

# Effingham Parish Council



To all Councillors

Publication date: 25<sup>th</sup> July 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 31st July 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>229/18</b>	To <b>RECEIVE</b> Apologies For Absence:
<b>230/18</b>	To <b>REVIEW</b> The Register of Interests & Other Interests Affecting This Agenda:
<b>231/18</b>	To <b>CONFIRM</b> The Minutes of The Previous Meeting of 19 <sup>th</sup> June 2018.
<b>232/18</b>	To <b>CONSIDER</b> any matters arising from the Minutes not otherwise on the Agenda:
<b>233/18</b>	<b>MATTERS raised by Effingham organisations and residents (UP TO 15 MINUTES)</b>  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.

## GOVERNANCE

	To <b>RECEIVE</b> and <b>CONSIDER</b> items relating to governance:
<b>234/18</b>	To <b>consider and approve</b> for adoption, the newly drafted parish council Email Policy. (Clerk notes)
<b>235/18</b>	<p>To <b>consider and decide</b> – should the Chairman have discretion to reply to correspondence under certain circumstances, without referring back to the Parish Council?.</p> <p><b>Motion:</b> "The Chairman shall decide the appropriate action to be taken on any correspondence (letter or email) addressed to the Chairman, whether or not it is copied to other Parish Councillors. The Chairman shall pay due regard to privacy and data protection, and shall not copy letters or forward emails to all Councillors unless the correspondent specifically requests this or the matters raised require this to be done. The reply will normally be copied to all who received copies of the original correspondence.</p> <p>Appropriate action may include:</p> <ol style="list-style-type: none"> <li>1. Replying after consulting the Clerk.</li> <li>2. Replying after consulting the Clerk and any parish councillors with specific knowledge of the matters raised in the correspondence.</li> <li>3. Adding the correspondence to the agenda of the next parish council meeting for consideration by all Parish Councillors before replying.</li> <li>4. Sending a personal reply without further consultation.</li> <li>5. Such other action as the Chairman may decide." </li></ol>
<b>236/18</b>	To <b>receive and consider</b> the 1 <sup>st</sup> quarter physical risk assessment (April to June 18) carried out by the clerk. (Clerk notes)

## PLANNING APPLICATIONS

<b>237/18</b>	To <b>RECEIVE</b> a report from the Planning Review Working Group and <b>CONSIDER</b> responses to Guildford Borough Council on new planning applications, as at 25 <sup>th</sup> July 2018: (Clerk notes)
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<b>18/P/01114</b>	<b>Land opposite White Lodge</b> , Critten Lane, Dorking. RH5 6ST Proposed erection of traditional timber stable block comprising four stables, feed room, tack room, rug store and a separate covered area and hay barn with associated turning area, addition of internal, external security lights, erection of fencing and gates, removal of existing adjacent track.
<b>18/P/01149</b>	<b>Greenfields Farm</b> , Orestan Lane, Effingham. KT24 5SJ Erection of stables.
<b>18/P/01205</b>	<b>2 Leewood Way</b> , Effingham, Leatherhead. KT24 5JN First floor side extension, double storey rear extension and changes to fenestration.
<b>18/P/01242</b>	<b>Greenacres</b> , High Barn Road, Effingham, Leatherhead. KT24 5PT Re-positioning of existing main entrance with erection of new entrance gates and pillars as well as new new entrance gates and pillars to stable yard access.
<b>18/P/01360</b>	<b>High Barn</b> , High Barn Road, Eflingham, Leatherhead. KT24 5PR Erection of a new dwelling together with ancillary development including basement, swimming pool and associated infrastructure and landscaping works following demolition of existing house and leisure complex.
<b>18/W/00076</b>	<b>Nemora</b> , Forest Road, Effingham Junction, Leatherhead. KT24 5HE Prior notification for a single storey 5.8 metre rear extension, 4.6 metres in height with an eaves height of 2.3 metres.
<b>18/W/00084</b>	<b>Huckamoore</b> , Orchard Close, East Horsley, Leatherhead. KT24 5EZ Prior notification for a single storey 7.92 metre rear extension, 2.96 metres in height with an eaves height of 2.75 metres.
<b>238/18</b>	To <b>CONSIDER</b> reponses to Guildford Borough Council on any late received planning applications:
<b>239/18</b>	Previous planning applications: To <b>RECEIVE</b> notification of results set out in <b><u>Appendix 1</u></b>
<b>240/18</b>	Other Planning Matters:

## GENERAL PLANNING MATTERS

<b>241/18</b>	Neighbourhood / Local Plans To <b>RECEIVE</b> reports on the Neighbourhood Plan & GBC Local Plan:
<b>242/18</b>	Berkeley Homes /Howard Of Effingham To <b>RECEIVE</b> and <b>CONSIDER</b> any updates on the development:

<b>243/18</b>	Wisley Airfield Appeal To <b>RECEIVE</b> and <b>CONSIDER</b> any updates on this appeal:
<b>244/18</b>	Other Planning Matters To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other planning matters:  <b>To note:</b> Meave Faulkner (GBC Design & Conservation Team Leader) has confirmed that the outstanding Conservation Area Appraisal for Effingham will start shortly after, a proposed meeting with the Parish Council in September.

### WORKING GROUPS

<b>245/18</b>	Communications Working Group: To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the Communications Working Group (CH, AM, LH, AP)
<b>246/18</b>	KGV Joint Working Group: To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the KGV Joint Working Group (AM, PM + 2 EVRT Trustees)  <b>To receive</b> – Terms of reference for the KGV Joint Working Group (KGV WG) (Clerk notes)  <b>To receive</b> – Draft minutes from the latest KGV Joint Working Group (11.07.2018) (Clerk notes)
<b>247/18</b>	Services Consultation Working Group:  To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the Services Consultation Working Group (LH + all Parish Councillors)
<b>248/18</b>	EVRT Trustee Appointment Working Group:  To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the Trustee Appointments Working Group:  Report back from meeting of 16.07.2018. (163/18) (Clerk notes)

## HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

<b>249/18</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> <p><b>To consider and decide:</b> upon a Parish Council representative to attend and speak at the SCC MVDC Local Committee meeting (5<sup>th</sup> September), regarding the Howard of Effingham TPO proposal and footpath FP75. Registration to speak must be made no later than mid-day on the 4<sup>th</sup> September, but after the 28<sup>th</sup> August.</p>
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## FINANCIAL MATTERS

<b>250/18</b>	<p>Invoices for payment To <b>RECEIVE</b> and <b>APPROVE</b> invoices for payment in <b>Clerk Notes</b></p>
<b>251/18</b>	<p>Other Financial matters To <b>RECEIVE</b> and <b>CONSIDER</b> any reports or correspondence relating to other finance matters</p> <p>To consider possible applications to the SCC Members Allowance. (dead-line 31.01.2019) (Clerk notes)</p>

## COMMUNITY AND ENVIRONMENT

<b>252/18</b>	<p>Community Fund: To <b>RECEIVE</b> and <b>CONSIDER</b> grant requests, if any:</p>
<b>253/18</b>	<p>Concurrent Functions Grants To <b>RECEIVE</b> any updates. To consider the recently received 2019-20 CFGA application documents, and any first thoughts on funding options. <u>Deadline for applications is Friday 7<sup>th</sup> September 2018.</u> (Clerk notes)</p>
<b>254/18</b>	<p>Effingham Village Recreation Trust To <b>RECEIVE</b> any updates.</p>
<b>255/18</b>	<p>Other Community Matters 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>256/18</b>	<p>To <b>RECEIVE</b> updates, if any:</p> <p><b>To consider</b> the current wording on the PC website regarding the hiring of the parish room, and decide if it requires updating. (Clerk notes)</p>
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## REPORTS

<b>257/18</b>	To <b>RECEIVE</b> reports on:
<b>257/18a</b>	<b><u>Police and community issues</u></b> - May 2018 <span style="float: right;"><b>Appendix 2</b></span>
<b>257/18b</b>	<p><b><u>Allotments</u></b></p> <p><b>To consider:</b> quotes received to cut back badly overgrown allotment hedge. <span style="float: right;">(Clerk notes)</span></p> <p><b>For information:</b> The 2018 Allotment Holders Gathering is due to take place on Tuesday 7<sup>th</sup> August, from 7.30pm in the KGV Hall.</p>
<b>257/18c</b>	<b><u>Burial Ground</u></b>
<b>257/18d</b>	<b><u>KGV Hall and Fields</u></b>
<b>257/18e</b>	<b><u>Home Farm West - Calvert and Chester Roads</u></b>
<b>257/18f</b>	<b><u>Friends of Effingham Common</u></b>
<b>258/18</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>259/18</b>	<p>Any Other Correspondence</p> <p>To <b>RECEIVE</b> and <b>CONSIDER</b> any other correspondence</p> <p><b>To note:</b> Letter of thanks received from Kent Surrey Sussex Air Ambulance for a recent grant by EPC (£300), which will be used for operational costs. <span style="float: right;">(Clerk notes)</span></p> <p><b>To consider:</b> The Parish Council has received a letter from Pat Hindley, on behalf of Alzheimer's Research UK, who would like to speak at a PC meeting to raise awareness of the charity's work and to inspire people to support the charity. <span style="float: right;">(Clerk notes)</span></p>
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## NEXT AGENDA

<b>260/18</b>	To <b>NOTE</b> new items of business for the Agenda of the next meeting
	<b>Next meeting -</b> Tuesday 28 <sup>th</sup> August 8pm KGV Hall, Browns Lane, Effingham.
	<b>Next Planning Review Working Group meeting:</b> Tuesday 21 <sup>st</sup> August – Parish Room

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### APPENDIX 1

### Planning Results 239/18

- 18/P/00154**      **Breton House**, Heathway, East Horsley, L/head. KT24 5ET  
Erection of three residential dwellings, with associated parking, landscaping and amenity space following demolition of the existing dwelling house.  
**Refused**
- 18/P/00770**      **36 Strathcona Avenue**, Bookham, L/head. KT23 4HP  
Proposed porch to front of property, convert garage to habitable Accommodation, single storey extension to rear of property, loft conversion and changes to fenestration.  
**Refused**
- 18/P/00771**      **Tollgate Lodge**, Guildford Road, Effingham. KT24 5QL  
Variation of condition no.2 (drawing numbers) of application no 18/P/00231 approved on 16.04.2018 to add three side dormer windows.  
**Approved**
- 18/P/00829**      **Meadowsweet**, Heathway, East Horsley, L/head. KT24 5ET  
Certificate of lawfulness to establish whether a single storey oak framed outbuilding housing a swimming pool, gym and other associated uses would be lawful.  
**Part Approved / Part Refused**
- 18/P/00875**      **47 Norwood Road**, Effingham, Leatherhead. KT24 5NU  
Proposed erection of single storey side/rear extension, single storey rear covered loggia, front porch and new roof light following demolition of existing garage.  
**Approved**
- 18/P/00921**      The Squirrels, Effingham Common, Effingham. KT24 5JE  
Proposed erection of a single storey first floor front gable extension.  
**Approved**

- 18/P/00944**      **9 Manor Gardens**, Effingham, Leatherhead. KT24 5PF  
First floor side extension.  
**Approved**
- 18/P/00950**      **5 Middle Farm Close**, Effingham, Leatherhead. KT24 5LB  
Single storey rear and side extension.  
**Approved**
- 18/P/00964**      **St.Terasas School**, Effingham Hill, Dorking. RH5 6ST  
Proposed relocation of 20 car parking spaces, extension to existing footpath, and erection of 2 timber bus shelters.  
**Approved.**
- 18/P/01012**      **Robinswood**, Beech Avenue, Effingham. KT24 5PJ  
Certificate of lawfulness for a proposed development to establish whether a replacement building would be lawful.  
**Approved.**
- 18/P/01096**      **75 Strathcona Avenue**, Bookham, Leatherhead. KT23 4HR  
Erection of a single storey rear extension including four new roof lights.  
**Approved**
- 18/W/00068**      **Huckamore**, Orchard Close, East Horsley. KT24 5EZ  
Prior notification for a single storey 7.92 metre extension, 2.96 in height with an eaves height of 2.75 metres.  
**Refused**
- 18W/00076**      **Nemora**, Forest Road, Effingham Junction. KT24 5HE  
Prior notification for a single storey 5.8m rear extension, 4.6m in height with an eaves height of 2.3m.  
**Refused.**
- 18/W/00072**      **Flat 1, 257 Guildford Road**, Effingham, L/head. KT24 5NP  
Prior notification for a change of use from (B1) office to (C3) residential.  
**Refused**

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**APPENDIX 2**

**256/18a**

**Crime Figures**

**May 2018**

**5 Incidents**

Effingham Common Road  
Orestan Lane  
Lower Road  
Barnes Wallis Close  
Mount Pleasant

Anti-social behaviour  
Other theft  
Anti-social behaviour  
Violence and sexual offences  
Other theft

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