

**MINUTES OF THE ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 4 DECEMBER 2012
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Pindar in the Chair
Cllrs Bowerman, Hogger, Lightfoot, Peskett, Symes, Wetenhall
From 8.30, Cllrs Bell and Moss (previously at a GBC meeting)
13 local government electors

Before the formal start of the meeting, the President of EPFA accompanied by several members of EPFA presented a letter to the Chairman of Effingham Parish Council as Custodian Trustee. This was accepted but not opened or discussed at the Parish Council meeting.

160.12 APOLOGIES FOR ABSENCE

Cllr Barker.

161.12 DISCLOSURE OF PECUNIARY INTERESTS

Cllr Bell reported that he had received hospitality to the value of c.£10 at a launch event at The Plough public house on 29 November. As an update to his register of interests he declared (non-pecuniary interest) that he is a Trustee of EVRT and (disclosable pecuniary interest) employment at Learnus.

162.12 MINUTES OF THE MEETING OF 30 OCTOBER 2012

146.12 Apologies for absence:

Cllrs Peskett and Wetenhall had sent their apologies in advance. This was announced at the meeting but not recorded in the Minutes. Cllr Hogger had been present.

153.12 Planning

12/T/00185 Middle Farm Place – the decision had been 'No comment'.

With these corrections the Minutes were agreed and signed.

163.12 MATTERS ARISING FROM PREVIOUS MINUTES (not elsewhere on the Agenda)

None.

164.12 MATTERS RAISED BY RESIDENTS

A resident asked if there was a new planning application for a care home on the former school field. Cllr Pindar replied that as far as was known nothing had yet been registered with GBC.

A member of the audience asked whether the Parish Council was aware that East Horsley Parish Council had agreement in principle from SCC to employ a lengthsman, and asked if there would be any joint interest on this. Cllr Hogger asked whether SCC was contributing any money, since they were being relieved of their duty. Coincidentally Cllr Barker had been in touch to say he was trying to find out about SCC Highways' current position on this. The Clerk will contact EHPC to find out more of the detail.

SM

A resident enquired whether the Parish Council had asked EVRT to end discussions with the Rugby Club. The Clerk said that enquiries on this issue had already been made, about the meaning of unspecified documents in the possession of the Rugby Club supposedly signed by the Parish Council, and she had already explained that EPC could not and would not comment where it did not have any facts about what was being referred to.

A resident asked about what had happened since the EVRT AGM, when members of the Council and the public had effectively expressed no confidence in the Trustees. Cllr Pindar explained that even so the Trustees hold responsibility for the Trust, and the position has not changed.

A resident asked what residents should do if they had no confidence in the Trustees and wanted to have them removed. Cllr Pindar replied that the Custodian Trustee and/or Parish

Council does not have powers to take this action. EVRT exists within the context of charity law. People with problems must contact the Trustees first, and if they do not feel satisfied, they should contact the Charity Commission.

165.12 PLANNING MATTERS

New applications

12/P/01793 Almena, Links Way

Erection of a garden shed at the bottom of the garden along side an existing hedge
The proposed structure is very large, and the Parish Council queried whether the intended use is consistent with its location in a residential back garden. It was decided to ask the Planning Officer to check the use and if minded to consent, control the use by a condition.

12/P/01841 Homedale, Orestan Lane

Erection of chalet-style bungalow following demolition of existing dwelling
It was felt that the description 'chalet style bungalow' was misleading. The bulk was very large and went back a long way, but in this location it was between others similar. No comment.

12/P/01864 Winrush, Heathway, East Horsley

Erection of an extension to accommodate a utility room, office and family area and the addition of a new porch to the front of the property following the demolition of three existing outbuildings (garage and two large sheds). Resubmission of 12/P/01338 withdrawn on 11/09/2012

Before discussion of this item Cllr Symes reported that he had believed this application would need a response before the Parish Council meeting, and he had already suggested what the comment should be. However he had come to the discussion now with an open mind and would listen to all points raised before forming a view.

While noting the slight reduction in roof height of a ground floor extension, the Parish Council decided that it maintained its earlier objection unaltered, ie: the proposals represent too great an expansion of the original dwelling on the plot, which has already had benefit of several previous extensions. The proposed height and the bulk will be out of keeping with the characteristic scale of houses in the neighbourhood. The effect of extending the width of the property virtually to the boundaries on either side would also remove the characteristic spacing between buildings that is typical of this area.

12/P/01867 St Lawrence Primary School, Lower Road [GBC]

and

2012/0144/NM [SCC]

Consultation from Surrey County Council for replacement of remaining timber windows by white powder coated double glazed aluminium units; replacement of timber doors

Councillors noted that there appeared to be no information about what the timber doors were to be replaced with and decided to request that this be checked, so that the chosen doors are appropriate to the age and appearance of the historic building and the Conservation Area of the village.

12/P/01872 60 Woodlands Road

First floor extensions at front and rear.

Cllr Pindar reported that he lived in this road, but at some distance from the actual property. No comment.

12/P/01886 Lawn View, Orestan Lane

Erection of a four bedroom house with porch and outbuilding (amendment to planning application 11/P/01457)

It was agreed that amalgamation of the volumes of the former dog kennels was being used to create a very large and solid mass in the Green Belt, well away from the property. In itself this might later be used as volume to expand the habitable space of the accommodation. It was decided to respond that if the application was to be granted, a condition should be put upon the outbuilding that it could not be used as habitable space.

12/P/01972 St Teresa's School, Critten Lane

Biomass boiler to be sited on the grounds of St Teresa's School.

No comment.

12/P/02013

Honeypots, Lower Farm Road

Demolition and replacement of dwelling house, including reorientation of dwelling, erection of four dormer windows, and fixing photovoltaic cells on flat roof (alteration of 12/P/01540 approved 07/11/2012)

It was decided to object. The expansion of the roof space makes the building appear very considerably larger, which is felt to be not appropriate in this very rural setting in the Green Belt and directly overlooking Public Footpath 116. Use of dormer windows in the roof creates the appearance of a third storey, which is not characteristic of houses in this area and out of keeping with the neighbourhood.

12/T/00243 St Lawrence Primary School, Lower Road

T1 Lime Tree: remove six lower laterals over building track to point of origin to clear building by 3 metres; T2 Beech: remove two lower laterals to point of origin on main stem to clear building by 2 metres; T3 Gingko: remove laterals on the building side to main stem to clear building by 2 metres. All works are required to increase air flow round the building and prevent damage to windows and roof. No comment.

Results / progress on previous planning applications

12/P/01536 Cheyme Cottage, Manor House Lane	Withdrawn
12/P/01540 Honeypots, Lower Farm Road	Approved
12/P/01619 Pen Y Bryn, Dirtham Lane	Permitted development

Other planning matters

None.

Reports and correspondence relating to other Planning matters:

Joint Communities Meeting, Monday 7 January

The next Joint Communities meeting of neighbouring parishes and communities will be at 8pm in the Parish Room on Monday 7 January 2013 (and next after that, on Monday 8 July). Cllrs Lightfoot, Symes, Peskett and Moss will attend. There will be further discussion over whether to use it as an opportunity to discuss Village Plans.

166.12 HIGHWAYS AND TRANSPORT

Current Highways and Transport matters

None.

Reports and correspondence relating to Highways matters

Flood consultation

Cllr Lightfoot had made several very useful suggestions and sent them in on behalf of the Parish Council.

Trees on Guildford Road

Cllr Peskett had done a very successful job of liaising with SCC over the many stages involved in planting new trees on the Guildford Road island, which is now complete (paperwork awaited). Neighbours had been contacted, and understood the thinning out process that will take place.

EPC-owned trees on SCC verges

The Clerk replied to the SCC survey in which SCC was trying to assess interest in whether to offer tree maintenance services. John Igglesden, SCC Arboricultural Officer, would like to make contact with Cllrs Peskett and Wetenhall and bring them up to speed about management of the Beech Avenue verges.

Trees and verges

SCC has finally cleared the fallen branches on Lower Road and the rank vegetation on The Street opposite Home Farm House.

White-lining, Beech Ave

The white lines down the centre of the road have been refreshed, if not the edges.

SCC-owned land, corner of Guildford Rd / Manorhouse Lane

Residents of Manorhouse Lane had been taken aback by SCC's clearance of all the brambles (to clear the footway) on SCC's patch of land here, and would like to see a more rural appearance restored.

Damage to newly repaired pedestrian railings, A246

The Community Highways Officer had responded very quickly but with regret that he could not pursue the tractor driver for compensation; some of the railings had minor damage when they were re-installed and he felt it would not be possible to make a case. He was still not satisfied that the full width of the footway had been cleared to the point where GBC could routinely sweep it, and would be contacting KGV again.

167.12 GREEN SPACE AND VILLAGE AMENITIES

Current GSVa matters

Finalisation of grants to the Community Fund

Cllrs Hogger, Peskett and Lightfoot had met to define the comments made at the Parish Council meeting of 30 October. Letters had been sent to all applicants explaining the Parish Council's response to their bid. Some had been asked for further information, to be supplied by Monday 26 November in time for circulation with the paperwork for the meeting of 4 December. The Clerk had produced a report summarising responses / information received. These were reviewed and discussed and the following decisions made:

1. Brownies

A costing for a lockable cupboard had been supplied, costing an additional £200. This was agreed and the Brownies were congratulated on their efforts to comply with the requirements. The Clerk will ask for confirmation of who is to carry out the cupboard-building.

SM

2. Cricket Club

This bid had already been agreed and it was confirmed that the Cricket Club had been asked to remove the old building from the site.

3. Jubilee Oak

This had already been planted. Sarah Peskett, as Volunteer Tree Warden, and Lorna Lock Manager of KGV were congratulated.

4. Effingham Local History Group

Cllrs Peskett, Pindar, Symes and Hogger stated that they were members of this group. The information requested had been supplied and was satisfactory. The bids for the hard drive, notices and cupboards were confirmed (EPC itself to buy the projector).

5. EVRT

Cllrs Bell and Bowerman who are Trustees of EVRT stated an interest and withdrew during discussion of this item. On behalf of EVRT, Brendan Kelly had sent apologies that owing to work and other commitments, no other Trustees could be present to answer questions if needed during discussion of the bid. He hoped councillors could be understanding in this situation.

MAINTENANCE ITEMS

a) Tree work

The tree survey had been in 2011-12 and the bid for this had been withdrawn. Information supplied by EVRT claimed that the work on the trees had had to be held over from the 2011/2012 financial year because it had been delayed by a slow response from GBC to the request for planning consent. Cllr Hogger had checked this and did not agree. The tree survey had been supplied to EVRT in September 2011 but the planning application had not been submitted to GBC until early 2012. Information supplied with the application had been incomplete. Even so, GBC had provided a decision in 9 weeks rather than the 8

weeks which is its target.

Despite this grumble it was agreed to pay £1,500 as on the invoice.

b) Hedge trimming

At the last meeting the Parish Council had agreed to pay up to £1,500 for the recent drastic cut on receipt of the invoice, but on condition that the verges have been reseeded and repaired after damage by tractor tyres, and the footway along Guildford Road and Browns Lane restored to its full width by siding-out the vegetation at the base of the hedge. It was felt that the hedge-cutting had not been done well. Untidy branches had been left uncut at the top, and in several places sharp thorny twigs still stuck out across the path dangerously near child eye-height. No further information had been requested, and no response had been received.

The Parish Council regretted that the entrance opposite Sibleys was now if anything worse - a sea of mud, and a gate post had now fallen over and been removed. The Parish Council repeated its encouragement to EVRT to meet to discuss improving this area.

c) Mowing amenity areas

The Parish Council welcomed confirmation of the areas to be mowed and information about how the cost had been arrived at. It was agreed to pay £3,200 representing a rounding up of the sum of the groundsman's costs plus associated costs (actual total £3143.24). The Parish Council did not agree to pay an element of contingency, or for machinery repair. The latter would have to be bid for separately.

d) Retrospective tractor repair

Additional information had been provided. The Parish Council recalled that this cost was claimed without prior agreement in the last financial year, and that EVRT had apparently already managed to pay for it. It was agreed to contribute £500.

e) Playground safety and repairs

The Parish Council had previously confirmed that it was happy to pay up to a maximum of £2,000 against production of both the invoice and the safety report. No further information had been requested and no response received.

PROJECTS

a) Tennis Courts

Insufficient information had been provided (for instance 3 quotations from independent contractors/suppliers), but the Parish Council was reluctant to see this project fail. Cllr Wetenhall undertook to see if he could establish what other organisations might have paid for similar work. Cllr Peskett wondered if the cost of new nets had been included. It was agreed that this allocation is withdrawn unless 3 quotations are supplied and the work completed in the current financial year.

b) Seating

The information provided did not coincide with previous figures. The Parish Council felt that £500 for base and fixing per bench was extremely expensive, and one verbal estimate was not sufficient. It agreed to pay for 50% of the cost of 4 'The Albury' seat units, ie 50% of 4 x £435, viz £870. If three independent quotations were supplied for the cost of fixing the seats each on a concrete base, this would be considered.

c) Car park

The Parish Council noted clarification that information previously supplied comprised one specification and one quotation. This did not answer the request for three quotations with declarations about independence. It noted the Trust's statement that user-groups do not currently have an obligation to contribute to car-park repair costs, but the actual question had been whether these groups had been asked to contribute. It was agreed that there was insufficient information for such a costly project and this could not be agreed.

6. EPFA

More information had been requested but none yet supplied; however this money would not become available until the next financial year. The Clerk reported a concern from a

resident that EPC should channel this money through EVRT which was trying to establish its position regarding the Charity's premises. The Parish Council confirmed that when it was clear the work would go ahead, the exact mechanism for payment should be discussed.

At the end of this debate when Cllrs Bowerman and Bell returned a resident remarked that it was a shame the two Trustees had not heard the discussion because they could have conveyed useful information to EVRT. It was pointed out that normally for discussion of EVRT items they would remain, but because this involved finance and one Trustee had worked on the initial bid, to avoid possible charges of the Parish Council being unduly influenced, this was their decision. Trustees who are also Parish Councillors are not the messengers of the Parish Council (or vice versa).

It was agreed the Clerk would find out what had happened to funds raised at Village Day.

Adoption of the document *Proposal for a Village Plan for Effingham*, setting out a process for producing a formal Neighbourhood Plan

Cllrs Moss and Bell were commended for all their hard work bringing the project to its current level, not forgetting everyone else who had contributed.

The following amendments were discussed and resolved as stated:

- Cllr Pindar's view that the Emergency / Resilience plan should be included, and as a strand in its own right (an Action Plan) was accepted
- Cllr Lightfoot's suggestion that an evaluation of the current architectural and design characteristics of the parish was important and should be incorporated was accepted
- EIA should be written out as Environmental Impact Assessment where it occurs - agreed
- There was discussion about what was meant by 'positively embracing development'. Use of the word 'development' had already been discussed and was understood to be contentious, but there was also concern that the text could give the impression that underlying the Plan there is already foregone acceptance and agreement that additional housebuilding will take place. This would cause great unease for some residents and they will not engage with the process. Cllr Moss confirmed that the emphasis of the Village Plan is not 'positively embracing development' in the sense of the Plan being driven by the view that it is already agreed the parish wants housebuilding. It is:

1. recognition that GBC might impose a requirement to build more houses, and therefore, about thinking ahead for WHEN / IF that should arise;
2. a process to carefully establish the best options from the parish's point of view, before it is forced by default into something it doesn't want, and
3. a process to find out what other services, activities or aspects of life in the parish the residents might like to alter (for instance, health provision, youth provision etc).

The purpose of the Plan is to ensure that not only land use but also all other aspects of parish life will be impartially and neutrally examined and catered for.

With the above amendments the document was formally agreed and adopted.

It was agreed that the document should go on the web-site, with an accompanying statement to say that:

Effingham Parish Council has decided in principle to lead this project, has formally applied, and awaits confirmation. It will be a huge project and will require a lot of help from residents. In the New Year the Parish Council will be going out to residents to find out who wants to be involved.

It was agreed that a Risk Assessment must be completed before any action to involve people can be started.

Formal Application to designate the civil parish of Effingham as a Neighbourhood Area

There was discussion of suggested amendments:

- include mention of Effingham Common, as a major asset of the village; agreed
- whether or not sentences about housing costs and transport in the penultimate

paragraph were couched in such a way that assumptions about these topics had already been made, and people's views would not be investigated. The point was discussed but the debate was inconclusive.

It was agreed that with the above amendments incorporated, the Application document would be signed by the Chairman and submitted to GBC.

Appointment of a formal Sub-Committee of the Parish Council, to be the main steering group throughout the Village Plan process

It was agreed that this was needed. It will comprise the following: Cllrs Bowerman, Hogger, Lightfoot, Moss, Peskett, Pindar, Symes. The time and date for the first meeting was set as 2.30 on Thursday 13 December, Parish Room. An Agenda will be circulated by e-mail.

Cllr Symes reported that he had met with Cllr Peskett to do the scoping study for their work group; they were concerned about overlap with other groups.

Means of sharing information electronically will be discussed and risk assessed by the Sub-committee.

Commoners' Day 2013

It was felt that this was provided useful community benefits and was a very important 'shop window' for several village organisations. It was agreed that in principle EPC does wish this to take place again in 2013; the Clerk will find out whether Adam Owen's replacement is in post yet.

SM

It was agreed that Cllr Peskett would ask SCC Rights of Way Officer Ann Woods to the February Parish Council meeting, to discuss Rights of Way issues generally but prospects for improving BW131 across the Common in particular.

SP

Reports and correspondence relating to GSVA matters

None.

168.12 REPORTS

Police and safety community issues (report of session before the start of the present Agenda)

PCSO Culross reported 4 crimes for the previous month – 1 criminal damage to a vehicle, 2 thefts from vehicles, and 1 burglary to a garage. Operation Heath in the Guildford area had led to raids on several properties connected with possession of Class A and B drugs. Operation Candlelight, to deter burglary, was mounting night-time patrols day and night, using both marked and unmarked officers / vehicles.

Cllr Peskett asked whether there had been reports of antisocial behaviour on KGV, as a vehicle had driven across the playing areas and created considerable damage. PCSO said he would look into it, but all instances had to be reported to Surrey Police.

PCSO Culross mentioned concerns among the Neighbourhood Police teams in Surrey that the new Police Commissioner may be thinking of ending the recruitment of PCSOs and replacing them by more constables on the beat, although these worked in a very different way. His own commitment was definitely to continue to serve the community of Effingham for as long as possible.

Allotments

Rental letters have been sent out. A few tenancies have been relinquished, so there will be some take-up from the waiting list.

Schools

Cllr Bell had been in touch with the Deputy Head of The Howard over the unseemly behaviour of pupils in the Burial Ground. The response had been receptive and instant, and Cllr Bell had thanked him, as did the full Parish Council. A resident mentioned similar problems at Effingham Place, and would welcome any support the Parish Council could give here.

EVRT

The Custodian Trustee has met and requested further information about the Charity's Statement of Accounts for 2011-12. In the absence of agreement about the signatories to draft leases, and concerns over whether negotiations are about to be concluded despite this, the Custodian Trustee has contacted the Charity Commission.

The Chairman of Trustees has said that he would like to establish a jointly agreed statement about the roles of the two sets of Trustees. He has also asked for the Custodian Trustee to research whether there was ever a formal assignment of financial responsibility to the Managing Trustees, and if not, to settle this formally.

Home Farm Estate

There had been another meeting of residents and officers at GBC. The road had been resurfaced and GBC was now bidding for funding for Chester Road to be repaired in the next financial year. Enforcement of planning infringements will be attempted. The Dirtham Lane exit has been surveyed.

Friends of Effingham Common

Nothing further to report.

Smith's Charity

No further news.

Effingham Local History Group

No further news.

Local government / admin matters / website

The Clerk reported that heavy workload was preventing progress on producing formal policies for Complaints, Press and Publicity, and Freedom of Information. Cllr Pindar has the British Standard document for Complaints. Cllrs Symes and Bell offered to produce drafts (respectively, first two and third).

AP
IS
CB

169.12 CORRESPONDENCE

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

Effingham with Little Bookham	Parish magazine
St Teresa's School	Invitation to Carol Service, 18 December
	The Horsley Directory
GBC	Agenda and reports, meetings of the Planning Committee, 6 November, 27 November
Surrey County Council	Agenda and reports for Council meeting, 11 December
	Agenda and reports for meeting of the Local Committee, 28 November
Surrey County Playing Fields Asscn	Annual Report and Accounts 2011-12
Surrey Clubs for Young People	Update
Cherry Tree news	Winter 2012
English Rural	Annual Report 2012
CPRE	Countryside Voice, Winter 2012
Open Spaces Society	Open Space, Autumn 2012
NSALG	Allotment, Issue 4 2012
SLCC	The Clerk, November 2012
NALC	DIS no 796,797
Clerks and Councils Direct	November 2012

170.12 FINANCIAL & ADMIN MATTERS

Procedure for finding a new Clerk

With great regret Linda Fuller had had to withdraw from this post after a week. The Clerk had said she would continue until 15 February. In the unavoidable absence of the Chairman, as authorised by him, Cllrs Hogger, Peskett, Lightfoot and Bowerman had held

an emergency meeting to discuss how to proceed. The original 'long list' had been studied but offered no more likely candidates. Their recommendation was to go back to the shortlist and re-interview any of the three candidates willing to do this.

After a very long debate concerned with whether the process must be started all over again, and the pressure of time, there was a vote. Three councillors were in favour of starting the process from scratch. Six were in favour of contacting the shortlisted people; if two (or more) were ready to be re-interviewed, this would be done. This latter view was therefore the decision by simple majority. Cllrs Peskett, Moss and Wetenhall would be the interview panel. Cllr Peskett undertook to phone the candidates previously interviewed.

Process for filling the vacancy for a Parish Councillor

GBC had confirmed that the Parish Council was free to co-opt. Councillors felt that, given the imminent Village Plan, this opportunity should be advertised to all households and applications invited. This will go out with the (delayed) Chairman's half-year report.

Financial reconciliation for the period 1 July to 3 November 2012

This statement confirming that the record of receipts and payments reconciled to the bank statements for this period had been circulated, and was noted.

Draft Budget, 2013-14

The Draft Budget had been circulated, but because GBC was not yet in a position to say how changes to the Council Tax base should be applied to the calculations, a proposed total for the precept and for the Band D figure had not been possible. Regarding the forecast of the figures at the end of 2012-13, a significant number of quite large financial transactions remained unresolved and difficult to predict.

Cllr Peskett had suggested an additional project, to improve the wide area of green verge on The Street opposite Home Farm House.

Cheques for approval and signature

The following cheques were authorised and signed:

Phone Coop	37.49	Local Govt Act 1972 s111
Robert Wilson	720.00	Local Govt Act 1972 s111
The Information Commissioner	35.00	Local Govt Act 1972 s111
James Nicholls	260.00	Local Govt Act 1972 s214
Sarah Peskett	67.02	Highways Act 1980 s96
James Wetenhall	61.70	Local Govt Act 1972 s133
BDO LLP	480.00	Local Govt Act 1972 s111

Reports and correspondence relating to Finance & Admin matters

Nothing further.

171.12 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Date of the next meeting: THURSDAY 3 January 2013.