

MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday December 1st 2015
King George V Hall, Browns Lane, Effingham

Present

Cllr Pindar - Chair
Cllr Brazil, Cllr Cornwell, Cllr Hackett, Cllr Hogger, Cllt Martland, Cllr Moss,
Cllr Nicholls and Cllr Symes (VC).
Parish Clerk & Surrey County Councillor (SCC) Cllr Bill Barker
4 local government electors, Police Community Support Officer Jon Perry & 2 Police
Colleagues.

156.15	APOLOGIES FOR ABSENCE Cllr Lightfoot
157.15	REGISTER OF INTERESTS AND OTHER INTERESTS AFFECTING THIS AGENDA Cllr Hogger declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore does not comment on planning applications and as an EVRT Managing Trustee regarding items covering EVRT. Cllr Brazil and Nicholls declared an interest as members of the Surrey Gipsy Traveller Forum Cllr Moss declared an interest in a planning application, and therefore did not take part when it was considered. (15/P/02129)
158.15	MINUTES OF PREVIOUS MEETING The minutes of the previous meeting of 27th October 2015 were agreed and signed.
159.15	MATTERS ARISING FROM THE PREVIOUS MINUTES Cllr Hogger recommended that the value of any funding given by the Parish Council be included in future minutes. (clerk)
160.15	MATTERS RAISED BY LOCAL RESIDENTS None
161.15	PLANNING MATTERS New planning applications
15/P/01899	St.Lawrence Primary Sch, Lower Rd, Effingham. KT24 5JP Replacement of front boundary fencing with new railings and gates Due to timings a reply has already been sent to GBC Planning. This reply requires retrospective approval by the Parish Council. The reply was considered by the Parish Council and approved. A comment reply was made regarding the style and colour of the proposed new railings.
15/P/01923	Marlborough House, 6 Effingham Pl., Effingham. KT24 5JT Replacement of 4 garage doors No comment

15/P/01945	St.Margaret, Links Way, Bookham. KT23 4HQ Two storey rear extension with raising of roofline at both sides. Single storey side extension. Dormer roof extension to front. No comment
15/P/01971	Hooke Field, Heathway, East Horsley. KT24 5ET Extension of front porch No comment
15/P/02076	King George V Hall, Browns Lane, Effingham. KT24 5ND Advertisement consent for the display of one externally illuminated fascia sign, one information sign and one location sign Comment - any illumination should be timer controlled to reduce light pollution.
15/P/02129	10 Leewood Way, Effingham. KT24 5JN Single storey side and rear extension following demolition of the existing attached garage No comment
162.15	Late planning applications considered
15/P/02167	Lime Kiln Farm, High Barn Road, Effingham. RH5 6SS Objection - the Parish Council consider this property to be of historic value and the proposed replacement to be a substantial increase in size compared to the existing dwelling.
163.15	RESULTS OF PREVIOUS APPLICATIONS
15/P/00868	St.Terasas School, Effingham Hill. KT5 6ST Approved
15/P/00950	Manor Barn House, Browns Lane. KT24 5NL Approved
15/P/01215	White Cottage, Lower Farm Rd. KT24 5JL Approved
15/P/01657	High Barn Farm, High Barn Rd. KT24 5PP Refused
15/P/01717	St.Lawrence Prim.Sch., Lower Rd. KT24 5JP Approved
15/P/01780	St.Lawrence Prim.Sch., Lower Rd. KT24 5JP Approved
15/P/01835	Upper Leewood Farm, Effingham Common Rd. KT24 5JQ Withdrawn
15/P/01864	Post Office, The Street, Effingham. KT24 5LQ Withdrawn

164.15	Other Planning Matters -
15/P/01097	The Nutshell, Orestan Lane, Effingham. KT24 5SN An appeal has been made to the Secretary of State against the Council's decision for the proposed development. ref - APP/Y3615/D/15/3137706
15/P/02106	Wise Folly, Effingham Common. KT24 5JE C of Lawfulness Certificate of proposed use to establish whether a single storey side extension constitutes permitted development
15/W/00156	Westmoor, Orestan Lane, Effingham. KT24 5SN House: permitted development Prior notification for a single storey 8m rear extension, 4m in height with an eaves height of 3m.
EN/13/00462	Spiney Stables, Outdowns, Effingham. KT24 Alleged unauthorised access to A246, untidy site. Closed - no further action required
EN/15/00442	1 Leewood Way, Effingham. KT24 5JN Alleged unauthorised outbuildings. A decision was taken to contact GBC Building Control regarding the close proximity of one of the outbuildings to the properties boundary. (clerk)
Pre Application Enquiry	Land at Upper Leewood Farm, Effingham Common Rd, by ECA on behalf of TREG Consulting (Leewood Park)
165.15	To consider other planning matters It was agreed to explore training opportunities with GBC Planning - Cllr's Hackett, Martland, Symes & Moss acknowledged an interest. (clerk) Cllr Symes reported on a recent meeting he attended on behalf of the Parish Council regarding GBC's proposal for paperless planning applications. (see appendix)
165.15a	The draft deed relating to the disputed boundary at Hawthorns, The Street was discussed. It was agreed in principal to accept the proposal once improved drawings have been received by the owners, and after these new drawings have been agreed as accurate. (clerk to contact PC's Solicitor)
166.15	Reports from Parish Councillors not included in the above none

	TO CONFIRM FINANCIAL MATTERS:
167.15	Cheques were approved and signed - see table below
168.15	Reports received from Parish Councillors not include in above none
168.15a	It was agreed to purchase a replacement bench for the Parish Councils Burial Ground from Norbury Park Wood Products. (£650) (clerk)
168.15b	It was agreed to purchase replacement notice-boards for the Parish Councils Burial Ground and Allotments. Cllr Hogger informed the Clerk that this had been previously agreed and that CFGA part funding was available. (£750) (clerk)
168.15c	It was agreed to purchase replacement salt bins and restock salt supplies - where found necessary. Borough Councillor Barker agreed to assist the Parish Council regarding a possible new salt bin location. (£250) (Cllr Moss / clerk)
168.15d	It was agreed to purchase a new laptop and Parish Council finance package, to assist the clerk in his duties. (£1100) (clerk)
168.15e	The first draft budget for 2016/17 was considered by the Parish Council with the following recommendations - 1) The £30k Contingency Fund would be "ring fenced" to allow for legal planning advise and support, should there be further developments regarding large scale proposed development within the Parish. 2) The £6190 Burial Ground Fund was considered to be insufficient for its original purpose, and therefore would be transferred to the Admin & Staff Funds within the Basics / General heading, to reduce the overall precept demand for 2016/17. 3) £2000 would be transferred from the Community Fund to the Parish Room Repairs and Maintenance Fund at the start of the new financial year, to facilitate essential work to Parish Room including the entrance doors.
169.15	Reports and correspondence relating to Space/Amenity none Reports or correspondence received relating to Space / Amenity matters none
170.15	Reports received from Parish Councillors not include in above none
171.15	VILLAGE PLAN Update from the Village Plan Steering Committee See appendix

171.15a	The letters concerning designation of Local Green Space were approved for distribution. (clerk)
172.15	HIGHWAYS AND TRANSPORT
173.15	Current highway matters considered none
	Reports and correspondence received relating to other Highway Matters
173.15a	A local resident had contacted the Clerk regarding dirty road signs. Road signs are a responsibility of the Borough Council (clerk)
173.15b	Local residents had contacted the clerk regarding parking problems around the junction of the A246 and Woodlands Road. Parked cars from a local motor vehicle business (Trust Ford) are causing sightline safety concerns along with parking on footways. This problem was not entirely new, however it had been seen to increase considerably since a recent change in business ownership. Woodlands Road Residents Association are in contact with Trust Ford, who are looking to locate additional local parking for their cars.
173.15c	Local residents had contacted the Clerk regarding missing road name plates at the entrance of Orchard Gardens. This is now resolved.
173.15d	A local resident had contacted the Clerk regarding vehicles for sale along the A246. This will continue to be monitored by the Parish Council.
173.15e	Local resident had contacted the Clerk regarding the un-authorized use of advertising throughout the Parish. This will be monitored and advertisers approached. Where necessary GBC Planning Enforcement will be contacted. (clerk)
173.15f	A local resident had contacted the Clerk regarding the ongoing traffic problems outside the Hof E on Lower Road. It was confirmed that a bush that had been causing sightline problems has now been removed by SCC Highways, and that double yellow lines were being proposed by SCC near The Vineries.
173.15g	A local resident had contacted the Clerk regarding the parking problems near to Effingham Junction Rail Station. This is the result of the Stations car park being reduced due to refurbishment works. Cars parked at the side of the road near to the Station may not be parked illegally, however present sight-line safety concerns. This will continue to be monitored by the Parish Council.
173.15h	The quantity / location of salt bins was considered by the Parish Council. Cllr Moss recommended that an additional bin be considered near a steep hill in Leewood Way and would report to the Clerk regarding existing salt bins and salt supplies.

174.15	<p>Reports received from Parish Councillors not included in the above none</p> <p>REPORTS</p>
175.15	<p>Green Spaces none</p>
175.15a	<p>Police and Community issues Crime figures for November (x11) 3 x burglaries to dwellings 2 x crime other 1 x burglary - non dwelling 2 x hate crime 1 x public order - road rage & 2 x criminal damage to motor vehicles</p> <p>Allotments Cllr Pindar has turned off the water at the allotments in readiness of cold weather</p> <p>Schools none</p> <p>Home Farm Estate none</p>
175.15b	<p>Friends of Effingham Common It was decided that the Parish Council would support a Commoners Day in 2016. (September 25th)</p> <p>Smiths Charity none</p> <p>Effingham Local History Group none</p> <p>Local government/admin matters none</p> <p>Effingham Village Recreation Trust The recent firework event was considered to have been a great success, Parish Councillors who attended and helped with the event were thanked.</p> <p>Reports from Parish Councillors not included in the above if any - none</p>
177.15	<p>CORRESPONDENCE Correspondence received since last Parish Council none</p>

178.15

NEXT AGENDA

To note any parish business for the agenda of the next meeting none

Next meeting - 5th January 2016 KGV Hall. 8.00pm

167.15

Cheques approved and signed -

<u>Cheque No.</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
001151	Clerk	Wages - November	1467.10	
001152	Clerk	Reimbursements	0019.20	
001153	Post Office Ltd	Clerk Tax / NI Employer Contributions	0268.07	
001154	Royal British Legion	2014/15 wreath donations (2 x £40)	0080.00	
001155	Burleys	Burial Ground maintenance - Sept 15	0398.40	
001156	Burleys	Burial Ground maintenance - Nov 15	0398.40	
001157	SSALC	AGM & Conference attendance - Cllr Hackett	0024.00	
001158	SSALC	Chairs Briefing - Cllr's Lightfoot/Moss	0120.00	
001159	Co-op Bus Telecoms	Phone / Internet + Broadband set up	0138.61	
001160	Liz Hogger	Printing - Chairman's Report	0192.00	
001161	Wellers Hedleys	Professional Charges - Footpath Encroachment	0456.00	
001162	Stocksigns	CFGA project KGV signage	0876.78	

APPENDIX

Update on paperless Planning Applications - Cllr Symes

165.15

I attended the paperless Planning Applications meeting at GBC today chaired by Tim Dawes. The headlines:

1. No decision at the moment on stopping the postal distribution of paper based planning applications. However from now large paper reports that accompany planning applications eg traffic reports , environmental reports, will not be sent out on paper,
2. six parish councils are now paperless and GBC's plan is to grow this to 12-14 before any further blanket decisions are made on everyone going paperless, but the direction of traffic is towards paperless for all parishes
3. Peter Barnes (GBC) is to contact the parish council to discuss how we should implement paperless planning applications, and to discuss our needs and funding help in achieving this.
4. GBC are implementing a paperless system for inputting comments, they will write to all councils about this. The new system uses their planning portal and will be mandatory. Alex Soar (GBC) suggests we register as soon as we receive the email. He said the clerk should definitely register and also some parish councillors as cover.
5. Alex Soar alex.soar@ guildford.gov.uk is the technical lead and is to email instructions for implementing the system (It could save time). Alex is the contact for training.
6. If we receive plans which are not readable on-line or on paper sarah-jane.willmott@guildford.gov.uk and peter.stevens@guildford.gov.uk will provide help.

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Thank you for querying about paper based reports that accompany planning applications. Tim Dawes said that reports such as traffic, heritage, archaeology etc were causing problems to photocopy and took up valuable time of his staff and were costly. They would no longer be sent on paper except for the largest of planning applications eg an HoE/BH. We asked how we could get them and Tim replied that we would have to read them via the online system or go to Millmead and read them there.

How will we know if there are report documents associated with a planning application? We will have to look at the new on-line system to see if there are accompanying reports for any and all planning application. After questioning he did say he would look to see if there was a cost effective way of warning parish councils that there were reports associated with a planning application.

Tim Dawes said that no more paper reports would be sent to parish councils as from tomorrow.

171.15

Actions arising since last meeting

1. VPSG met several times to review the implications arising from the recent Examiner Health Check and comments received on the draft plan from GBC, residents and resident groups. A revised draft is now almost near completion to be circulated to EPC members shortly.
2. VPSG members attended meetings with neighbouring NDP teams in East Horsley, West Horsley, Send and Lovelace. All teams are impressed by Effingham's progress and draft plans. We have shared with them the experience gained through dealing with the examiner on the health check.
3. We have received feedback from GBC on the need for (or lack of) a Strategic Environmental Assessment Impact study. They continue to believe one will not be necessary although Natural England have raised some concerns and this needs to be discussed further. We aim to meet with them to understand how we can improve the plan and discuss our revised plans. Historic England have expressed support for the thorough nature of the site selection criteria and process, but wish the Plan to pay more regard to non-designated archaeological remains. A new policy has been drafted to the plan and will be shared with them.
4. In order to comply with a key requirement for land allocated within the NDP for Local Green Space designation we have drafted letters to inform relevant landowners of the proposed designation. These will require support of EPC and signature of EPC Chair.
5. We continue to compile / log / respond to input from local residents and local resident organisations. A further meeting has taken place with EFFRA to update them on the status of the plan.
6. The Chairman's report has been distributed to all residents including an update on the plan and the health check.

Actions Moving Forward

- VPSG will again meet with GBC to review the status of the plan with particular regard to site allocations, housing mix and SEA requirements.
- A further survey is planned with the Residents Forum on key aspects of the updated plan which will be posted on the website
- Further meetings with interested groups will also take place.
- A revised draft plan will be circulated before Christmas to EPC