b>	Vine Cottage, The Street, Effingham, Leatherhead. KT24 5LQ Replacement garage following demolition of existing.
<b>18/P/01924</b>	Land at, Church Street, Effingham, Surrey. KT24 Erection of 23 dwellings plus parking, access and landscaping.
<b>18/P/01965</b>	Pippins, Lower Farm Road, Effingham, Leatherhead. KT24 5JL Single storey front extension.
<b>18/T/00249</b>	Ramtops, Orestan Lane, Effingham, Leatherhead. KT24 5SP Large Lawson T1 (Conifer) in rear garden to be carefully section felled to ground level because tree is over mature and causes lack of light. (Effingham Conservation Area)
<b>327/18</b>	To <b>CONSIDER</b> responses to Guildford Borough Council on any late received planning applications:

<b>328/18</b>	Previous planning applications: To <b>RECEIVE</b> notification of results set out in <b><u>Appendix 1</u></b>
<b>329/18</b>	<b>Other Planning Matters:</b>

#### **GENERAL PLANNING MATTERS**

<b>330/18</b>	<b>Neighbourhood / Local Plans</b> To <b>RECEIVE</b> reports on the Neighbourhood Plan & GBC Local Plan:  A Parish Council response to GBC's Local Plan consultation – Strategy & Sites – Main Modification has been now sent
<b>331/18</b>	<b>Berkeley Homes /Howard Of Effingham</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any updates on the development:  Notes of meeting of the Effingham/Berkeley Home Liaison Group held 3 <sup>rd</sup> October 2018 in the Parish Room. <b>(Clerk Notes)</b>
<b>332/18</b>	<b>Other Planning Matters</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other planning matters:

#### **WORKING GROUPS**

<b>333/18</b>	<b>Communications Working Group:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the Communications Working Group (CH, AM, LH, AP)
<b>334/18</b>	<b>KGV Joint Working Group:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the KGV Joint Working Group (AM, PM, LH + 2 EVRT Trustees)
<b>335/18</b>	<b>EVRT Trustee Appointment Working Group:</b> (IS/PM/AP/TJ/CH) To <b>RECEIVE</b> and <b>CONSIDER</b> any reports and recommendations from the Trustee Appointments Working Group: <b>(Clerk Notes)</b>
<b>336/18</b>	<b>Policy Review Working Group: (IS/AP/PM)</b>  To <b>APPROVE</b> updates and amendments to the following PC Policies and procedures:  <ul style="list-style-type: none"> <li>5) Complaints procedure</li> <li>6) Policy on equality</li> <li>7) Policy on guidance statements on freedom of information (FOI)</li> <li>8) Policy on the retention and disposal of records and documents</li> <li>9) Policy on press and media protocols</li> <li>10) Policy on data protection and information security</li> <li>13) Policy on emails</li> </ul>

	<p>The following policies and procedures were reviewed, and considered fit for purpose:</p> <p>Standing Orders Financial Regs Code of Conduct</p> <p>1) Policy against bribery 2) Policy on the acceptance of gifts and hospitality 3) Policy against fraud and corruption 4) Policy on whistleblowing 11) Council employees; code of conduct 12) Protocol for dealings by council staff with members of the public</p>
<b>337/18</b>	<p>To <b>RECEIVE</b> - Conservation Area Appraisal update: (AM, IS, LM, SM, VW)</p> <p>Update by Cllr Mayell, following a recent meeting with GBC representatives. <span style="float: right;"><b>(Clerk Notes)</b></span></p>

#### **HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS**

<b>338/18</b>	<p>Highways, Transport &amp; Countryside Access matters: To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to highways matters:</p>
<b>339/18</b>	<p><b>RECEIVE</b> updates on the alledged public rights of way between Lower Road and FP118 (Effingham)</p>

#### **FINANCIAL MATTERS**

<b>340/18</b>	<p>Invoices for payment To <b>RECEIVE</b> and <b>APPROVE</b> invoices for payment in <b>(Clerk Notes)</b></p>
<b>341/18</b>	<p>Other Financial matters To <b>RECEIVE</b> and <b>CONSIDER</b> any reports or correspondence relating to other finance matters</p>
<b>342/18</b>	<p><b>2019/2020 Budget &amp; Precept</b></p> <p>To <b>CONSIDER</b> options for the 2019/20 precept including support for Effingham Village Recreation Trust.</p> <p>To <b>RECEIVE</b> a briefing note on EVRT funding proposal, prepared by Cllr's Symes, Pindar &amp; Hogger. <b>(Clerk Notes)</b></p>

<b>343/18</b>	<p><b>PR Electricity Provider</b>  The clerk requests delegated authority to review the PC's current electricity provider, and to change provider if advantageous along with a change to Direct Debit payment.</p>
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**COMMUNITY AND ENVIRONMENT**

<b>344/18</b>	<p><b>Community Fund:</b>  To <b>RECEIVE</b> grant requests, if any:</p> <p>To <b>CONSIDER</b> a Community Fund Grant request from The Parish of St.Lawrence Effingham with All Saints, Little Bookham. The grant if successful would contribute towards a target of £45k for replacement Church LED lighting. (£5k has been requested.)  Previous minute ref – 310/18 (September Agenda) <b>(Clerk Notes)</b></p>
<b>345/18</b>	<p>To <b>CONSIDER</b> a revised C/F grant application from the KGV Toddlers' Playground Appeal Group.  The original grant was agreed (subject to conditions) in support of providing new playground equipment (£5600).  A revised application for playground fencing has now been received (£5668). <b>(Clerk Notes)</b></p>
<b>346/18</b>	<p><b>Concurrent Functions Grants</b>  To <b>RECEIVE</b> any updates.  The clerk can report that the following projects have now been completed under the scheme:</p> <ol style="list-style-type: none"> <li>1) Rebuilding of the steps at the pedestrian entrance from the A246 Guildford Road onto the south-eastern part of the KGV fields.</li> <li>2) Installation of a low wooden single post wooden fence around the KGV car park.</li> </ol> <p>The final part of the 2018/19 CFGA is for improvements at the shop parade.</p>
<b>347/18</b>	<p><b>Effingham Village Recreation Trust</b>  To <b>RECEIVE</b> any updates.</p>
<b>348/18</b>	<p><b>Other Community Matters</b>  To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other community or environmental matters</p>

## COUNCIL ADMINISTRATIVE MATTERS

<b>349/18</b>	To <b>RECEIVE</b> updates, if any:
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## REPORTS

<b>350/18</b>	<p>To <b>RECEIVE</b> reports on:</p> <p><b><u>Police and community issues</u></b> - August 2018 <b>Appendix 2</b></p> <p><b><u>Allotments</u></b></p> <p><b><u>Burial Ground</u></b></p> <p><b><u>KGV Hall and Fields</u></b></p> <p><b><u>Home Farm West - Calvert and Chester Roads</u></b></p> <p><b><u>Friends of Effingham Common</u></b></p> <p>Report on 2018 Commoners Day: The biennia Commoners Day was considered a great success with fine weather and record attendance by local residents (541). There were activities suitable for all ages and refreshments provided by Effingham Cricket Club.</p>
<b>351/18</b>	<p>Other Parish Matters</p> <p>To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other parish matters</p>

## CORRESPONDENCE

<b>352/18</b>	<p>Any Other Correspondence</p> <p>To <b>RECEIVE</b> and <b>CONSIDER</b> any other correspondence</p> <p>To consider the email received from a local resident regarding possible development of the fields behind Leewood Way. <b>(Clerk Notes)</b></p> <p>To consider the email received from a local resident regarding the illidged unlawful use of The Street, by HGV vehicles exceeding 7.5 tons. <b>(Clerk Notes)</b></p> <p>To consider the email received from a local resident regarding the problem of surface water on the A246, near the junction with Beech Avenue. <b>(Clerk Notes)</b></p>
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	<p>To consider the email received from a local resident regarding speeding vehicles in Dirtham Lane. <b>(Clerk Notes)</b></p> <p>To consider the email received from a local resident regarding section 106 payments and the Berkeley Homes / Howard of Effingham Sch development. <b>(Clerk Notes)</b></p> <p>A letter of thanks has been received from The Royal British Legion regarding the recent EPC donation of £500 towards the purchase of 2 x Silhouettes. The displaying of silhouettes is in commemoration of the 100<sup>th</sup> anniversary of the Armistice, the end of WW1. <b>(Clerk Notes)</b></p>
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**NEXT AGENDA**

<b>353/18</b>	To <b>NOTE</b> new items of business for the Agenda of the next meeting
	<b>Next meeting -</b> Tuesday November 27th, 8pm KGV Hall, Browns Lane, Effingham.
	<b>Next Planning Review Group meeting:</b> Tuesday November 20 <sup>th</sup> , 7.30pm Parish Room.

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**APPENDIX 1****Planning Results (as of 24.10.18)****328/18**

- 18/T/00222** **St.Lawrence Prim.Sch.**, Lower Road, Effingham. KT24 5JP  
Various tree works.  
**Tree Application Approved.**
- 18/T/00221** **1 Church Cottages**, Church Street, Effingham. KT24 5LZ  
Reduce back the southern lateral branches on a semi-mature Ginkgo in Front garden which grow over adjacent BT cable to leave a 1m clearance.  
**Tree Application Approved**
- 18/N/00107** **Former Manor Garages**, Ranmore Manor, Ranmore Com. RH5 6SX  
Non-material amendment to planning application 14/P/01028 approved on 28.04.15, showing each unit providing 4 (no) bedrooms and with 4 additional velux roof lights.  
**Part approved, Part refused.**
- 18/P/01731** **36 Strathcona Avenue**, Bookham, Leatherhead. KT23 4HP  
Single storey rear extension, loft extension and front porch.  
**Approved.**
- 18/P/01702** **Rossett Ghyll**, Heath View, East Horsley, L/head. KT24 5EA  
Construction of first floor extension over existing garage and new ssingle side storey extension.  
**Approved.**
- 18/T/00203** **Robinswood**, Beech Avenue, Effingham, L/head. KT24 5PJ  
T1 Ash – Fell  
**Tree Works Approved With Conditions**
- 18/P/01634** **Effingham Post Office**, The Street, Effingham, L/head. KT24 5LQ  
Variation/Removal of conditions 4,5,8 & 9 of 16/P/02031  
**Approved.**
- 18/T/00186** **Ranmore**, Beech Avenue, Effingham, L/head. KT24 5PJ  
Beech (T1) -raise crown to achieve a clearance of up to 4m from ground level (Tree Preservation Order P1/201/150)  
**Tree Works Approved With Conditions**
- 18/P/01537** **Old Way Cottage**, Orestan Lane, Effingham, Leatherhead. KT24 5SN  
Certificate of lawfulness for a proposed development to establish whether a garage on side elevation and a side and rear extension would be lawful.  
**Approved.**



- 18/P/01523 Meadow Plat, Ranmore Common, Dorking. RH5 6SX**  
Erection of a two storey detached ancillary outbuilding following demolition of the existing outbuilding.  
**Approved.**
- 18/P/01510 Meadowsweet, Heathway, East Horsley, Leatherhead. KT24 5ET**  
Certificate of Lawfulness to establish if the construction of a single Storey oak-framed outbuilding housing a swimming pool and the extension of existing garden path would be lawful.  
**Part Approved, Part Refused.**
- 18/P/01300 18 Norwood Close, Effingham, Leatherhead. KT24 5NY**  
Erection of a timber summer house – retrospective.  
**Approved.**

**APPENDIX 2**

**350/18**

**Crime Figures**

**August 2018**

**16 Incidents**

On or near:

Beech Avenue	Burglary
Beech Avenue	Violence and sexual offences
Browns Lane	Violence and sexual offences
Calvert Road	Anti-social behaviour
Calvert Road	Violence and sexual offences
Chapel Hill	Public order
Church Street	Anti-social behaviour
Church Street	Violence and sexual offences
Dirtham Lane	Anti-social behaviour
Effingham Place	Public order (x2)
KGV Sports Grounds	Anti-social behaviour (x2)
Lindens Close	Violence and sexual offences
Lutchens Close	Burglary
Norwood Road	Anti-social behaviour