

MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 6 January 2015
King George V Hall, Browns Lane, Effingham

Present

Cllr Pindar – Chair

Cllrs Brazil, Hogger, Lightfoot, Martland, Moss, SymesWetenhall
Clerk

7 local government electors

SCC Cllr Barker

CPRE - T.Harrold

1.15 APOLOGIES FOR ABSENCE

Surrey Police – J.Perry

2.15 REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA

Cllr Pindar declared an interest as a neighbour for planning applications on Woodlands Road & Guildford Road

Cllr Hogger declared an interest as a managing trustee of EVRT

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.

3.15 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 2 Dec 2014 were agreed & signed with one correction to Declarations of Interest.

The minutes of the extraordinary meeting of 9 Dec 2014 were agreed & signed.

4.15 MATTERS ARISING FROM THE PREVIOUS MINUTES

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

5.15 MATTERS RAISED BY RESIDENTS

None

6.15 PLANNING MATTERS

New Planning Applications

14/P/02275 - 4 Effingham Place, Effingham

Single storey rear extension following demolition of existing conservatory

No comments

14/P/02233 - 18 Woodlands Road, Effingham

Single storey side extension and new entrance gates and boundary wall

No comments

14/T/00325 - 1 Church Cottages, Church Street, Effingham

Application for works to one Ginko tree, to remove the lower two minor branches over the road to leave clearance of 5m and crown thin by removing the two minor stems (Effingham Conservation Area)

No comments

14/P/02217 - The Coach House, Guildford Road, Effingham

Single storey side extension with roof lantern together with changing rear door and window to bi-folding doors

No comments

14/P/02216 - St Teresa's School, Effingham Hill, Effingham

Erection of an eleven bay American barn and field barn and enlarged turning/parking area with surround fencing and gates (revision to 14/P/00185 approved 25/06/14) for revised location and increased size (part retrospective)

No comments

14/W/00145 - Hylands, Guildford Road, Effingham

Prior notification for a single storey 5.2m rear extension, 5.4m in height with an eaves height of 2.35m

Noted

14/P/02346 - 1 Lindens Close, Effingham

Single storey side extension, conversion of existing garage to habitable rooms, provision of pitched roof over existing flat roof extension and proposed front porch

No comments

Results of Previous Applications

14/P/02002 - Dolwins, 2 Strathcona Avenue, Bookham	Approved
14/P/01996 - Wildeacres, Orchard Close, East Horsley	Approved
14/P/01765 - 4 Home Barn Court, The Street	Withdrawn
14/P/01884 - Conyngham House, Beech Avenue	Refused
14/P/01922 - Casa Mia, Orestan Lane	Part Approved
14/W/00145 - Hylands, Guildford Road	Refused

Post Office services will be moving to the Village Supermarket, date to be advised

Other Planning Matters

To consider the draft response to the Berkeley Homes/Howard of Effingham application

Cllr Pindar thanked Cllrs Moss, Lightfoot & Martland for preparing a draft responses for comment, as well as all others who have helped with research and comments.

Clerk to compile into one draft document with delegated authority for this to be signed off by Cllrs Pindar, Moss and Lightfoot. Response to be submitted by 16 January and will then be published on EPC website

**CR
AP
AL
PM**

Consultation on Guildford BC draft Licensing of Sex Establishments Licensing Policy

Cllr Lightfoot to co-ordinate a response with C.Bell

**AL
CB**

Reports & Correspondence

Guildford BC draft Local Plan update

GBC have published the 20K comments received on the Local Plan which can be viewed on the planning consultation website.

The joint draft study on housing need, (new SHMA), now published and also available to view online on Guildford BC website.

SANG Update

Cllr Hogger advised that Guildford BC do not plan to consult on a SANG car park on Effingham Common until the Local Plan issues have been resolved.

7.15

FINANCIAL & ADMINISTRATIVE MATTERS

Current Financial & Admin Matters

To consider draft budget 2015-16

Version 2 budget was considered. It was resolved that a general increase of 1.9% would be agreed for as an overall increase for current budget headings and that £4000 would be transferred from the Contingency heading to the Community Fund. A request for £30,000 would be requested for a new budget heading for Legal/Planning Contingency. Clerk to revise budget and submit precept request.

CR

Interim arrangements & recruitment for new Clerk

Clerk will be leaving at 15 Jan 2015 to take up a new post with Reigate & Banstead BC. Clerk has repaid CiLCA training costs funded by EPC. Cllr Pindar to investigate locum arrangements.

AP

Cllrs Pindar, Symes & Moss to form working group to sort locum and recruitment arrangements. It was agreed to use SSALC and a recruitment agency to help with this process. Cllrs to man opening of Parish Room. EPC thanked Clerk for her work and support.

**AP
IS
PM**

To approve & sign cheques

Cheques approved and signed - See table at Appendix

Reports & Correspondence

Resignation of Cllr Bowerman

Cllr Bowerman resigned from the Parish Council but continues as Chair of EVRT. The Parish Council thanked her for her work and support.

GBC Concurrent Grant payment 2015-16

EPC grant application for signage for KGV, allotments and burial ground has been agreed requiring matching funding from the community fund.

Section 137 Payment Levels

Guildford BC have confirmed the S137 value for 2015-16 has risen to £7.36/elector

8.15

HIGHWAYS & TRANSPORT

Current Highways Matters

None

Reports & Correspondence

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.

AP

Lengthsman Funding

East Horsley have submitted a funding application for Cllr Barker's six parishes for non-specific highways tasks. If this is successful EPC can submitted works to be considered from the pot.

9.15

VILLAGE PLAN

Minutes of the Steering Committee

No further meetings held but meeting scheduled for 12 January 2015

Progress Report

Cllr Hogger gave an update on a meeting with Guildford BC planning policy officers to plan how to take the Village Plan forward.

[3]

	<p>Budget & Expenditure Clerk reported that the Locality grant had been fully spent with an end of grant report due in January.</p>	CR
	<p>Other Matters For Resolution None</p>	
10.15	<p>GREEN SPACES & VILLAGE AMENITIES Current Matters <u>Burial ground contract</u> Temporary contractor to be appointed within current budget to cover until end of financial year whilst new contract goes out to tender.</p> <p>Reports & Correspondence <u>Burial Ground Tree Safety</u> Clerk advised that clearing of debris following tree felling at the adjacent consortium site, was still outstanding.</p>	CR
11.15	<p>REPORTS Police & Community Safety Surrey Police email report shows 5 crimes; 1 theft, 1 fraud, 2 burglaries, 1 domestic</p> <p>Allotments – No reports</p> <p>Schools Surrey CC Consultation on admission arrangements for some of Surrey's community & voluntary controlled schools for 2016. Cllr Martland to co-ordinate a response if required.</p> <p>EVRT – No reports</p> <p>Home Farm Estate It was noted that there had been no report from Guildford BC on progress with the latest consultation.</p> <p>Friends of Effingham Common Volunteer work days scheduled for 11 January between 10.00-2.30pm. Cllr Symes to speak to Guildford BC for signage update</p> <p>Smith's Charity – No reports</p> <p>Effingham Local History Group Exhibition planned for April 2015</p> <p>Local Govt & Admin <u>GBC Seminars on Becoming a Councillor</u> Seminars being run by Guildford BC on Wed 4 Feb for anyone interested in joining the Parish Council. Clerk to advise interested residents</p> <p><u>University of Surrey</u> Cllr Martland to attend Annual Review Meeting</p>	DM
12.15	<p>CORRESPONDENCE The following correspondence which had been received since the last meeting was noted:</p>	

GBC	PR 3271, 3291, 3287, 3283, 3282, Planning Committee Agenda 7 Jan Council Meeting Agenda 9 Dec Review of Council Constitution Phase 2 AONB Management Plan 2014-19
Surrey Hills	Newsletter
Guildford Enviromental Forum	Winter Newsletter
Horsley CPS	Newsletter
Cherry Trees	Newsletter
The Grange	Councillor resignation
G.Bowerman	Clerk's Resignation
C.Ritchie	Thanks for work on HoE application
R.Pritchard	

13.15

NEXT AGENDA

The next meeting will be on:
 Tuesday 27 Jan 2015 - Ordinary Meeting of the Parish Council
 This meeting will be chaired by Cllr Symes, Vice Chair

CHEQUES AUTHORISED

Cheque No.	To	Description	£	Authority
C1061	C.Ritchie	Clerk salary	£1209.06	Local Govt Act 1972,112
C1062	C.Ritchie	Clerk reimbursement	£696.72	Local Govt Act 1972, 112
C1063	Post Office Ltd	HMRC payments	£284.74	Local Govt Act 1972, 112
C1060	J.Nicholls	Burial Ground maintenance	£872.26	Local Govt Act 1972, 125
C1064	EFFRA	Community Fund grant	£1200.00	Local Govt Act 2000 s2
C1065	SCPFA	Membership	£10.00	Local Govt Act 1972, 111
C1066	SSALC	Elections materials	£29.40	Local Govt Act 1972, 111
C1067	Phone Co-op	Telephone	£25.60	Local Govt Act 1972, 111
C1068	Print Express	Print credit for VP survey	£522.00	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
Actions from 7 Jan 2014			
4.14	Complete change of bank account	Appointment to be made with Lloyds	CR/AL
8.14	Identify site for proposed salt bin in Leewood Way.	Outstanding	PM
8.14	Identify possible salt bin sites for proposed bins in Calvert Road.	In progress. K.King & L.Gold to discuss with residents	CR
Actions from 29 Apr 2014			
63.14	To liaise with GBC on Heathview flooding issues	Awaiting information from GBC	IS
Actions from 24 Jun 2014			
97.14	New Parish Council appointed EVRT trustee to be sought	Ongoing	All
Actions from 2 Sept 2014			
121.14	Arrange for owners to trim vegetation on Church Street and Lower Road		CR
Actions from 28 Oct 2014			
148.14	Meeting to discuss EVRT Service Level Agreement for annual running costs contribution		All
159.14	Request for information on plans for the primary school's future to be made to the Howard Partnership		AP
161.14	Clerk to order four new salt bins		CR
161.14	To organise branding materials for new salt bins		AL
161.14	Final letter of support to sent to Surrey Highways on behalf of residents of A246 access road		AP
161.14	To suggest possible Lengthsman projects		All
162.14	To write to possible volunteers for VP working groups		VPSG
163.14	To identify suitable temporary grounds maintenance cover		CR
Actions from 6 Jan 2014			
6.15	To compile draft responses to HoE application into one document	Completed	CR

6.15	Responses to HoE application to be signed off & submitted by 16 January	Completed	AP PM AL
6.15	To respond to GBC Consultation on Licensing of Sex Establishments Licensing Policy		AL CB
7.15	To revise budget and submit precept request	Completed	CR
7.15	To investigate locum for clerk post		AP
7.15	To form working group for Clerk recruitment		AP, IS, PM
9.15	To submit end of grant report to Locality	Completed	CR
11.15	Respond to SCC consultation on admission arrangements for community & voluntary controlled schools		DM
11.15	To contact GBC for Effingham Common signage update		IS
11.15	To advise residents of GBC Seminars on Becoming a Councillor	Completed	CR
11.15	To attend University of Surrey Annual Review Meeting		DM

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 Registrable 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
150.14	To advise GBC on four key village green sites
159.14	To view BH application documents and draft comments/notes to made on sheets
159.14	To confirm extension for BH planning response to mid January with GBC
159.14	To circulate draft letter from local resident P.Davis on Section 106 contributions
159.14	Cllr Moss to attend GBC Local Plan Forum
160.14	Clerk to prepare amended budget for comment
161.14	To respond to GBC Parking Review survey
161.14	To respond to GBC Taxi and Private Hire policy consultation
164.14	To attend St Teresa's carol service on behalf of the Parish Council