

## MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 2 Dec 2014

King George V Hall, Browns Lane, Effingham

### Present

Cllr Symes – Chair

Cllrs Bowerman, Brazil, Hogger, Lightfoot, Martland, Wetenhall

Clerk

7 local government electors

SCC Cllr Barker

PCSO Culross & Perry

### APOLOGIES FOR ABSENCE

Cllr Pindar – Holiday

Cllr Moss – Illness

SCC Footpaths – L.Dawson

### 155.14 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 & as a co-opted member of EFFRA

Cllr Hogger advised that as a Guildford Borough Councillor on the Planning Committee, she was able to give advice but no opinion on planning applications.

Cllr Hogger declared an interest as a neighbour for the planning application at Strathcona Avenue

Cllr Wetenhall declared an interest as a neighbour for the planning application on Beech Avenue

Cllr Brazil declared an interest as a neighbour for the planning application on Calvert Road

### 156.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 28 Oct 2014 were agreed & signed.

### 157.14 MATTERS ARISING FROM THE PREVIOUS MINUTES

Actions outstanding and completed recorded in summary tables in Appendices to the Minutes.

### 158.14 MATTERS RAISED BY RESIDENTS

None

### 159.14 PLANNING MATTERS

#### New Planning Applications

14/P/01983 - Moonshine, Effingham Common Road, Effingham

Single storey front and rear extensions, conversion of garage into WC area and storage and clad first floor elevations with timber boarding

*No comments*

14/P/01996 - Wildacres, Orchard Close, East Horsley

Certificate of Lawfulness for proposed use to establish whether the construction of two side dormers and a single storey side extension constitutes permitted development

*Noted*

14/P/02002 - Dolwins, 2 Strathcona Avenue, Bookham

Single storey rear extension together with changes to fenestration on side elevation

*No comments*

14/P/02071 - The Orchard House, Beech Avenue, Effingham

Single storey side (north) extension

*No comments*

14/P/02074 - 61 Calvert Road, Effingham

Certificate of Lawfulness to establish whether the outbuilding has been used as a beauty parlour for more than 10 years before the date of the application

*Noted*

14/P/02097 - 61a Calvert Road, Effingham

Certificate of Lawfulness for existing use to establish whether 61a Calvert Road has been used as a self contained dwelling house for more than four years before the date of this application

*Noted*

14/T/00304 - Stocks, The Street, Effingham

Application to fell one Cypress tree in rear garden (Effingham Conservation Area)

*No comments*

14/P/02109 - Howard of Effingham School & Lodge Farm, Lower Road & Browns Field, Browns Lane, Effingham

Hybrid planning application for outline permission (only access to be considered) for the erection of a replacement secondary school for Howard of Effingham and up to 258 residential dwellings with means of access at Howard of Effingham School and Lodge Farm, Lower Road following demolition of all existing buildings; and full permission for the erection of 37 dwellings, with access, parking and landscaping works on land at Brown's Field, Brown's Lane, Effingham.

*It was resolved that the meeting scheduled for 9 December 2014 to discuss the planning application would be scheduled as an Extraordinary Parish Council meeting so that the Parish Council can make an agreement in principle on a response to the application. The meeting will also be an opportunity for residents to put forward their views on the application and ask questions.*

*All councillors to view planning application documents held in the Parish Room and draft comments and notes to made on sheets supplied by Clerk. Clerk to confirm extension to mid January for response to Guildford BC. The Parish Council had received a draft of a letter to go to Berkeley Homes from local resident P.Davis on Section 106 contributions. Clerk to circulate to all Councillors.*

**ALL**

**CR**

**CR**

**Results of Previous Applications**

14/P/01733 - Manor Barn House, Browns Lane	Approved
14/P/01725 - Kirkland, High Barn Road	Approved
14/P/01537 - Lime Kiln Cottage, Dog Kennel Green, Ranmore Common	Refused
14/P/01763 - Littledown, 3 Salmons Road	Approved
14/P/01784 - Dolwins, 2 Strathcona Avenue	Withdrawn
14/P/01728 - Chester Farm, Chester Road	Refused
14/P/01923 - Casa Mia, Orestan Lane	Approved
Appeal for 2 Church Cottages, Church Street was approved	

[2]

### **Other Planning Matters**

#### To consider response to St Lawrence academy application process

Having received advice from Hedleys Solicitors, it was resolved no further pursuit of an interest in the land transfer would be pursued unless further evidence became available. A formal request for information on plans for the primary school's future to be made to the Howard Partnership.

**AP**

#### To consider how to identify possible sites for development for submission to Guildford BC Local Plan process

It was resolved that the identification process must be carried out by residents and would form part of the Neighbourhood Plan process.

#### To respond to Guildford BC Housing Strategy 2015-20

Response to Guildford BC draft Housing Strategy 2015-20 consultation to due for 16 Dec 2014. Cllrs Symes and Martland to co-ordinate response.

**IS  
DM**

### **Reports & Correspondence**

#### Guildford BC draft Local Plan update

Guildford BC are setting up a Local Plan Forum made up of community and residents to discuss the Local Plan, offer proposals for improvements and act as a sounding board for GBC members and officers. Cllr Moss to attend on behalf of EPC with first meeting on 4 Dec.

**PM**

**160.14**

### **FINANCIAL & ADMINISTRATIVE MATTERS**

#### **Current Financial & Admin Matters**

##### To consider draft budget 2015-16

First draft budget was circulated for comment. Clerk to prepare amended Version 2 for circulation to all with suggested amendments advised by Cllrs Symes and Hogger.

**CR**

##### To consider Community Fund application from EFFRA

Application received for £1200 towards marketing and print materials to better inform and involve residents in village issues was approved.

##### To consider Clerk payscale rate increase and non-consolidated payment to match national agreement

It was resolved to award Clerk an increase based on the 2014-16 National Joint Council nationally agreed payscales and allowances.

#### **To approve & sign cheques**

Cheques approved and signed - See table at Appendix

### **Reports & Correspondence**

#### GBC Concurrent Grants update

Installation of audio/visual equipment completed at KGV hall and concurrent grant payment contribution for 2014-15 from Guildford BC received. Concurrent grant application for 2015-16 has been approved for the signage project.

#### Print/scan/copier facilities update

New Canon printer/copier/scanner and supplier identified. Purchase and installation due in December to generate savings on paper and consumables costs, and a reduced maintenance contract cost.

Fire inspection update  
Inspection completed at 28 October 2014.

Surrey CC footpath report  
Surrey CC report received from Countryside Access team on planned works for footpaths and bridleways in response to footpath survey report.

Clerk Appraisal  
Clerk's appraisal completed at 6 November.

161.14

## **HIGHWAYS & TRANSPORT**

### **Current Highways Matters**

To respond to Guildford BC Parking Review survey on Effingham Junction parking controls  
Cllr Lightfoot to respond to survey. **AL**

To respond to Guildford BC Taxi and Private Hire policy consultation  
Cllr Martland to respond to consultation by 6 Feb 2015. **DM**

### **Reports & Correspondence**

Salt bins update  
Serviceable salt bins have been replenished. Clerk to order four new salt bins. Cllr Lightfoot to organise branding materials. **CR  
AL**

A246 access road update  
Final letter of support to be written by EPC Chair to be sent to Surrey Highways requesting signage on overnight parking and requesting a response to previous suggested improvements. Cllr Barker advised that this would then mark the end of possible action by Surrey Highways. **AP**

Lengthsman Funding  
Funding for lengthsman projects for 2014-15 may be available after Xmas. All councillors to suggest possible projects for the Clerk to cost. **ALL  
CR**

Cluster Funding  
Cllr Barker advised that minutes of the Cluster meeting were still being awaited.

162.14

## **VILLAGE PLAN**

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

The minutes for 27 October and 24 November 2014 meetings were agreed.

### **Progress Report**

Cllr Hogger gave an update on the latest proposed timetable and working group structure. It was agreed that the Parish Council would move ahead on the Neighbourhood Plan element of the Village Plan which will be key in influencing Guildford's Local Plan and any large development proposals. Clerk to write to possible volunteers for working groups. **CR**

### **Budget & Expenditure**

Budget	£10458
Total spend to 21.10.14	£3329
Expenditure from 21 Oct – 26 Nov 2014	£699
Total spend to 26.11.14	£4028

Expenditure on newsletter and promotional/communication materials

## **Other Matters For Resolution**

To agree a budget for the use of a planning consultant to assist in preparing a draft Village Master Plan

It was agreed in principle that budget would be available to prepare a Master Plan and the amount to be finalised when specification agreed and quotes obtained.

163.14

### **GREEN SPACES & VILLAGE AMENITIES**

#### **Current Matters**

Burial ground contract review

Following a three month review period for the contract it was resolved to terminate the contract with three months notice. Clerk to identify suitable temporary grounds maintenance cover. New contract tender to be prepared for April 2015.

**CR**

#### **Reports & Correspondence**

Allotment Access track update

Clerk advised that a Deed is being drawn up to resolve the access track issue and that this should ensure there are no future access or encroachment problems in the future.

Burial Ground Tree Safety

Clerk advised that clearing of debris following tree felling at the adjacent consortium site, had been agreed with the owners and was expected to be completed immediately.

164.14

### **REPORTS**

#### **Police & Community Safety**

PCSO Perry introduced himself as the new Surrey Police contact for Effingham. There were four crimes recorded in November for Effingham; 1 domestic, one criminal damage, 1 public order, 1 drink drive. The police advised that a drink drive initiative would be in progress through December and that burglaries tend to increase in December.

#### **Allotments**

Clerk reported that all plots are currently leased and all fees have been received.

#### **Schools**

Cllr Wetenhall to attend St Teresa's carol service on behalf of the Parish Council.

**JW**

#### **EVRT**

Cllr Bowerman reported that the fireworks event had gone well. Costs for the events had been reduced and fundraising had gone well.

#### **Home Farm Estate**

It was noted that there had been no report from Guildford BC on progress with the latest consultation.

#### **Friends of Effingham Common**

Two volunteer work days are scheduled for 14 December and 11 January between 10.00-2.30pm.

A response has been received from Guildford BC Planning Policy regarding the proposed SANG car park advising of a delay to consultation plans due to the delay to the Local Plan.

**Smith's Charity** – No reports

**Effingham Local History Group**

Xmas cards are now available for sale to raise funds.

**Local Govt & Admin**

Xmas Event

A social event is booked in the Parish Room for Councillors and spouses for **ALL** 7pm on 16 December. Everyone to bring drinks and food to share.

**164.14**

**CORRESPONDENCE**

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

GBC	PR 3281, 3266, 3272, 3267 Planning Committee Agenda 12 Nov & 3 Dec Local Committee agenda 26 Nov Electoral Roll order form Precept request form & Concurrent Grant decision
SCC	Council Agenda 9 Dec
CPRE	Winter 2014 Newsletter
Hedleys	St Lawrence advice
NALC	Local Government pay scales advice

**166.14**

**NEXT AGENDA**

The next meeting will be on:

Tuesday 9 Dec 2014 - Extraordinary Meeting of the Parish Council

**CHEQUES AUTHORISED**

<b>Cheque No.</b>	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority</b>
C 1050	C.Ritchie	Clerk salary	£1209.06	Local Govt Act 1972,112
C1051	C.Ritchie	Clerk reimbursement	£774.20	Local Govt Act 1972, 112
C1052	Post Office Ltd	HMRC payments	£284.74	Local Govt Act 1972, 112
C1053	J.Nicholls	Burial Ground maintenance	£260.00	Local Govt Act 1972, 125
C1049	EES Swindon	AV KGV equipment deposit	£2000.00	Local Govt Act 1976, s19
C1048	EES Swindon	AV KGV Equipment	£5640.70	Local Govt Act 1976, s19
C1054	Hedleys Solicitors	Allotment track advice	£1006.20	Local Govt Act 1972, 111
C1055	Hedleys Solicitors	St Lawrence transfer advice	£1427.40	Local Govt Act 1972, 111
C1056	FPS Ltd	Fire inspection	£40.77	Local Govt Act 1972, 111
C1057	BTS Ltd	Photocopier	£59.40	Local Govt Act 1972, 111
C1058	EVRT	KGV Hall Hire 2015	£600.00	Local Govt Act 1972, 111
C1059	Phone Co-op	Telephone	£27.14	Local Govt Act 1972, 111
SO	Surrey Pension Fund	Clerk Pension	£335.23	Local Govt Act 1972, 112

### OUTSTANDING ACTIONS

Minute Reference	Action	Progress	Assigned To
<b>Actions from 7 Jan 2014</b>			
4.14	Complete change of bank account	Appointment to be made with Lloyds	<b>CR/AL</b>
8.14	Identify site for proposed salt bin in Leewood Way.	Outstanding	<b>PM</b>
8.14	Identify possible salt bin sites for proposed bins in Calvert Road.	In progress. K.King & L.Gold to discuss with residents	<b>CR</b>
<b>Actions from 25 Mar 2014</b>			
50.14	Surrey Police to advise on enforcement of lorry weight restrictions in village		<b>GC</b>
<b>Actions from 29 Apr 2014</b>			
59.14	Complete training needs form and return to Clerk		<b>All</b>
60.14	Write to Surrey Highways to confirm future maintenance plans and procedures for Orestan Lane flooding		<b>CR</b>
63.14	To liaise with GBC on Heathview flooding issues	Awaiting information from GBC	<b>IS</b>
<b>Actions from 27 May 2014</b>			
74.14	To appoint cleaner for Parish Room	In progress	<b>CR</b>
<b>Actions from 24 Jun 2014</b>			
97.14	New Parish Council appointed EVRT trustee to be sought	Ongoing	<b>All</b>
101.14	To advise Clerk on SSALC courses		<b>All</b>
<b>Actions from 29 Jul 2014</b>			
111.14	To chase a SCC Highways response on A246 access road issues and update residents	Ongoing	<b>CR</b>
111.14	To check permissions for St Teresa's signage on beech Avenue	In progress	<b>CR</b>
111.14	To investigate new 479 bus and obstruction issues	In progress	<b>CR</b>
<b>Actions from 2 Sept 2014</b>			
121.14	Arrange for owners to trim vegetation on Church Street and Lower Road		<b>CR</b>
<b>Actions from 28 Oct 2014</b>			
147.14	To produce draft response to the HoE		<b>All</b>

[8]



	planning application		
147.14	Working group to respond to GBC travellers consultation		<b>HB, LH DM</b>
148.14	Meeting to discuss EVRT Service Level Agreement for annual running costs contribution		<b>All</b>
150.14	To advise GBC on four key village green sites		<b>PM</b>
152.14	One Stop Surrey checklist to help identify vulnerable people to be input to VP contingency planning working group		<b>CR</b>
152.14	Attend GBC Parish Council Reception		<b>AP</b>
159.14	To view planning BH application documents and draft comments/notes to made on sheets supplied by Clerk		<b>All</b>
159.14	To confirm extension for BH planning response to mid January with GBC		<b>CR</b>
159.14	To circulate draft of a letter to BH from local resident P.Davis on Section 106 contributions		<b>CR</b>
159.14	Request for information on plans for the primary school's future to be made to the Howard Partnership		<b>AP</b>
159.14	Respond to GBC draft Housing Strategy 2015-20 consultation		<b>IS DM</b>
159.14	Cllr Moss to attend GBC Local Plan Forum		<b>PM</b>
160.14	Clerk to prepare amended budget for comment		<b>CR</b>
161.14	To respond to GBC Parking Review survey		<b>AL</b>
161.14	To respond to GBC Taxi and Private Hire policy consultation		<b>DM</b>
161.14	Clerk to order four new salt bins		<b>CR</b>
161.14	To organise branding materials for new salt bins		<b>AL</b>
161.14	Final letter of support to sent to Surrey Highways on behalf of residents of A246 access road		<b>AP</b>
161.14	To suggest possible Lengthsman projects		<b>All</b>
161.14	To cost possible Lengthsman projects		<b>CR</b>

[9]

162.14	To write to possible volunteers for VP working groups		<b>CR</b>
163.14	To identify suitable temporary grounds maintenance cover		<b>CR</b>
164.14	To attend St Teresa's carol service on behalf of the Parish Council		<b>JW</b>
165.14	To bring drinks and food to share for Xmas event at 16 Dec		<b>All</b>

## COMPLETED ACTIONS

Minute Reference	Action
4.14	Check response deadline for National Air Traffic Services Consultation
4.14	Draft letter to SCC Cabinet Member for Communities on the cost of cycling events
4.14	Community Ideas database to be updated
4.14	Complete quarterly reconciliation check
4.14	Draft letter to BT on recent telephone fault incident
5.14	Draft response to EPFA questions on licence negotiation issues between EPFA and EVRT.
5.14	To report use of Church St as a cut through by HGV traffic to SCC Highways.
6.14	Draft response to HoE EIA screening opinion to reach GBC by 24 Jan.
6.14	Invite Berkeley Homes/HoE to the next Parish Council meeting or to a public meeting to brief the community on proposals.
6.14	Request a monthly report from Berkeley Homes/HoE for the Parish Council meeting
6.14	To write to GBC to ensure they involve themselves in the MVDC greenbelt review consultation on behalf of Effingham.
6.14	To write to MVDC to flag concerns and to ensure Effingham has an input to the greenbelt review consultation.
6.14	Contact SCC to discuss demand for school places and future availability and allocations plans.
7.14	Finalise budget proposal and submit precept request to GBC.
7.14	Clerk to investigate replacement options for photocopier/printer
7.14	Review Surrey Pension fund Administration draft strategy
8.14	Submit any lengthsman projects items to clerk.
8.14	Finalise and send response to GBC Surface Water Management Plan
8.14	Liaise with East Horsley to obtain costings for lengthsman project
10.14	Cllr Martland to respond to GBC Sport & Physical Activity consultation.
10.14	Cllr Lightfoot to respond to Surrey Hills AONB Management Plan consultation.
10.14	Composting area to be installed in burial ground in January.
10.14	Installation of BG noticeboard incorporated into Concurrent grant project
11.14	Issues with parking & enforcement at Catholic Church on Sundays to be raised with Surrey Highways.
11.14	Clerk to confirm date and attendees for St Teresa's visit to bursar.
11.14	Supply WW1 funding source information to ELHG
11.14	SALC 2014 training course programme to be circulated to all
11.14	Issues with parking and enforcement at KGV playing fields on Sundays to be raised with Surrey Highways.
11.14	Clerk to promote allotment vacancies and investigate the use of a community plot.
19.14	Response to GBC SHMA
19.14	Attend Normandy PC joint communities meeting on greenbelt review
19.14	To form Burial Ground Extension working group
20.14	To investigate archiving options
21.14	Orestan Lane flooding update
22.14	Schedule Housing Requirements Survey analysis meeting
24.14	Letter of thanks to St Theresa's School for visit
24.14	Monthly reports from EVRT trustees
24.14	Working group to discuss and recommend on Community Fund request for tractor replacement
24.14	Review of polling places response to be sent to GBC
32.14	Respond to Hoe EIA Scoping request by 14 Mar
32.14	Attend GBC Local Plan Scrutiny Forum
32.14	Attend GBC Local Plan meeting on impact on villages at 31 Mar
33.14	Issue delegated authority cheque for purchase of a replacement tractor for KGV
33.14	Submit VAT return for 2013-14

33.14	Book stall for Effingham Village Day
34.14	Agree lengthsmen works and appoint contractor
34.14	Report flooding on Heathview to SCC & GBC
36.14	Working Group to discuss burial group extension future
36.14	Research future of village Post Office
37.14	Attend Surrey Police briefing event on 10 March
37.14	Request further visit to St Teresa's School
37.14	Write to SCC CE to request school places meeting with officers
37.14	Attend the Local Committee meeting on 12 Mar.
37.14	Attend Guildford's Parish Council reception on 23 Apr
45.14	Agree working group framework to respond to HoE development
45.14	Letter of complaint and FoI request to be submitted to SCC on education issues
45.14	Letter to be sent to GBC on tree work decision at Heathway
45.14	Clerk to consult enforcement on the safety of entrance works to Westcourt, Beech Avenue
45.14	Respond to licensing consultation on sexual entertainment venues
46.14	Provide cover for Parish Room for Clerk annual leave
47.14	Arrange residents meeting to discuss A246 access road issues
47.14	Respond to SCC consultation on road safety outside schools
48.14	To comment on draft housing requirements survey summary report
48.14	Input to Cllrs Pindar & Symes on issues to raise at Local Plan meeting
48.14	Provide East Horsley with electronic copy of housing survey
49.14	Liaise with allotment neighbour on fallen fences
49.14	Commission tree safety survey for burial ground
49.14	Respond to Rights of Way Improvement Plan consultation
50.14	Monthly email on crime statistics to be sent to Clerk
57.14	Lack of promotion of the joint venture drop in event to be flagged to Berkeley Homes.
58.14	Working group to consider late applications. Extensions to consultation to be requested from GBC.
58.14	Formation of a liaison group to address Berkeley Homes/Howard of Effingham proposed joint venture
58.14	Issue working group report on the Berkeley Homes/Howard of Effingham School Proposals, Housing provision, Design Requirements & Section 106 Contributions
58.14	Issue letter on draft Local Plan to Cllr Mansbridge, Guildford Borough Council
58.14	Co-ordinate response to Guildford Visitor Economy Strategy consultation
59.14	Clerk to reply to invitations received for Civic Service, Orangutan Appeal UK talk and 'The Guildford Plan - Where are we now?' Forum
60.14	Contact Surrey Highways for proposed date for Critten Lane repairs and resurfacing work
61.14	Clerk to confirm extension to funding deadline with Locality
61.14	Checking to be carried out on summary housing requirement report
63.14	To represent EPC at Allotment Gathering at 10 June
63.14	Work experience contact details to be given to EVRT
63.14	Move food bin storage to KGV
70.14	To promote councillor vacancy to potential co-optees
83.14	Letter to GBC Cllr Mansbridge to flag serious concerns with LP draft document
83.14	To flag dissatisfaction with communication of Berkeley Homes drop in exhibition and the feedback back form used at HoE liaison meeting
83.14	Working group to be set up to research for planning application response to the BerkeleyHomes/HoE joint venture
84.14	Provide detailed breakdown of the grants to EVRT from Community Fund
85.14	EPC & BRA to write to SCC Highways on repairs to grass verges on Lower Road
85.14	Clerk to request hedge-cutting for Effingham Common Rd
85.14	Clerk to report parking on verges at Woodlands Rd
87.14	SCC to be invited to autumn EPC meeting to discuss footpath works

87.14	Clerk to submit Love Where You Live form
87.14	To discuss use of sponsorship banners at cricket club
88.14	Clerk to liaise with owners to get hedges on allotment access path cut
88.14	Replace Parish Room locks and keys
88.14	To attend Local Committee meeting on 25 June
87.14	To co-ordinate footpath survey for 2014 over the summer
96.14	Objection to authorisation for 3 vehicles at New Marsh Farm to be submitted
96.14	To attend public inquiry to be held on 21 July on Two Firs vehicle authorisation
96.14	Working group to respond to St Lawrence consultation on foundation status
96.14	To complete Guildford Visitor Strategy questionnaire
96.14	To write to Cllr Mansbridge on further concerns with Local Plan process.
96.14	To write to GBC on concerns on Local Plan proposals for Home Farm
96.14	Drop in sessions on Local Plan for residents to be organised
97.14	To promote the Community Fund to community groups
97.14	To consider projects for GBC Concurrent grant funding
98.14	To investigate whether insurance covers damaged salt bins and confirm sites for new salt bins
100.14	Review to be carried out on Burial ground contract for report to July EPC meeting
100.14	To appoint Treeline as contractor for tree safety survey
100.14	To liaise with Guildford to arrange a playground assessment for KGV
100.14	To attend KGV user group discussion meeting on 15 July
101.14	To man Village Day stall
101.14	To return outstanding risk assessments
109.14	Sub-letting issue at Two Firs to be discussed with GBC Planning
109.14	To co-ordinate response to SCC proposals to improve Bookham High Street
109.14	Letter to be sent to GBC on the Parish Council's concerns with the Local Plan
109.14	GBC letter to be circulated to relevant bodies and posted to website
109.14	Prepare posters for 13 Sept Local Plan public meeting
109.14	To complete Parish Council survey on Local Plan consultation process
109.14	To attend Joint Parish Council Chairman & Councillors Local Plan meeting
109.14	To arrange working group meeting to prepare formal LP response
109.14	To attend GBC Local Plan workshop on 11 August
109.14	To prepare summary of LP/HoE working group structure & timetable of meetings
109.14	To update Community Ideas database
110.14	Appointment of Councillor as Effingham representative for the PPG
111.14	To update Localism bids
112.14	To review revised summary report and comments to Cllr Hogger
112.14	To finalise & publish report, send report to EFFRA, GBC & Berkeley Homes and post on EPC website
113.14	To arrange contractors to cut allotment hedge
113.14	Summary footpath report to Sept meeting
113.14	Update burial ground contract review to be completed for end of September
114.14	Increased evening patrols on KGV playing fields
114.14	To write to SCC to challenge St Lawrence consultation & request property deeds
122.14	To review and pass final comments on LP response to Clerk by 12 Sept
122.14	To print draft LP response document for distribution and discuss at the public meeting on 13 Sept and post to website
122.14	Working group to meet after public meeting to agree final submission to GBC
122.14	To prepare draft press release on the Local Plan process from Chair
123.14	Submit GBC Concurrent Grant application
123.14	Detailed report on EVRT SLA to 30 Sept meeting
123.14	To investigate the pursuit of a Registable Interest for St Lawrence School
123.14	To write to St Lawrence School to confirm future plans for the site and buildings.
124.14	To forward details of traffic survey volunteers to Horsley
125.14	ELHG to be asked to investigate the historic significance of Brown's Field
126.14	Burial Ground tree survey results to be shared with neighbours
126.14	Footpath report to 30 Sept meeting

127.14	To take legal advice on allotment access track ownership /boundary issue
127.14	Clerk to commission hedgecutting contractor for allotment works
127.14	To invite D.Knowles, GBC Planning Policy, to 30 Sept meeting to discuss SANG
127.14	To respond to High Sheriff of Surrey invitation to Service for the Judiciary
127.14	To issue electronic meeting papers
127.14	Amendment to Standing Orders to be drafted for guidance on filming in meetings
127.14	To attend SSALC Networking Day
134.14	Report overhanging trees on Effingham Common Road to SCC Highways
134.14	To reaffirm potential costs and works required for burial ground tap
135.14	Working party to respond to Chester Farm planning application
135.14	Respond to GBC Cllr Mansbridge Local Plan letter
135.14	To write to GBC to confirm discussions and concerns on SANG
135.14	To write to Bookham Vanguard to thank them for their participation in LP consultation and apologise for difficulties in liaising on this consultation
136.14	Working group to meet with EVRT trustees to prepare final draft SLA
136.14	To include SLA funding in proposed 2015-16 budget
136.14	To finalise the Community Ideas Database review and submit to Guildford BC
137.14	To co-ordinate consultation response on Prudential RideLondon event
138.14	To organise a Steering Committee meeting
139.14	To submit footpath surveys report to SCC
140.14	To meet with St Lawrence to discuss their plans for academy status
140.14	To attend Effingham Methodist Church 160th Anniversary Celebration
146.14	To instruct solicitors to action appropriate measures available on St Lawrence land transfer
146.14	To report speeding issues on Beech Avenue to Surrey Police
147.14	To circulate draft response to High Barn planning application
147.14	To co-ordinate communication with residents on HoE planning applications
147.14	To arrange public meeting at KGV on 9 Dec to discuss HoE planning application
147.14	To include planning consultancy/legal budget heading 2015-16 precept
147.14	To attend CPRE housing meeting
147.14	To attend Surrey Community Action Rural Housing Seminar
148.14	First draft of the budget 2015-16 to be presented at December meeting.
148.14	To review and comment on draft Chairman's newsletter.
148.14	To arrange newsletter delivery with EFFRA
148.14	To draft letter of support for EVRT OPCC application.
148.14	To include SLA budget heading in 2015-16 draft budget
148.14	To advise SCC Cllr Barker on plans for cluster funding
149.14	To co-ordinate response to SCC Local Transport Review
149.14	To report damaged road sign outside St Lawrence to SCC Highways.
152.14	Attendees for Surrey Hills Forum AONB Partnership Forum to advise Clerk
152.14	Co-ordinate response to consultation on the Post Office move
152.14	Book Xmas drinks date at Parish Room