

## MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 3 Dec 2013  
King George V Hall, Browns Lane, Effingham

### Present

Cllr Pindar – Chair  
Cllrs Bowerman, Hogger, Symes, Wetenhall  
Clerk  
7 local government electors

### 167.13 APOLOGIES FOR ABSENCE

Cllr Lightfoot – Work commitment  
Cllr Moss - Illness  
Cllr Bell – Sabbatical

### 168.13 REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA

Cllr Bowerman declared an interest as a managing trustee of EVRT and as a neighbour for the Lower Farm Road planning application  
Cllr Hogger declared an interest as a managing trustee of EVRT and as a shareholder and director of Champion Meadow.  
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 Pindar declared an interest as a neighbour for the Woodlands Road planning application

### 169.13 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 29 Oct 2013 were agreed and signed. **CR**

### 170.13 MATTERS ARISING FROM THE PREVIOUS MINUTES

Effingham Common signage - Matter raised with GBC and flagged to Friends of Effingham Common. GBC producing temporary signage and maps and will be writing to all livery stables. Permanent signage likely to take up to 6 months.

HoE Venture - Letter sent to HoE and Berkley Homes

Community Ideas Database - Still outstanding with the Clerk **CR**

National Air Traffic Services Consultation - Report on response from AL/PM  
For next meeting **AL/  
PM**

Our Place! Funding - This looks like an unlikely funding option as it mainly funds services that communities/parish councils wish to take on on behalf of authorities. So, likely issues are similar to those raised around the lengthsman scheme in terms of longevity of funding and responsibilities.

Allotment Tree Works - Planning applications in progress

Damaged Sign - Fallen fingerboard sign at junction to Lower Farm Road has been reported

Burial Ground Green Waste - Site for compost area being identified **CR**

Burial Ground Noticeboard - Possible designs and options circulated to all **AP**

Q2 Reconciliation Check - Still to be carried out

Lone Working Risk Assessment - Assessment sheet prepared for next risk update

Change of Bank Account - Still outstanding due to telephone line problems.

**171.13 MATTERS RAISED BY RESIDENTS**

KGV Car Park – Access to the overfill car park was raised as an issue. Cllr Bowerman to investigate.

**GB**

**172.13 PLANNING MATTERS**

**New Planning Applications**

13/P/01752 - Sedeo, 3 Beech Close, Effingham

Single storey and rear extensions and first floor extensions together with changes to windows.

*No comments*

13/P/01805 - Crosslands Forge, Beech Avenue, Effingham

Change of use of Crosslands Forge from B1 use to C3 two bedroom residential dwelling. Remove roof & replace with clay tile roof with conservation rooflights. Remove part of existing front wall to provide 2m visibility splays for vehicles exiting the site. Enlarge two casement windows to accommodate opening double doors.

*New application does not address previously raised access safety issues. Previous comments to be re-submitted.*

*Objection*

13/P/01842 - Compton, Lower Farm Road, Effingham

Erection of single storey side extension, following demolition of existing garage and the construction of a new raised pitched roof over existing and proposed single storey elements to provide habitable accommodation in the roof space including two front and two rear dormer windows.

*No comments*

13/P/01850 - 9 Manor Gardens, Effingham

First floor side extension

*No comments*

13/P/01896 - 2 Church Cottages, Church Street, Effingham

Formation of a new hardstanding and reinstatement of vehicle access from Church Street

*The level of the hardstanding and impact on sightlines to be flagged due to the position in the Conservation Area and issues of highways safety for entering and exiting onto Church Street.*

*Objection*

13/P/01933 - Land Opposite, 105 Calvert Road, Effingham

Change of use of land for a residential caravan site, to contain two static caravans, two touring caravans, parking for four vehicles, a utility block and associated hardstanding

*There is a history of unresolved planning development and environmental health enforcement issues on this site that should be considered before any permissions.*

*There is also the highway safety consideration of the Dirtham Lane junction.*

*Objection*

13/T/00243 - 38 Middle Farm Place, Effingham

Reduce height of sycamore tree by 0.6m below roof level of the house and thin the crown

*No comments*

13/T/00302 – 1 Effingham Place, Effingham

T1, T2 & T3 Lelandii – Fell as poor quality and have grown too large, blocking out sunlight to adjoining properties and will prevent growth of a new hedge that is proposed to be the boundary of the site (Effingham Conservation Area)

*No comments*

13/P/02046 – 70 Woodlands Road, Effingham

Proposed two storey side and rear extensions, and erection of detached garage.

*No comments*

**Previous Applications**

OK1090363 R	Newmarsh Farm application for 8 additional vehicles.	<b>Approved</b>
13/P/01758	Browns Cottage/Farmside, The Street	<b>Refused</b>
13/W/00061	Casa Mia, Orestan Lane	<b>Refused</b>
13/P/01558	7 Chester Road	<b>Approved</b>
13/P/01591	Hillmore, Outdowns	<b>Approved</b>
13/P/01586	Beechlawns, Outdowns	<b>Approved</b>
13/P/01623	28 Orchard Gardens	<b>Approved</b>
13/P/01604	70 Woodlands Road	<b>Refused</b>
13/P/01622	Cheyme Cottage, Manor House Lane	<b>Refused</b>
12/P/02164	Summerdown manor, Critten Lane	<b>Appeal Dismissed</b>

**Other Planning Matters**

Local Plan Consultation

The Parish Council's response was submitted at 26 Nov. Paper copies of the submission are available in the Parish Room and are available to view on the website. The Chair thanked all councillors for their input and Cllr Hogger for co-ordinating the final document.

**Reports & Correspondence**

Care Home Public Inquiry

The Public Inquiry held at Millmead, Guildford ran from 26-29 Nov with attendance by Cllrs Hogger, Moss and Lightfoot, Clerk and local residents. The final day of the enquiry included a site visit. A decision is due by 10 Jan 2014 at the latest. The Chair thanked all those who attended and gave testimony.

**173.13 FINANCIAL & ADMINISTRATIVE MATTERS**

**Current Financial & Admin Matters**

Budget Proposal

The Clerk presented a first draft budget proposal for 2014-15 for discussion. Guildford Borough Council have agreed an LCTSS grant of £1561 and the Band D assessment is set at £1315.86. Precept forms to be submitted by 22 Jan 2014. Clerk to prepare a range of options to meet 0%, 1% and 2% increase criteria for the next EPC meeting at 7 Jan 2014.

**CR**

Review of burial ground fees – It was resolved to increase burial ground fees as recommended in Clerk's report with immediate effect. Clerk to update website and inform all undertakers.

**CR**

**To approve & sign cheques**

C.Ritchie	Clerk salary – Oct	£1167.35
C.Ritchie	Clerk reimbursement - Stationery	£187.33
Post Office Ltd	HMRC	£260.95
J.Nicholls	Burial Ground Maintenance	£260.00
Phone Co-op	Telephone bill	£25.32
BTS Ltd	Photocopier	£59.40
Information Commissioner	Data protection registration	£35.00
EVRT	Community Fund Grant	£6500.00

[3]

It was resolved to give delegated authority to make cheques for the Clerk's salary and the burial ground maintenance before Christmas as the next council meeting is in January. **CR**

### **Reports & Correspondence**

#### GBC Concurrent Grant

A successful application has been made to Guildford Borough Council and a grant of £4255 awarded for a projector, audio equipment and a hearing loop for KGV hall. This commits the council to match funding of £4255 to complete the project. Clerk to investigate a possible application to the National Lottery Awards For All in conjunction with KGV. **CR**

EVRT to make a formal bid to the Community Fund for the match funding. **SM**

## **174.13 HIGHWAYS & TRANSPORT**

### **Current Highways Matters**

#### Calvert Road Salt Bin Request

Protection of Home Farm Co-ordinating Committee have requested two salt bins at for Calvert Road. Sites and permissions to be sought with costing proposals to next council meeting. **CR**

#### SCC Home to School Consultation

Surrey County Council are consulting on a Home to School Transport Policy with a response deadline of 20 Dec. As present guidelines will not change the Council has no comments

### **Reports & Correspondence**

#### Salt Bins

Ash Parish Council are due to refill the salt bins on behalf of Guildford Borough Council but this has not yet been completed. Clerk to pursue. **CR**

#### Surrey Cycling Strategy Consultation

Cllr Barker advised that there is still no information provided on the costs of cycling events and suggested that the Council write to the Cabinet Member for Communities. There is now an agreement that villages should only be subject to one race per annum. **CR**

#### Surface Water Plan

Cllr Lightfoot has provided a response to the initial summary report produced by Guildford to highlight areas prone to surface water flooding. A full report is due in December for consultation to 11 January.

#### Critten Lane road closure

Notification has been received for road closures to Critten Lane for three days from 16th Dec. St Theresa's School have been informed and they have requested a delay so that closure happens after the end of term on 18 Dec. Clerk to check that signage and leafleting is planned **CR**

## **175.13 VILLAGE PLAN**

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

No meetings held since the previous EPC meeting.

### **Progress Report**

Liaison meeting held with Bookham Vanguard at 19 Nov. The possible joint venture between the Howard of Effingham school and Berkeley Homes was discussed and an update from Bookham Vanguard on the greenbelt review progress was received. Draft minutes to be agreed at the next meeting at 4 Feb 2014.

It was resolved to authorise expenditure up to £1K for input and analysis of the Housing Requirements survey data. All survey data to be returned to Clerk by 6 Dec and a review meeting to be held in w/c 9 Dec. Cllr Moss to liaise with Guildford Borough Council on data analysis.

**CR  
PM**

### **Budget & Expenditure**

Budget	£6899
Total spend to 22.10.13	£870
Expenditure from 22 Oct – 26 Nov 2013	£1651
Total spend to 26.11.13	£2521

Expenditure on print and postage for Chairman's newsletter and Housing Requirements Survey.

### **Other matters for resolution**

None

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

### **Current Matters**

None

### **Reports & Correspondence**

#### Burial ground Ashes Memorial Garden

Subject to budget approval, the Clerk to prepare a proposal for an ashes memorial garden. **CR**

#### Lengthsman Scheme

Cllr Barker reported that a budget of £15K had granted to his division for lengthsman work up to the end of March 2014. The Clerk to prepare details of pruning, mowing and sign cleaning work that can be carried out in the New Year. **CR**

## **177.13 REPORTS**

### **Police & Community Safety**

No report from Surrey Police but a serious dog attack on Home Farm estate has been reported to the police.

### **Allotments**

1 rental fee outstanding. Two vacant plots available.  
Cllr Symes updated the council on a resident's letter on allotment fees.

### **Schools**

St Theresa's School have issued an invitation for a tour for all Parish Councillors. All councillor wish to attend. Clerk to liaise with School for visit in the New Year **CR**

### **EVRT**

EVRT presented the results of their audited accounts and an outlook for 2014-15 at a Custodian Trustee meeting held at 2 Dec. Cllr Pindar reported that the Custodian Trustee were satisfied with the statement of accounts and will be attending the Financial AGM at 10 Dec to confirm this. **AP**

EVRT reported that the fireworks event was financially very successful and thanked all volunteers for their help. A local resident thanked EVRT for the professional running of the event.

### **Home Farm Estate**

The Protection of Home Farm Co-ordinating Committee met at 25 Nov and residents will be meeting with Guildford Borough Council on 5 Dec to discuss proposed additional pitches.

### **Friends of Effingham Common**

AGM took place on 19 Nov at Cricket Club and a new Chair was elected. Initial planning meeting for Commoners Day event 2014 held in Nov.

**Smith's Charity** – No reports

**Effingham Local History Group**

A new book is now available for purchase on a local painter.

**Local Govt & Admin**

Cllr Pindar to write to BT PLC on the recent telephone line fault problem.

**AP**

The next Guildford Local Committee is scheduled for Wed 11 Dec

**178.13 CORRESPONDENCE**

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

GBC	Press releases PR3040-3063
	Planning Committee Agendas 5 & 26 Nov 2013
SCC	County Council Agenda 10 Dec
Horsley Directory	Dec/Jan edition
Guildford Vision	Nov 2013 Newsletter
Open Space	Autumn Newsletter
CPRE	Winter Newsletter
L.Cooper	Views on allotment rent
Surrey Downs Clinical Commissioning	Outcome of GP ballot

**179.13 NEXT AGENDA**

The next meeting will take place on Tuesday 7 January 2014