

MINUTES OF ORDINARY PARISH COUNCIL MEETING OF

Effingham Parish Council

Tuesday 6th December 2016, 8pm KGV Hall, Browns Lane.

Present:

Cllr Pindar (Chair)

Cllr's Cornwell, Hackett, Hogger, Martland, Mayell, Nicholls (part-time), Symes & Whiteman.

Parish Clerk

3 local government electors

298/16	APOLOGIES FOR ABSENCE: Cllr Moss & SCC Councillor Bill Barker
299/16	REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA: Cllr Hogger declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications and as an EVRT Managing Trustee regarding items covering EVRT. Cllr Symes declared an interest in planning application 16/P/02414 Cllr Martland declared an interest in planning application 16/P/02195 & 16/P/02180
300/16	MINUTES OF THE PREVIOUS MEETING OF 25th OCTOBER 2016: After minor changes, proposed by Cllr Hogger to item 278/16 - the minutes were approved and duly signed by Cllr Pindar (Chair)
301/16	MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA: Cllr Pindar (Chair) personally welcomed newly co-opted Cllr's Mayell & Whiteman.
302/16	MATTERS RAISED BY RESIDENTS: None

	<u>Planning Matters:</u>
303/16	New planning applications considered:
16/P/02129	<p>52 Woodlands Road, Bookham, Leatherhead. KT23 4HH Demolition of existing garage and erection of new garage/annex with small fenced off area for annex</p> <p>Objection: The current building is a double garage with pyramid roof, although the submitted plans indicate a previously permitted development that has not been carried out. This previously proposed plan for the elevations is labeled "Existing Elevations 03" in the documents listing. The extension of approximately 2 metres in height over the current height and conversion to a ridged roof structure will result in an over development of this garage in this back garden location to form a garage and a flat. The site is on the side of a hill (Strathcona Avenue) and as such this development will overbear the lower, small frontage, adjoining chalet bungalow properties, 1 & 3 Strathcona Avenue. The garage opens onto Strathcona Avenue, which is already very congested due to limited off road parking available to residents. The addition of a flat in this location would contribute further to parking congestion. When viewing the site on 14 November there were two cars parked in front of the double garage. Should the application be permitted a restriction should be put on the garage being converted in the future to residential accommodation as this would add further to the parking congestion.</p>
16/P/02180	<p>Land north-east of, Old Tallows, Orestan Lane. KT24 5SN Proposed erection of a two storey detached dwelling with integral garage.</p> <p>No comment</p>
16/P/02187	<p>Tythe Barn, Guildford Road, Effingham. KT24 5QB Outline application for the erection of two storey detached dwelling (with all matters reserved)</p> <p>Objection: The proposal is outside the settlement area of the Parish The proposal is within the Green Belt, without very special circumstances to support it It is not on previously developed land & does not fulfill "limited in filling" criteria.</p>
16/P/02195	<p>Westmoor, Orestan Lane, Effingham. KT24 5SN Certificate of Lawfulness for a proposed development to establish whether a single storey rear extension following demolition of existing extension would constitute permitted development.</p>

16/P/02203	3 Mount Pleasant , Effingham, Leatherhead. KT24 5NS Existing single storey rear extension. No comment
16/P/02230	Three Acre Barn , Guildford Road, Effingham. KT24 5QQ Erection of link extension and re-use and conversion of former equestrian buildings to form a single dwelling. Objection: The development would result in a material change of use of the land, and the conversion and proposed link extension to the existing equestrian building would represent inappropriate development, which by definition is harmful to the Green Belt. No very special circumstances exist for the proposal, and as a result is contrary to policy RE2 of the Guildford Borough Local Plan 2003 and the NPPF. The proposal would be out of keeping with and harmful to the character and context of the immediate surroundings, contrary to Guildford Borough Local Plan and the NPPF. The proposal is outside the settlement area of the Parish.
16/P/02272	48 Norwood Road , Effingham. KT24 5NX Proposed first floor extension. No comment
16/P/02273	The Shireburn , Effingham Common Road. KT24 5JG Single storey rear extension, pitched roof over garage together with reconfiguration of fenestration and new porch. Comment - EN4 Dark Skies Policy
16/P/02276	Kayos Cottage , Guildford Road, Effingham. KT24 5QQ Erection of a replacement dwelling following demolition of existing building. No comment
16/P/02326	Chilworth , Manor House Lane, Bookham, Lhead. KT23 4EJ Single storey rear extension, infill between garage and house with garage roof alteration and two velux windows to form loft room. Comment: EN4 Dark Skies Policy
16/P/02346	3 Dog Kennel Green , Ranmore Common, Dorking. RH5 6SS Single storey rear extension. No comment
16/P/02347	Chelwood , Heathway, East Horsley, Leatherhead. KT24 5ET Proposed conversion of garage to a habitable accommodation and erection of a detached double garage with storage in loft space.

	<p>Comment: EN4 Dark Skies Policy & That if planning permission were granted, then the loft space within the new detached double garage should not be permitted future permission to convert to inhabitable space.</p>
16/P/02348	<p>Morcotta, Lower Farm Road, Effingham, Lhead. KT24 5JJ Part single part two storey extension to front elevation and single storey side extension following demolition of existing garage, single storey side extension and single storey rear extension. No comment</p>
16/T/00255	<p>1 The Steps, The Street, Effingham. KT24 5LT T1 Scots Pine Tree - Fell. No comment</p>
16/T/00259	<p>St.Lawrence Church, Church Street, Effingham. KT24 T1 Holly-Fell to ground level and eco plug the stump. No comment</p>
16/T/00286	<p>The Cottage, The Street, Effingham. KT24 5LQ Reduce height of five Horse Chestnuts to 5m, and reduce height of two Sycamores to 10m in height. (Effingham Conservation Area) No comment</p>
16/T/00287	<p>The Cottage, The Street, Effingham. KT24 5LQ Fell two Thuja trees (Effingham Conservation Area) No comment</p>
304/16	<p>Late received planning applications:</p>
16/P/02404	<p>4 Dog Kennel Green, Ranmore Common, Dorking. RH5 6SS Single storey rear extension (oak framed) with a flat roof lantern. Comment: EN4 Dark Skies Policy</p>
16/P/02414	<p>Heathside, Heath View, East Horsley, Leatherhead. KT24 5ED Demolition of existing bungalow and build of new four bedroom dwelling. No comment</p>
16/T/00305	<p>4 The Steps, The Street, Effingham, Leatherhead. KT24 5LT T1 Beech Tree - reduce by 2-3 metres to old cuts leaving 15 metres in height and 8 metres in spread. No comment</p>

305/16	Results of previous planning applications:
16/P/01776	Morcotta , Lower Farm Road, Effingham. KT24 5JJ Proposed two storey front extension, single storey front and side extension together with front porch following the demolition of existing garage. Refused
16/P/01804	Hawthorns , 23 The Street, Effingham, Surrey. KT24 5LQ Proposed new infill front porch, replacement front gable dormer window and first floor front extension with gable dormer window, part single/part two storey rear extension following demolition of existing conservatory, trio of gable dormer windows to replace existing flat dormer extension (south elevation), replacement windows throughout, weatherboard cladding and removal of existing tile hanging. Withdrawn
16/P/01866	Outdowns Lodge , Outdowns, Effingham. KT24 5QN Creation of a new vehicular access onto Guildford Road with new access gates and revised fencing. Refused
16/P/01971	1 Ranmore Meadows , Crocknorth Road, Dorking. RH5 6SL Loft conversion single storey ground floor rear kitchen extension single storey ground floor front/side study extension associated internal alteration. Approved
16/P/01974	Hares Holt , Orestan Lane, Effingham, Leatherhead. KT24 5SN Proposed ground floor rear and side extension and a loft conversion with a rear/side dormer and two front velux windows. Refused
16/P/02027	The Beeches , Beech Avenue, Effingham. KT24 5PJ Proposed erection of a detached garage. Refused
16/P/02031	Effingham Post Office , The Street, Effingham. KT24 5LQ Proposed single storey rear infill extension and first floor side and rear extension to form 1 x 1 bed and 1 x 2 bed units, and the retention of retail space. Alterations to elevations. Creation of parking area, bin store and cycle store with extension of driveway to rear of the site following demolition of existing garage and outbuildings. Approved
16/P/02040	52 Strathcona Avenue , Bookham, Leatherhead. KT23 4HP Proposed front porch and part first floor rear extension. Approved

<p>16/W/0083</p>	<p>Hares Holt, Orestan Lane, Effingham, Leatherhead. KT24 5SN Prior notification for a single storey 6 metre extension, 2.9 metres in height with an eaves height of 2.9 metres. (W) Prior Approval Not Required</p>
<p>16/C/00003</p>	<p>Phone Box, outside ex-sub Post Office, The Street, Effingham. Removal of poorly used phone box (kiosk) Consent</p>
<p>306/16</p>	<p>Other planning matters:</p> <p><u>Berkeley Homes / Howard of Effingham Planning Appeal.</u></p> <p>To received updates regarding the BH / HofE Appeal:</p> <p><u>KGV Working Group:</u></p> <p>Cllr Mayell gave an update from the KGV Working Group. There was an explanation on the selection process for the newly appointed architects Crane & Associates. On the issue of the S106 estimate they proposed to produce this within the quotation, however a "letter of comfort" has been requested. The Parish Council would seek legal advice regarding this. Cllr Hackett commented that public procurement rules should be carefully followed.</p> <p>A local resident spoke regarding their understanding of much larger historical S106 payment offer, that may have been suggested by Berkeley Homes for the S106 funding to be negotiated with Guildford Borough Council. It was considered unlikely that any such large offer had been formally made, however the Parish Council will remind GBC of the background to this.</p> <p>Cllr Cornwell was keen to see that S106 would be referenced within any specification prepared by the architects.</p> <p><u>Outstanding Enforcement Cases -</u></p> <p>There are currently 14 outstanding enforcement cases within the Parish, the oldest being EN/12/00544 from 28th Nov 2012.</p> <p><u>Resolved Enforcement Cases -</u></p> <p>EN/16/155 Beagles Den, Dog Kennel Green, Ranmore Common. RH5 6SS Alleged unauthorised change of use from dog kennels to a dwelling. Planning permission approved -16/P/01784 - breach resolved.</p> <p>EN/16/168 3 Dog Kennel Green, Ranmore Common, Dorking. RH5 6SS Alleged change of use of outbuilding to business use - singing lessons - without planning permission. The use of the outbuilding is ancillary to the main dwelling and it is not considered to be a significant change of use that would</p>

	require planning permission. No breach established
307/16	GBC - Electronic Working: The Clerk gave an update on GBC's proposed plan to go paperless regarding their distribution of Planning Application documents. During this brief they reported their belief that the current hard copy system best served local residents and the Parish Council. A replacement photocopier that allowed for A3 colour printing was considered to be a good option, however funding from GBC to support this was thought to be unlikely. The Clerk will meet with Cllr Symes and Hackett asap to bring decisions to a conclusion.
308/16	Reports and correspondence relating to other planning matters: None
309/16	Reports from Parish Councillors not included in the above: None
	TO CONSIDER FINANCIAL MATTERS:
310/16	Cheques were approved and signed (see appendix)
311/16	First draft of the 2017/18 budget The Clerk presented their first draft 2017/18 budget to the Parish Council. Cllr Symes suggested changes to the Community Fund, Tree & Training Ear Mark Reserves proposals - Cllr Hogger suggested changes to the Legal Contingency and requested a long-term view for future years budgeting. Cllr Hackett suggested the Parish Council should be mindful of possible future Precept caps. The Clerk will present 2 budget options for the Parish Council to consider & decide upon, at the next Parish Council meeting on the 3rd January 2017.
312/16	Reports and or correspondence relating to other finance matters: The Parish Council approved a Cemetery Legal Compliance CPD Course for the Clerk (£75)
313/16	A donation to the Royal British Legion for the supply of a wreath was approved. (£35)
314/16	Reports and correspondence relating to other Space / Amenity matters: None
315/16	Reports from Parish Councillors not included in the above: None

	VILLAGE, NEIGHBOURHOOD & LOCAL PLANS
316/16	Updates regarding the Village Plan: None
317/16	Updates from ENPAG regarding the Neighbourhood Plan: Cllr Hogger confirmed that the latest NP health check was drafted but not complete, and would likely be available early in the new year. It was confirmed that regulation 15 was still planned for early February 2017, and that the Governments NP Greenbelts regulations were now delayed until January 2017.
318/16	Updates regarding GBC's Local Plan: None
	HIGHWAYS & TRANSPORT
319/16	Current highway matters considered: The proposed changes to improve the M25 junction 10 / A3 Wisley interchange was discussed, with Parish Councillors encouraged to visit local Public exhibitions. Highways England has their public consultation running now & until the 6th February 2018. During this item the former Wisley Airfield development proposal by Wisley Property Investments was discussed, along with any joint action EPC may be able to take part in, with neighbouring Parish Councils. Given the current workload on Councillors involved with the BH / HoE appeal, it is likely EPC will only be able to be involved in an advisory position.
320/16	Reports and correspondence relating to other Highway Matters:
321/16	Reports from Parish Councillors not included in the above:
	REPORTS
322/16	Reports received:
322/16a	Police and community issues: Crime figures - September 2016 <u>On or near -</u> Calvert Road - anti social behaviour Calvert Road - violence & sexual offences Orestan Lane - possession of weapons Orestan Lane - violence & sexual offences Beech Avenue - vehicle crime

	<p>Middle Farm Place - violence & sexual offences Lower Road - violence & sexual offences Browns Lane - violence & sexual offences (x2) Church Street - anti social behaviour</p> <p>The lack of PCSO attendance at Parish Council meetings was noted, along with the high level of crime during September.</p>
322/16b	<p>Allotments: The Clerk reported that the overgrown hedge that was restricting path access has now been cut back, and that the water supply to the allotments is about to be shut off for winter.</p>
322/16c	<p>Schools: None</p>
322/16d	<p>Home Farm West - Calvert and Chester Roads: None</p>
322/16e	<p>Effingham Local History Group: Cllr Hogger reported that the WW1 Exhibition held in the KGV Hall on the 3rd December, had been a great success with over 200 visitors. It was the History Groups third major exhibition and followed the lives of Effingham residents during the war.</p>
322/16f	<p>Local government / admin matters: None</p>
322/16g	<p>Update for Risk: The Clerk reported that all Parish Council Salt Bins have been replenished, the Bus Shelter on the north side of the A246 has been refurbished, the Allotment hedge trimmed back and the Parish Room PAT test completed. The Clerk will carry out the 3rd quarterly Risk Assessment in December.</p>
322/16h	<p>Parish Rooms: None</p>
322/16i	<p>Effingham Village Recreation Trust: A letter of thanks has been received from EVRT for the Community Fund Grant to allow the purchase of new display cabinets at the KGV Hall.</p>
323/16	<p>Reports from Parish Councillors not included in the above: None</p>
	<p>CORRESPONDENCE</p>
324/16	<p>Correspondence received since the last Parish Council Meeting:</p>

324/16a	It was recommended that the poor condition of paths on the Lower Road close to the HofE School should be reported as requiring action, when the Clerk makes contact with SCC's Community Partnership Team following the Eastern Cluster Meeting that Cllr Hackett attended.
324/16b	It was agreed that the Clerk would seek a quotation to thin out the row of 9 clumps of young beech trees at the lay by, on the A246. It was also considered desirable to provide the remaining 9 trees with protection against strimmer/animal damage.
	NEXT AGENDA
	Parish business for the Agenda of the next meeting: 2ND DRAFT BUDGET
	Next meeting - Tuesday 3rd January 2017 - KGV Hall 8pm

Appendix

310/16

To approve and sign cheques

<u>Cheque No.</u>	<u>To -</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
300130	The Phone Co-op	Parish room broadband & phone	0048.12 (8.02)	LGA 1972 s.111
300129	Countywide Grounds Maintenance	Burial Ground maintenance	0210.00 (35.00)	Open Spaces Act 1906, s.9 and 10: Local Government Act 1972, s214: Parish Councils and Burial Authorities (miscellaneous provisions) Act 1970, s1.
300139	Countywide Grounds Maintenance	Burial Ground maintenance	0210.00 (35.00)	Open Spaces Act 1906, s.9 and 10: Local Government Act 1972, s214: Parish Councils and Burial Authorities (miscellaneous provisions) Act 1970, s1.
300134	Jon Short	Clerk Wages (monthly)	1363.81	LGA 1972 s.111
300135	Surrey Pension Fund	Clerk Pension (monthly)	0579.28	LGA 1972 s.111

Community Fund / outsourced printing / memberships / legal / other

300124	The Vineries	Salt to replenish Parish Council Salt Bins	0120.00 incl vat	
300125	1st Effingham Scout Group	Donation - Marquee Hire	0500.00 no VAT	
300126	Information Commissioner	Data protection registration	0035.00 no VAT	LGA 1972 s.111
300127	UK Safety Management Ltd	PAT testing - Oct 16 to Oct 17	0120.24 (20.04)	LGA 1972 s.133
300128	Surrey Litho	Leaflets - 1/2 yr Chairman's Report	0150.00 no VAT	LGA 1972 S142
300131	Aldrich Gardening	Bus Shelter refurbishment	0534.00 no VAT	Parish Councils Act 1957, s
300132	Royal British Legion	Wreath	0035.00 no VAT	LGA 1972 S137
300133	E&O Outdoor Maintenance	Compost Clearance - Burial Ground	0060.00 no VAT	Open Spaces Act 1906, s.9 and 10; Local Government Act 1972, s214; Parish Councils and Burial Authorities (miscellaneous provisions) Act 1970, s1.
300136	HedgesNTrees Ltd	Works at Parish Council's allotments & burial ground	??	
300137	Asset Heritage Consulting Limited	Draft proof of evidence	3669.12 (611.52)	
300138 cancelled	Noticeboard Company (EVRT)	C/F - Display cabinets	1806.00 (301.00) cancelled	Local Government (Miscellaneous Provisions) Act 1976, s.19
300140	EVRT	C/F - Display Cabinets	1806.00	Local Government (Misc Provisions)

cheque 300138 cancelled due to incorrect payee, now replaced by cheque 300140 corrected in favour of Effingham Village Recreation Trust.(EVRT)