

# MINUTES OF THE ORDINARY MEETING OF

## Effingham Parish Council

Tuesday 28th January 2020, 8pm KGV Hall, Browns Lane.

**Present:**

Councillors Cornwell, Hackett, Hogger, Moss, Muscat,  
Pindar (Vice Chairman), Symes (Chairman).

County Councillor Iles

**Also in attendance:**

Parish Clerk  
6 local government electors

### BUSINESS TO BE DONE

043/20	<b>APOLOGIES</b> for absence were received from Councillors Roscoe and Mayell & Thorne.
044/20	<b>Register of Interests &amp; Other Interests Affecting this Agenda:</b>  Cllr Hogger declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications.  It was noted that Cllr Thorne hadn't taken part in considering planning applications 20/T/00003 & 20/T/00014.  Planning application 20/T/00008 was not considered by the parish council, as it was a parish council application.
045/20	<b>Minutes:</b> The Minutes of the previous meeting of 7th January 2019 were approved and duly signed by the Chairman.
046/20	<b>Matters arising from the Minutes not otherwise on the Agenda:</b> The clerk confirmed that Cllr Roscoe had responded to a letter from the 1 <sup>st</sup> Effingham Brownies, and was planning to attend one of their meetings soon. It is hoped the Brownies and Parish Council can work together to find a solution to reduce litter in the village. The Great British Spring Clean event may be useful to kick start any litter reduction initiative. (20 <sup>th</sup> March – 13 <sup>th</sup> April 2020)

<b>047/20</b>	<p><b>MATTERS raised by Effingham organisations and residents</b>  A local resident addressed the parish council regarding The Douglas Haig PH, parking and council taxes. The items presented to the parish council weren't considered to be matters within the parish council's scope.</p> <p>Another local resident commented on the destruction of grass verges by HGV's on Church Street near the junction with Chapel Hill.</p>
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## GOVERNANCE

<b>048/20</b>	<p><b>Items relating to governance:</b>  It was noted that the original intention was that the survey about parish council services would be an opportunity to help EVRT to consult residents about the KGV rebuild project. Since that project was dependent on the Berkeley Homes development, it was decided to defer the survey into parish council services until we know whether or not the King George V rebuild project will go ahead.</p>
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## PLANNING APPLICATIONS

<b>049/20</b>	<p>The Planning Review Group report was received.  <b>Planning Applications received and considered, as of 21<sup>st</sup> January 2020.</b></p>
<b>19/P/02076</b>	<p><b>Upper Leewood Farm</b>, Effingham Common Road. KT24 5JQ  Engineering works to restore degraded pasture land with additional topsoil. Returned to pasture land. <b>(Retrospective)</b>  <b>No comment.</b></p>
<b>20/P/00034</b>	<p><b>Harken</b>, Orestan Lane, Effingham, Leatherhead. KT24 5SN  Proposed single storey rear extension, new roofs, conversion of existing store to habitable accommodation and changes to fenestration.  <b>No comment.</b></p>
<b>20/T/00003</b>	<p><b>The Cottage</b>, The Street, Effingham, Leatherhead. KT24 5LQ  Thuja x7 reduce by removal of side branches below 2m, Horse Chestnut to be raised by removal of branches hanging to within 5m of the ground.  <b>No comment.</b></p>
<b>20/T/00008</b>	<p><b>The Laurels</b>, The Street, Effingham, Leatherhead. KT24 5LH  Acer (T1) – fell and replace with similar due to rot, Acer (T2) – one to two metres crown reduction, crown lift to five metres from ground level and thin by 20%, remove dead wood (exempt works); Liquid Amber (T3) – fell and replace with same species. (ECA)  <b>Not considered.</b></p>

<p><b>20/P/00068</b></p> <p><b>20/P/00085</b></p>	<p><b>Common View</b>, Forest Lane, Effingham Junct.,E.Horsley.KT24 5HN Erection of a new bungalow following demolition of existing bungalow. <b>No comment.</b></p> <p><b>Whislars Farm</b>, Guildford Road, Effingham,L/head. KT24 5QD Erection of a part single.two storey side extension with one roof light, to provide wheelchair access. <b>Comment.</b> <span style="float: right;"><b>(see appendix 3)</b></span></p>
<p><b>050/20</b></p>	<p><b>Previous planning applications:</b> Notification of results are set out in <b><u>Appendix 1</u></b></p>
<p><b>051/20</b></p> <p><b>20/T/00014</b></p>	<p><b>Late received planning applications considered:</b></p> <p><b>The Cottage</b>, The Street, Effingham, Leatherhead. KT24 5LQ Reduce seven laurels by about 50% to clear the drive and boundary on southern side of the garden. Reduce two larger Hornbeams by about 25% to clear neighbouring building and remove two smaller Hornbeams. (Effingham Conservation Area) <b>No comment.</b></p>
<p><b>052/20</b></p>	<p><b>Other Planning Matters:</b> Conservation Area Appraisal Consultation: A local resident spoke regarding the updated draft Conservation Area appraisal, which is an important document, when faced with a planning application proposing an unsuitable development in the Conservation Area. It was agreed that the original assessment had been beautifully produced, however it was factually wrong in areas. Important elements that appear missing from the new draft include:</p> <ol style="list-style-type: none"> <li>1) The removal of the following properties from the conservation area – Dolphin House, Tythe Barn &amp; Fairways. (found on the north-side of the A246 near to Effingham Golf Club.</li> <li>2) Lack of detail regarding the historically importance of low walls and hedges in the centre of the village, which give a feeling of openness.</li> </ol> <p>The parish council again thanked Councillor Mayell, Susan Morris &amp; Vivien White for all their hard work to date, on this crucial document, and agreed to prepare a response to the consultation at a working group meeting on 11 February.</p>

## GENERAL PLANNING MATTERS

<p><b>053/20</b></p>	<p><b>Neighbourhood / Local Plans</b>            Reports on the Neighbourhood &amp; Local Plans:</p> <p>It was agreed that councillors would meet as soon as practical to discuss Mole Valley District Council's Local Plan, and then make recommendations at February's parish council meeting.            A consultation on the plan is running from the 3<sup>rd</sup> February to the 16<sup>th</sup> March 2020.</p> <p>It was agreed that councillors would meet as soon as practical to discuss Guildford Borough Council's Supplementary Planning Documents (SPD &amp; SDF).            A consultation on the plans is due to run for 5 weeks commencing 20<sup>th</sup> January 2020.</p>
<p><b>054/20</b></p>	<p><b>Berkeley Homes /Howard Of Effingham</b>            Updates on the development:</p> <p>The parish council had received a report that empty buildings on the Effingham Lodge Farm site were being used by drug users.            The clerk was asked to make contact with Surrey Police for an update.  <b>Action</b> Clerk</p>
<p><b>055/20</b></p>	<p><b>Other Planning Matters</b>            None.</p>

## WORKING GROUPS

<p><b>056/20</b></p>	<p><b>Communications Working Group: (CH, BR, LH, AP)</b>            Reports from the Communications Working Group:            Cllr Hackett updated the parish council regarding his village magazine project. He confirmed that good progress was being made to create a not for profit organisation and opening a new bank account.</p>
<p><b>057/20</b></p>	<p><b>EVRT Trustee Appointment Working Group:            (IS/PM/AP/LH/CH/BR)</b>            Updates:            None.</p>
<p><b>058/20</b></p>	<p><b>Finance &amp; General Purposes Working Group: (AP/KC/IS/JS)</b>            Reports and recommendations:            None.</p>
<p><b>059/20</b></p>	<p><b>Transport Group:</b>            The Council noted that the Group had met on 21 January and that a draft note of the meeting had been circulated</p>

060/20	<p><b>Parish Council Website Working Group</b> Cllr Hogger reported that good progress was being made regarding the new parish council website. A draft front page design from the providers (Advansys) has been considered and approved by the working group.</p>
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#### HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

061/20	<p><b>Highways, Transport &amp; Countryside Access matters:</b> Updates: Cllr Hackett confirmed that he has received access to Surrey County Council's reporting system, for footpaths &amp; right of ways. It is hoped this will make the reporting of issues much easier going forward. SCC Cllr Iles was hopeful that a £3 million pound proposed budget for footpaths maintenance would be agreed shortly.</p>
062/20	<p><b>Reports &amp; updates from SCC County Councillor Iles:</b> None.</p>

#### FINANCIAL MATTERS

063/20	<p><b>Invoices for payment:</b> Invoices were received and approved for payment. <b>Appendix 4</b></p>
064/20	<p><b>Bank reconciliation:</b> It was agreed to postpone reconciliations until February's pc meeting.</p>
065/20	<p><b>Other Financial matters:</b> None.</p>

#### COMMUNITY AND ENVIRONMENT

066/20	<p><b>Community Fund:</b> A proposed budget of up to £1500, for the 2020 Commoners Day was considered and approved.</p> <p>It was also agreed to finance additional works at the Shop Parade, while the CFGA/CF Shop Parade Project was carried out. (£2102) This additional work would include replacement trees and oak bollards.</p>
067/20	<p><b>Concurrent Functions Grants</b> The clerk was able to confirm that work was about to start on the Shop Parade Project.</p>

<b>068/20</b>	<p><b>Other Community Matters</b>  Cllr Pindar reported that clearance work had recently been carried out on the grassy area near the Baptist Chapel, on The Street. This cleared area is destined to become the new Village Orchard. He further reported that he was hoping there would be support from RHS Wisley regarding a planting plan for Orchard.</p>
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**COUNCIL ADMINISTRATIVE MATTERS**

<b>069/20</b>	<p><b>Updates:</b>  None.</p>
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**REPORTS**

<b>070/20</b>	<p>To <b>RECEIVE</b> reports on:</p> <p><b><u>Police and community issues - November 2019</u></b> <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>  An EVRT Trustee spoke about the lack of physical boundaries to the KGV Playing Fields site. This was not considered desirable and options would be considered moving forward. The Trustees would need to discuss security arrangements with Berkeley Homes if the redevelopment of the existing Howard School site was progressed, to ensure no open accesses to the KGV fields were provided which could increase the risk of vandalism.</p> <p><b><u>Home Farm West - Calvert and Chester Roads</u></b></p> <p><b><u>Effingham Common</u></b></p> <p><b><u>Parish Room</u></b>  Current issues: Exterior doors need easing, fence &amp; guttering need attention. (trade contacted)</p>
<b>071/20</b>	<p><b>Other Parish Matters:</b>  None.</p>

## CORRESPONDENCE

<b>072/20</b>	<b>Correspondence:</b>  Councillor Pindar confirmed that the parish council had received an invitation from Effingham Golf Club, to view their on-site ecological advances. It was agreed that the parish council would welcome a visit. <b>Action</b> Cllr Pindar  A note of thanks had been received from St. Lawrence church, for the community fund grant that had recently funded church clock repairs.
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## NEXT AGENDA

<b>073/20</b>	To <b>NOTE</b> new items of business for the Agenda of the next meeting
	<b>Next meeting – Normal Meeting of the Parish Council:</b> Tuesday 25th February 2020, 8pm KGV Hall, Browns Lane, Effingham.
	<b>Next Planning Review Group meeting:</b>  Tuesday 18th of February 2020. (7.30pm Parish Room).

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## APPENDIX 1

### **Planning Results**

**050/20**

- 19/P/01451** **Effingham Lodge Farm**, Lower Road, Effingham. KT24 5JP  
Reserved matters application pursuant to hybrid application  
14/P/02109 for the replacement of Howard of Effingham School to  
consider the detailed design, associated playing fields, MUGA, parking  
and landscaping works.  
**APPROVED**
- 19/P/01919** **Plough Inn**, Orestan Lane, Effingham, Leatherhead. KT24 5SW  
Erection of a single storey rear extension, and internal alterations.  
New glazed porch with glaze.....  
**APPROVED**
- 19/P/01508** **Land adjacent to Mayfield**, Orestan Lane, Effingham. KT24 5SP  
Demolition of existing garage and erection of a three bedroom  
detached dwelling.  
**REFUSED**
- 19/P/01557** **Land adjacent to Orestan Farmhouse**, Orestan Lane, Effingham.  
Proposed conversion of an agricultural building into a dwelling for a  
rural worker.  
**APPROVED.**
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**19/P/02074 Fairview, Mount Pleasant, Effingham, Leatherhead. KT24 5NS**  
 Cert of Lawfulness for a proposed development to establish whether a side infill extension, creation of habitable space in the loft and a new roof, front porch, provision of drive and off street parking is lawful.  
**APPROVED.**

**APPENDIX 2**

**070/20**

<b>Crime Figures</b>	<b>November 2019</b>	<b>Incidents x13</b>
On or near:		
Browns Lane	Burglary	
Chester Road	Vehicle crime	
Dirtham Lane	Violence and sexual offences (x2)	
Lower Farm Road	Violence and sexual offences	
Lower Road	Violence and sexual offences	
Manorhouse Lane	Criminal damage and arson	
Mount Pleasant	Anti-social behaviour	
Mount Pleasant	Burglary	
Mount Pleasant	Other theft	
Orchard Gardens	Violence and sexual offences	
Strathcona Avenue	Vehicle crime	
The Crossroad	Anti-social behaviour	

**Appendix 3**

**20/P/00085 Whislors Farm, Guildford Road, Effingham, L/head. KT24 5QD**  
 Erection of a part single two storey side extension with one roof light, to provide wheelchair access.

**Comment:**

As the proposal involves roof lights, the parish council would like to highlight Effingham's Neighbourhood Plan Dark Skies policy ENP-ENV4.

*"All proposed developments should have regard to Effingham's current status as a 'dark skies' area, and proposals should avoid light pollution and protect the night-time environment of intrinsically dark areas of the village and countryside. Minimum lighting levels, controlled by timers where appropriate, should be used where lighting is required to: • Ensure road safety in areas where there is a risk to pedestrians and cyclists • Deter criminal activity • Light entrances to buildings used after dark • Provide lighting for evening sporting activities • Support the night-time economy including lighting for farmers needing to work at night. Innovative green solutions for appropriate lighting will be encouraged. Residential development should be designed to minimise light pollution, **avoiding the use of unscreened roof-lights or atria.**"*

## Appendix 4 063/20 Payments

	To	Description	£	Authority / Notes
27.12.2019	advansys	New pc website 2/4	0900.00	LGA 1972 s.111
06.01.2020	Land Registry	Searches	0014.00	LGA 1972 s.111
20.12.2019	Smith of Derby	C/F grant – church clock repairs	2800.00	Parish Councils Act 1957 s.2
31.12.2019	BTS	Photocopier charges	0158.82	LGA 1972 s.111
21.01.2020	Honeysuckle Bottom Oak	Oak bollards – CFGA / CF	0816.00	Highways Act 1980, s.96
27.01.2020	advansys	New pc website 3/4	0900.00	LGA 1972 s.111
27.01.2020	ABG Trees and Landscapes	Shop parade project – materials on site CFGA/CF	1824.00	Parish Councils Act 1957, s.1 Highways Act 1980, s.96

### Regular agreed payments - (standing orders)

DATE	To	Description	£	Authority
01.04.2020	EVRT	Capital replacement	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.04.2020	EVRT	Facilities funding	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
28.01.2020	Countrywide Grounds Mngce	Burial Grounds Mngce (Monthly)	0218.50	Open Spaces Act 1906, s.9 and 10
27.03.2020	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.01.2020	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.01.2020	Jon Short	Clerk Salary (Monthly)	xxxxxxx	LGA 1972 s.112

### Direct Debit Payments:

	To	Description	£	Authority
28.01.2020	The Phone Co-op	Parish room broadband & phone	0047.29	LGA 1972 s.111
22.01.2020	SES Business Water	PR Water - supply	0019.00	LGA 1972 s.133 <i>Payments to be taken on the 22<sup>nd</sup> of the month</i>
22.01.2020	SES Business Water	Allotment Water - supply	0021.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken on the 22<sup>nd</sup> of the month</i>
07.12.2020	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.01.2020	Bulb	PR Electricity	0079.42	LGA 1972 s.133 <i>Payments 23<sup>rd</sup> of month</i>

### Purchases using pre-charged debit-card:

Date	To	Description	£ (vat)	Balance	Authority
		<b>Balance at 07.01.2020</b>		<b>0095.16</b>	
15.01.2020	Microsoft	Office 365	0005.99	0089.17	LGA 1972 s.111
		<b>Balance as of 22.01.2020</b>		<b>0089.17</b>	