

**MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL**  
**8.00pm, Tuesday 1 October 2013**  
**King George V Hall, Browns Lane, Effingham**

**Present**

Cllr Pindar – Chair

Cllrs Bowerman, Hogger, Lightfoot, Moss, Symes, Wetenhall

50 local government electors

Surry County Councillor Barker, Rhona Barnfield - Howard of Effingham School, Andrew McPhillips - Berkeley Homes

**141.13 APOLOGIES FOR ABSENCE**

Cllr Bell – Illness

**142.13 REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA**

Cllr Bowerman declared an interest as a managing trustee of EVRT

Cllr Hogger declared an interest as a managing trustee of EVRT and membership of Guildford Borough Council Planning Committee

**143.13 MINUTES OF THE PREVIOUS MEETING**

The minutes of the ordinary meeting of 27 August 2013 were agreed and signed off by chair

**144.13 MATTERS ARISING FROM THE PREVIOUS MINUTES**

Letter sent to Chief Constable and Police Commissioner in support of Ripley PC's issues on Wisley Common. Cllr Lightfoot's letter has received a reply from the Chief Constable with a promise of action to look at the issues.

Cllr Bell is meeting with ELHG to discuss a funding application for WW1 commemoration.

**145.13 MATTERS RAISED BY RESIDENTS**

Resident raised the issues of speeding on Effingham Common Road, and an increase in lorry and motorcycle activity. Surrey County Cllr Barker advised that residents raise a petition to submit to the Local Committee and that all incidents are reported to Surrey Police. EPC to write to Surrey Police in support.

**CR**

Resident thanked EVRT for the hedge-cutting work carried out on A246

**146.13 PLANNING MATTERS**

**New Planning Applications**

13/P/01426 - 75 Calvert Road, Effingham

*Certificate of Lawfulness for existing use to establish whether the land at 75 Calvert Road, Effingham has been used for the siting of a caravan for more than 10 years from the date of submission (4/8/13)*

No Comments

13/P/01439 - High Pines, Guildford Road, Effingham

*Loft extension with rear dormer window at first floor, and single storey side extension following demolition of side addition*

No comments

13/P/01510 - Longacre, Guildford Road, Effingham

*Single storey side extension*

No comments

13/P/01558 - 7 Chester Road, Effingham

*Front extension and porch, rear dormer window and two front dormer windows with rooflight between.*

No comments on application but to advise GBC that property has previously been damaged by fire therefore EPC supports any restoration to habitable condition.

13/P/01364 – Crosslands Forge, Beech Avenue, Effingham

*Change of use of Crosslands Forge from B1 use to a C3 two bedroom residential dwelling. Remove and replace the roof, with the addition of three front dormer windows (one with a balcony) and a roof light. Remove part of the existing front wall to provide 2m visibility splays for vehicles exiting the site. Enlarge two casement windows to accommodate opening double doors.*

Objection submitted following previous EPC meeting and further comments submitted following site visit.

**Previous Applications**

13/P/01285 - 2 Church Cottages, Church Street, Effingham

**Refused**

13/P/01046 - Orestan House, Orestan Lane, Effingham

**Approved**

13/P/01359 - Winrush, Heathway, East Horsley

**Approved**

13/P/01282 - Browns, Browns Lane, Effingham

**Approved**

13/W/00043 - Glencar, Orestan Lane, Effingham

**Approved**

**Other Planning Matters**

None

**Reports & Correspondence**

Community Ideas Database

**All**

All councillors to review current database. Residents also invited to submit ideas of suggested works. Cllr Bell to co-ordinate response.

**CB**

Surrey & East Sussex Water's Business Plan consultation

**AL**

Deadline of 7 Oct 2013 to comment on plan, priorities and proposed charges for 2015-2020. Cllr Lightfoot to co-ordinate response.

**147.13 HIGHWAYS & TRANSPORT**

**Current Highways Matters**

Operator Licences

OK1090363R – Newmarsh Farm, Horsley Road, Cobham – 8 vehicles

Objection and comments to be forwarded to GBC for submission as previously for New Marsh Farm. It was noted that two applications in August brings the increased authorisation total to 13 vehicles.

**Reports & Correspondence**

Lengthsman Bid

Joint bid submitted to Surrey Highways on behalf of West Horsley division parishes requesting £21K.

#### A246 Lay-by

Contractors have confirmed responsibility for the strimming of the beech tree saplings and that replacements will be provided for any saplings that die as a result of this.

Residents have raised concerns about parking in the lay-by particularly by lorries. Advice from Surrey Highways sought and Clerk and Chair to meet with residents to discuss.

AP  
CR

#### Church Street pavement

Pavement has been resurfaced and improved considerably following the reporting of a serious fall by a resident caused by uneven surface.

#### Beech Avenue Safety Survey

EPC correspondence acknowledged by Surrey Highways who advise that request for a safety survey is now on their action list.

#### Surrey Cycling Strategy Consultation

Cllr Moss reported on the July parish forum on cycling. Surrey County Council have now made a cycling strategy paper available for consultation. Cllr Lightfoot to co-ordinate responses.

AL

#### Salt Bin Supply Process Consultation

New process for salt delivery proposed for consultation. Clerk to co-ordinate response.

Additional salt bin requested for Leewood Way. Cllr Moss to investigate possible sites.

CR

PM

### **148.13 VILLAGE PLAN**

#### **Minutes of the Steering Committee**

No meetings held since previous EPC meeting. Bookham Vanguard have agreed the minutes from the recent liaison meeting. Minutes and communique to be posted on EPC and Village Plan websites.

CR

#### **Progress Report**

##### Task & Finish Group

No meetings held since previous EPC meeting.

#### **Budget & Expenditure**

No expenditure since previous meeting. Successful application submitted to Locality funding programme with a grant of £6343 awarded to the Village Plan project. Further funding application submitted to Surrey County Cllr Barker .

#### **Other matters for resolution**

##### Housing Requirements Survey

Draft housing requirements survey to be prepared for discussion with GBC at meeting on 10 Oct ready for distribution to all residents. Costs of the survey to be covered by the Locality funding.

All

There will be a drop-in event at the KGV Hall on Sat 9 Nov, 10.00-2.00pm for residents to come and discuss the GBC Local Plan and EPC survey and a chance to fill out the surveys at the event.

##### GBC Local Plan consultation

GBC Issues & Options paper has been approved and an 8wk consultation period 1 Oct to 29 Nov 2013 has started with engagement and consultation being carried

out via the website, a drop in shop (25 Swan Lane) in Guildford, events, visits, and an online questionnaire. There is a community event at Parade Court, East Horsley on the Local Plan on 12 Oct, 3-6pm. EPC encouraged all residents to take part in the consultation on both the Local Plan and the Greenbelt Review.

### **STANDING ORDERS SUSPENDED FOR PRESENTATION BY HOWARD OF EFFINGHAM SCHOOL & BERKELEY HOMES**

Representatives from the school (Rhona Barnfield) and Berkeley Homes (Andrew McPhillips) joined the meeting to give an overview of the proposed development venture and answer community questions.

RB explained the context of the discussion. The school expansion over the years to meet demand means that the accommodation and playing fields are now not adequate to cope with student numbers. With the purchase by Berkeley Homes of the site of Effingham Lodge Farm opposite the school there is now an opportunity to discuss a possible joint venture to build a new school on the site opposite which would be funded by enabling development on the current school sites.

AMcP explained the proposed process and emphasised that there are no firm proposals or plans yet and the venture is at an early and exploratory stage. Berkeley Homes will be working with the school to scope out their requirements for a new school and carrying out technical and infrastructure reviews. Once these have been completed, a costing can be done and this will then determine the scope of the enabling development required for a possible venture.

EPC comments and questions were as follows:

- Engagement and consultation with the community is key for such a significant development.
- Timescales for when initial plans will be available and the best way for the council and community to be involved in the consultation?
- Links to the Village Plan housing requirement survey should be incorporated.
- Consultation with parents of pupils will include a large percentage of families who do not live in the village - how will this be addressed?
- An approximation of the number of new homes planned to be given as soon as possible.
- Is there any indication of whether the school plans to increase in size and admit more pupils as part of the move?
- Request to include consideration of assessing proposed school size based on what the village can accommodate rather than simply pupil demand which includes a large percentage from outside the village.
- Whether the school and SCC had considered the option of two smaller schools to reduce the need for pupils to travel too far?
- The importance of heritage and the Conservation Area to the village and how this will be taken into account in any designs.

EPC thanked RB and AMcP for attending the meeting and invited them to attend the EPC meeting in Jan 2014 for an update.

### **RETURN TO AGENDA**

**149.13 GREEN SPACES & VILLAGE AMENITIES**

**Current Matters**

None

**Reports & Correspondence**

Allotment tree works

Two quotes for works gathered and arranging third quote.

**CR**

Burial ground green waste

GBC have confirmed that they can no longer offer the green waste removal service from the burial ground. Clerk to cost options for waste removal.

**CR**

Burial ground tap - Costings being gathered for this work.

**CR**

Burial ground noticeboard - Costings being gathered for this work.

**CR**

**150.13 REPORTS**

**Police & Community Safety**

No police report this month.

CLlr Bowerman reported that a person appeared to be living in the woods at KGV and that this had been reported to Surrey Police.

**Allotments**

Renewal of leases and collection of rental fees underway. One vacant plot leased, and two vacant plots remain.

**Schools** - No additional reports

**EVRT**

The Board have agreed the appointment of a new accountant/auditor and intend to carry out a full management audit for 2012/13 in preparation for the Finance AGM planned for 12 Nov.

Fireworks event planned for 2 Nov and any interested residents invited to volunteer to help.

**Home Farm Estate**

Currently awaiting feedback information from GBC on the property department's consultancy proposals for additional plots.

**Friends of Effingham Common**

AGM taking place on 19 Nov at Cricket Club. First planning meeting for the 2014 Commoners' Day event (28 Sept) to take place in November.

**Smith's Charity**

No reports

**Effingham Local History Group**

Meeting scheduled for Mon 7 Oct and WW1 commemorations to be discussed

**CB**

**Local Govt & Admin**

Clerk attended Sept GBC/Parish Clerks Liaison meeting.

### 151.13 CORRESPONDENCE

The following correspondence which had been received since the last meeting was noted:

GBC	Press releases PR 3002 - 3013
	Planning Committee agenda 3 Sept
	Planning Committee agenda 26 Sept
	Extraordinary Council meeting 17 Sept
SCC	Extraordinary Council meeting 24 Sept
Dementia Friendly Surrey	Traffic order for 7 Oct - Ockham Lane
Surrey Police	Campaign information
Surrey Hills Society	Response to Wisley Common issues
Horsley Directory	Autumn/Winter Newsletter
SLCC	Oct/Nov edition
GEF	AGM meeting notice
Silver River	Sept/Nov newsletter
	Invite to participate in TV series

### 152.13 FINANCIAL & ADMINISTRATIVE MATTERS

#### Current Financial & Admin Matters

##### Annual external audit return

Completed with no matters or issues arising. Annual return approved and accepted.

##### Review of allotment fees for 2014-15

Cllrs Pindar and Moss declared an interest as allotment holders.

A proposed increase for allotments rentals was agreed. From Sept 2014 rental will be £40 for a full plot and £20 for a half plot.

##### Review of burial ground fees

Clerk to research current burial ground fees for similar Parish Councils, plots remaining in Effingham burial ground and average number of burials pa for review at the next EPC meeting. **CR**

##### Community Fund applications

Application received from EVRT for funding for play equipment expenses (£3576.80) and additional hedge-cutting works (£1440.00). Funding agreed. An application for a contribution to the cost of the car park re-surfacing work to be submitted to Oct meeting. Clerk to provide quarterly reconciliation and statement of accounts. **CR**

##### Lone Working Policy

Draft policy to be considered at the next EPC meeting.

##### Current bank account change

Cllr Moss to agreed as fourth signatory and to co-ordinate with Clerk to change of current account to Lloyds bank. **PM CR**

#### Approval of Cheques

The following cheques were approved and signed:

Clare Ritchie	Clerk salary	£1137.21
Clare Ritchie	Expenses reimbursement	£96.35
Post Office Ltd	HMRC	£550.19
James Nicholls	Burial Ground	£260.00
Phone Co-op	Phone bill	£26.46
BTS Ltd	Photocopier	£59.40
Sutton & East Surrey Water	Parish Room	£46.20

Sutton & East Surrey Water	Allotments	£156.67
BDO LLP	External audit	£360.00
Cornwell Ltd	Parish Room service charge	£300.00
Surrey Hills Society	Membership renewal	£25.00
CPRE	Membership renewal	£29.00
EVRT	Concurrent grant aid	£3141.00
EVRT	Community Fund grant	£5016.80

**Reports & Correspondence**

Burial Grounds Maintenance Contract

Contract to be signed by contractor and Chair.

**CR**

Quarterly Risk Assessment

Risk assessment sheets be completed and returned to Clerk by the end of October.

**All**

**153.13 NEXT AGENDA**

The next meeting will take place on Tuesday 29 Oct 2013