

**MINUTES OF THE ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 21 JUNE 2011
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Pindar in the Chair
Cllrs Brazil, Hogger, Lightfoot, Peskett, Nicholls, Symes and Wetenhall
Cllr Barker and 12 local government electors

85.11 APOLOGIES FOR ABSENCE

Cllr Bowerman (pre-existing meeting).

86.11 REGISTER OF INTERESTS AND DISCLOSURE OF INTERESTS

Cllr Pindar reported that as of 1 June he had been elected as President of ANEC.
Cllr Symes declared a personal interest in the planning application for Heath View, the road in which he lived.
Cllr Nicholls declared a prejudicial interest in the planning application for Calvert Road; he had been employed by the applicant.

87.11 MINUTES OF THE MEETING OF 17 MAY 2011

Corrections:
Cllr Gill Bowerman was present.
79.11 Planning 10/P/01451 The meeting in the Parish Room had taken place on 23 May not 16 June.
With these corrections the Minutes were signed as a true record.

*At this point by agreement two Highways items were brought up the Agenda, so that
Cllr Bill Barker, who needed to attend another meeting, could hear views.*

92.11 Proposal to consult on parking charges in Effingham, Guildford Local Committee, 20 June
Cllrs Hogger and Pindar will speak against this and request that Effingham is dropped from any list for further public consultation. She has spoken to shop-keepers who confirm that there is currently no problem, and that charging would be positively detrimental. It was pointed out that residents apparently cannot have salt bins, which they want, but might have parking imposed on them, which they do not.

91.11 Rights of Way claim about Beech Avenue, Guildford Local Committee, 20 June
The Rights of Way Team on balance supports the claim, but the evidence is not a clear-cut case. Cllr Wetenhall and Jessica Page will be speaking as private residents. Despite contributing a representation, the Parish Council cannot speak on this issue.

Cllr Barker left the meeting at this point. Return to normal order of Agenda.

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

No matters arising.

89.11 MATTERS RAISED BY RESIDENTS

Residents of Orestan Lane and Leewood Way had been invited.

A resident asked the following questions:

Q. What does the Parish Council believe is the scope of its role as Custodian Trustee for KGV?

A. The Chairman said that advice on this was being clarified but his current understanding was: Holding the freehold title to the land; being party to any long term leases (not, for example, room hire on a one off basis); possibly to be a signatory to long term leases depending on the nature of the agreement.

Other Councillors and members of the audience including past and present Trustees of EVRT presented comments and views.

Q. In a letter from the Charities Commission of 23 December 1986 clarifying the role of the Custodian Trustee it is stated "the Custodian Trustees must also be party to dispositions of any interest in the land owned by the charity be it by sale or lease". Has the Custodian Trustee been a party to the leases recently issued by EVRT to the Rugby Club and the EPFA?

A. The Chairman said that the Custodian Trustee had asked to see any such documents but none had been received.

Q. If the Custodian Trustee has not been party to the leases, what is the status of the leases?

A. If the agreement were to be concluded without the involvement of the Custodian Trustee, there may be a delay later on while this would have to be dealt with.

Members of the audience as before contributed their views and queried the motives of the questioner.

Councillors affirmed that the Custodian Trustee would continue to pursue resolution of this issue and all parties should aspire to open-ness, goodwill and collaboration.

The resident stated that he was concerned by an obvious disagreement between EVRT and the Custodian Trustee with regard to the granting of leases to users of KGV and he did not feel that ANY leases should be negotiated until the difference had been resolved.

90.11 PLANNING MATTERS

New applications

11/P/00785 Torluish, Effingham Common Road

Erection of single and two storey extensions to the side and rear elevations. No comment.

11/P/00776 Land adjacent to 61 Calvert Road

Application to extend the time limit for implementation of 08/P/02046 approved on 19/12/2008 for the reserved matters pursuant to outline planning permission 06/P/00697 approved on 17/05/2006 to consider scale, appearance, access and landscaping in respect of the erection of three dwellings following the demolition of existing bungalow and removal of two mobile homes.

Cllr Nicholls declared a prejudicial interest and withdrew during discussion of this item. No comment.

11/P/00929 Burnside, Heath View

Reserved matters application pursuant to planning permission 11/P/00264 approved 14/04/2011 to delete condition 7 where, in retaining condition 6. It ensures that development optimizes renewable energy and its conservation in accordance with the Council's SPC sustainability development and construction 2005.

Cllr Symes declared a personal interest. No comment.

11/P/00988 Lynwood House, Effingham Common Road

Detached double garage with store over. No comment.

11/P/01011 White Cottage, Lower Farm Road

Erection of detached two storey 4 bed dwelling with integral garage following demolition of existing dwelling. It was felt that the comment had not changed from the previous planning application: an expansion of a previously extended house to create a structure that was very close to the boundaries and overbearing on the plot.

SM

Results / progress on previous planning applications

11/P/00394, 395, 402, 403 Crosslands Forge, Beech Ave	Refused
11/P/00411 The Beeches, Beech Ave	Approved
11/P/00504 Lynwood House, Effingham Common Rd	Refused
11/P/00567 3 Dog Kennel Green, Ranmore Common	Withdrawn
11/P/00672 Kirkland, High Barn Road	Approved

Other planning matters

Response to the Communities and Local Government consultation on Planning for Traveller Sites

It was agreed that the Parish Council would definitely comment and a separate meeting for all councillors who could attend would be held at the Parish Room at 9am on Monday 27 June.

ALL

Response to GBC's consultation 'Who needs housing?'

There was discussion of claims that the responses submitted would produce a skewed response. It was decided to meet separately as above to formulate a response.

ALL

Reports and correspondence relating to other Planning matters:

10/P/01451 Ranmore Manor, Ranmore Common

The text below had been agreed and submitted since the previous meeting:

As before the Parish Council warmly welcomes this proposal to renovate an important site. Thank you for the opportunity to comment on amendments to the initial application. Given the importance and complexity of the site, these amendments have been considered very carefully.

Some of the improvements suggested in the Parish Council's previous comment are noted and welcomed – some improved detailing of the two houses, the yew hedge, reduction in size and improved design of the business block. However, **the Parish Council continues to object** to the amended application for reasons as outlined below. This letter supersedes the Parish Council's comments of 13 September 2010.

1. Location in the Green Belt and AONB

Ranmore Manor is in a sensitive area which is both Green Belt and within the AONB. It is assumed that, if consent is given, no additional building will be allowed without guaranteed concurrent completion of the renovation of the Manor.

2. Southern boundary of the site; positioning of the houses close to the Manor House

The Parish Council notes that in the amended site-plan, the southern boundary of the residential curtilage (red perimeter line) is no longer in the same place as on the original plans (drawing 0019/09). It has moved to the south, into the Green Belt, to create more room on the curtilage for the two new houses. The two houses are both larger than previously – not much, but they are. The southern one has been repositioned, further to the south.

In its previous objection the Parish Council was very concerned about the uncomfortably tight siting of these new-build houses up against the the Manor House. In the amended drawing this is no better - the southern view is still rendered cluttered and architecturally incomprehensible by the proximity of the houses. The Parish Council previously suggested they could be moved further eastwards, if only slightly, to create greater separation. If it is permissible for the houses to have been moved further into the Green Belt southwards, presumably they could also be moved even a small amount eastwards and detach themselves from impeding the main public view of the Manor. This objection is very strong.

3. View from the south: impact of the two new dwellings and their car-parking

The main house presents its south façade to the access drive and to Ranmore Road. It will not be possible to guarantee that this will always be totally screened by vegetation (for instance in winter), and therefore it is important to consider the appearance presented by the proposed south view. The Parish Council proposes that a planting scheme to the south side of the two houses, to minimise their visual impact from the road, should be requested.

4. External appearance of the two new dwellings

Despite addition of chimneys and further detailing (which it is not possible to judge properly without more information), the appearance of these dwellings is still felt to be undistinguished and disappointing. They do not enhance the setting of the Manor House, and even with time they will not 'age' into the location. They will continue to look like new-build houses, in an inappropriate place. The Parish Council continues to feel that a design which evokes domestic or ancillary structures typically found near a Manor House

(laundry, stable, mews, carriage house etc) would be much more in keeping and visually acceptable. This objection remains very strong.

5. Privacy issues for residents of the Manor

A resident has made the Parish Council aware that her residence in the Manor itself may be overlooked by one of the new dwellings. The Parish Council requests that this is clarified and if necessary prevented.

6. Access and parking for the two new dwellings

Although the layout for parking has changed slightly, the distance between the dwellings and their parking spaces is still felt to be inconvenient and impractical. The Parish Council is concerned by the lack of direct vehicular access to the houses for deliveries etc. The most serious objection however is that the number of parking spaces provided is unacceptably low. The well-documented history of parking / obstruction issues endured by existing residents of the site is of material concern. It is felt this must be fully addressed and re-considered. Furthermore, random or overflow or uncontrolled parking arising from these dwellings will have an unacceptably detrimental effect on the visual setting of the Listed Building. If this is a consequence, it invalidates the whole justification for the scheme. It is suggested that this site, which is both exceptional and remote, justifies an exceptional departure from 'normal' planning policy regarding the maximum number of parking spaces. This objection is very strong.

7. Provision of waste facilities (storage of wheelie bins etc) (all new build: houses and offices) and

8. Provision of cycle facilities (office building)

The Parish Council notes that these have apparently not been included in the design, and requests that they are incorporated. Access for waste-collection vehicles needs to be thought out.

9. Access and parking facilities for the offices

The applicant previously explained that the proposed number of parking spaces allocated to the offices meets GBC planners' requirements. However, there seems now to be confusion over how many people are intended to work at these premises. This number should be confirmed, and then, if consent is given, controlled by condition.

Either way, this site is remote from public transport and residential roads. All or almost all people working on the site will need to bring vehicles. Having been made aware of the history of access and parking issues on the drive (see above), the Parish Council agrees that the potential result of overflow parking on the narrow drive is unacceptable owing to the access problems which would result. As in point 6 above, vehicles on the drive would also detract from the overall appearance of the Manor buildings in this sensitive Green Belt location and potentially invalidate the fundamental concept of the scheme. In spite of 'meeting planners' requirements', the Parish Council considers that either significant further provision for parking for the office premises, or reduction of the size of the office building to limit the number of workers, is essential. This objection is very strong.

10. Removal of spoil

Digging out to provide space below ground level for three buildings will produce a very large amount of spoil to be removed. The developer suggested that this might be distributed on the ground to the south of the area of the current planning application, or it might be removed from site. The Parish Council does not feel competent to comment on the possibility of distributing the waste on site. Presumably a statement regarding this environmental impact should be part of the application. However, if it be agreed to remove the waste from site, then restrictions should be put on the route the lorries will take. Critten Lane / Beech Avenue are unsuitable as these roads are already in poor condition.

11. Bats

The Parish Council previously commented that on the site visit (September 2010), a resident informed the Parish Council that bats are living in a crevice on the east façade of the main house. This colony was not mentioned in the report supplied with the original application, and there has been apparently no further reference to it. The Parish Council notes that a bat survey goes out of date after twelve months and the previous one was

dated July 2010. While recognising that these 'additional' bats are not in an area proposed for demolition presumably they need to be protected from disturbance by works, and the Parish Council requests confirmation that this issue has been fully dealt with as prescribed, and not overlooked.

12. Reinstatement

Building works are likely to affect the state of the drive through the site and a condition should be included to reinstate the drive following completion of building works.

13. External lighting

No details are given for introducing external lighting (safety lighting etc) as part of the proposals. This is a part of Effingham which is unlit at night and residents over a wide area are very concerned by the introduction of light pollution. If any external lighting is planned, a plan should be requested at this stage. If it will not be included, this should be recorded as a condition.

14. Miscellaneous

Shutters

The planning application refers to the replacement of shutters on the Manor House. This should include replacement on the south face of the building where shutters are currently missing. They are an intrinsic part of the design of the west developed part of the house and therefore should be reinstated on the south and east for continuity of the design. It is not clear that this comment has been dealt with.

Trees

The developer explained that the silver lime tree, T11, has been condemned as diseased but that he would like to keep it. The Parish Council supports this if at all possible.

The Parish Council reiterates that it is extremely supportive of the wish to rescue the historic values and beauty of this site. The Parish Council has seen the success of the Red House development (Lutyens house on Lower Road in the very centre of Effingham, the continuing work on plans for Grove House (Guildford Road) which has great potential, and indeed the painstaking concern for appropriate detail in the restoration / development of Dunley Hill Farm (Victorian) which is immediately adjacent to the Ranmore Manor site. It believes that a very high standard of sympathetic reconstruction can be achieved and that its comments should be seen in this light.

2011/5182 Land near Junction 10, M25 Cobham Surrey

This had been researched more since the previous meeting and it had been decided no comment was necessary.

The Long Barn, High Barn Road

CPRE has copied EPC on a letter to GBC Planning pointing out the derelict appearance of the site despite the recent grant of planning consent, and the importance of protecting the Surrey Hills area. (GBC is a signatory to the Surrey Hills Management Plan).

Middle Mead, Bookham

Redevelopment / refurbishment was underway. It was noted this may lead to greater housing density, with yet further pressure on infrastructure and schools.

Neighbourhood Plans and Localism

Cllrs Hogger and Symes had attended a training event at GBC. There will be opportunities and consequences for parish councils. Neighbourhood Plans will have to be agreed by local referendum and will become part of the Local Development Plan. It was agreed to convene a meeting at the Parish Room at 2pm on Monday 25 July.

ALL

91.11 VILLAGE GREEN SPACES AND AMENITIES

Current GSV matters

Success of Effingham & District First Responders in receiving the Queen's Award for Voluntary Service

This success was felt to be richly deserved. The Group had asked to put their award on show in the Parish Room, and this was warmly welcomed.

Surrey Hills Forest Design Plan (Forestry Commission) consultation on future management of woodland in the parish

It was agreed that the information was very helpful and the plans raised no concerns. The Parish Council welcomed the encouragement of broad-leaf species as opposed to conifers, and the limited nature of felling.

SM

GBC's appointment of a parish council candidate on the Standards and Audit Committee.
It was agreed to vote for Charles Hope.

SM

Date for a visit by Councillors to the Home Farm Estate

This was set for 9am, Monday 11 July.

ALL

Date for a visit by Councillors to the 3 areas in the EVRT charity scheme

The Clerk will ask the Chairman of Trustees if this can be 2pm, Saturday 16 July.

ALL

Editorial group to review the text of articles destined for the web-site

It was hoped this could be Cllrs Bowerman and Hogger and possible the webmaster.

GB

LH

SM

GBC's review of polling places and polling districts

It was agreed to comment that the KGV Hall was felt to be a very good choice.

SM

Reports and correspondence relating to GSVa matters

Summary reports on major projects for the forthcoming year

The list had been circulated but there was no further discussion.

92.11 HIGHWAYS AND TRANSPORT

Current Highways and Transport matters

Concern over heavy lorries in the centre of the village and on residential streets

Cllr Lightfoot pointed out the facility on the GBC web-site for logging these. It was agreed to raise the issue in the Chairman's next report and give the link to the web-site.

AP

Reports and correspondence relating to Highways matters

Salt bins

Cllr Nicholls reported on his campaign to persuade SCC to reverse their decision. It was agreed he and Cllr Hogger will meet to look for positions on private land and bring a report to the next meeting; also to suggest additional locations, not on the first list.

JN

LH

HGVs

Guildford Local Committee papers include at Item 18 a review of licensing over the past year, which refers to the attempts to prevent unlimited expansion of the numbers of licences permitted at Newmarsh Farm.

Approach routes to Howard of Effingham School

A very interesting safety study, with proposals, produced for consideration by the Mole Valley Local Committee had been copied to Effingham Parish Council, with the suggestion a similar study is started for presentation to the Guildford Local Committee. Cllr Peskett will take this up. It was felt that PCSO Culross needs to be there to see the non-rush-hour parking on the restricted areas. Cllr Lightfoot would like to explore options for cycle lanes on Effingham Common Road.

SP

Beech Avenue filter light

Cllr Nicholls reported that he had challenged SCC to justify the escalating estimate for the cost of installing this, which rose every year and now stood at £105k.

93.11 REPORTS

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

meeting)

PCSO Culross was unable to attend but had sent his report, which the Clerk read out to those assembled and is here summarised:

For the previous month there had been 5 crimes in total - 1 fraud; 1 attempted burglary to a dwelling; 3 thefts ie from a vehicle (speaker taken), pedal cycle, scrap metal.

Speed surveys will be carried out in the village at various times and dates. There will be a school speed watch with the pupils of St Lawrence School with the Casualty Reduction Officer, PC Karen Page NSO for Effingham, and other colleagues from the Guildford Safer Neighbourhood Team.

Residents were urged to be vigilant and security conscious in regards to leaving windows and doors open at their property, valuables not left in cars or on show to provide temptation to thieves.

A Rural Aviation Security meeting with METPOL officers had taken place on Wednesday 15 June at Ockham Parish Rooms. This was an interesting evening attended by various members of public, with colleagues from the MET making residents aware of security issues within the rural community involving aircraft activity and persons taking an active interest in flight paths.

Residents brought up the question of speeding in Orestan Lane, where, despite it being said that speeding was being tackled, a child had nearly been hit; also whether cameras or humps could be installed. It was explained that humps were not available on unlit adopted (SCC) roads. It was confirmed that it is definitely intended to put a grit bin on Orestan Lane. There was also discussion of SCC's attitude to the 'No Parking' signs which had been installed by the residents of Yew Tree Close at the entrance to their private road.

Allotments

The social meeting would take place at 8pm on 28 June. Allotments are also available at Polesden Lacey.

Schools

The meeting with The Howard school took place, and was constructive. The next has been fixed for Tuesday 28 June at 2pm. The school has been in touch to find out whether EPC held any details about the ownership of Brown's Field. A very large branch from the School's section of Brown's Field had recently fallen across The Street and temporarily closed the road.

EVRT

The two Chairmen had met informally on 20 May.

The Chairman formally thanked Caroline Irwin, who had stood down as a Trustee, for all her work, and noted that she said she would continue in support of the Trustees. The vacancy would be publicised to all residents.

The Chairman hoped that a project to use the section 106 money would soon be available, and noted that it would be possible to re-awaken discussion on the Service Level Agreement before next year.

Home Farm Estate

Cllr Hogger reported that owing to a retiring member of staff at GBC Environmental Health Department, there will be reorganisation and the HFE will in future be managed by the Property group. The Head of this Department had attended the regular Officers' liaison meeting which had been very helpful and he was clearly taking the concerns on board. A temporary repair on the road surface is in hand. The Clerk will feed information into the updated files on the Council's holding of individual plots. Pressure for enforcement of outstanding issues is being strongly applied. There was renewed concern about the issue of HGVs on Calvert Road.

Friends of Effingham Common

No further news.

Smith's Charity

No further news.

Effingham Local History Group
Progressing well.

Local government / admin matters / website

The Clerk reminded councillors that no plans had yet been discussed for the Diamond Jubilee, 4 June 2012 (double Bank Holiday).

The Clerk had researched the procedure with respect to requests for information and the relevant procedure should be formally adopted by the Council. This will be forthcoming, for the editorial group to consider.

Cllrs Symes and Pindar confirmed they will help the Scouts put up the 3 marquees on the day before Commoners Day, ie 24 September, and take them down again afterwards, 25 September.

Councillors confirmed they would be able to sign up for a rota to staff the public open hours of the Parish Room in the busy 'pre-meeting' weeks.

Cllr Wetenhall congratulated the Clerk for producing the reference manuals recently provided.

94.11 CORRESPONDENCE

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

Effingham & Little Bookham churches	Parish magazine
EVRT	Copy of letter to resident concerning Trust policy
Malcolm Ash	Thanks for EPC's support to First Responders nomination for award
East Horsley Parish Council	Draft Minutes and Agenda for meeting of 13 June
East Horsley	Horsley Directory
Horsley Countryside Preservation Soc	Around & About Horsley
Guildford Borough Council	Agenda and reports for Planning Committee, 14 June
	Agenda for Council meeting, 23 June
Guildford Environmental Forum	Newsletter
Surrey County Council	Agenda and reports for meeting of 14 June
Surrey County Playing Field Asscn	The Playing Field
Cherry Trees	News, Summer 2011
Nat Asscn of Allotment & Leisure Gardeners	Journal, Issue 2 2011
CPRE	Newsletter - Fieldwork
NALC	Direct Information Service 759 & 760
	Clerks and Councils Direct

95.11 FINANCIAL MATTERS

Internal Auditor's review of the effectiveness of the internal audit and address its recommendations

The report was noted and the following decisions were made regarding his comments:

1. Re-formulation of the Asset register: agreed
2. Risk assessment: agreed
3. Performance Appraisal: Cllr Pindar will progress
4. Aspects of the Parish Council's relationship with EVRT: the remarks were not well understood and it was agreed to ask for clarification.

SM

Accounting Statements for the Annual Return, 2010-11

This was approved.

Statement of Governance for the Annual Return, 2010-11

The Parish Council confirmed its performance of the requirements.

Risk inspection / reporting process for the current year

The Clerk distributed the quarterly inspection report sheets. Green sheets are due back by the next meeting.

ALL

Representations received concerning the grant to EVRT for 2011-12, and the situation of EPFA

A resident had written a letter of concern about the proposed closure of EPFA by EVRT.

At different points during the previous meeting two residents had raised questions about EPC's funding of EVRT. Both had subsequently e-mailed the Clerk asking for further information. One had visited the Parish Room to look at the two most recent sets of accounts and the budgets, and had subsequently requested more information. A resident had e-mailed other residents encouraging them to write to EPC expressing concern, and 7 people had done so. The Chairman and Clerk produced a letter which described and explained EPC's actions with regard to funding issues generally as well as to EVRT in particular, and this had been sent to each.

EVRT's bid for grant funding for 2011-12, proposed by Cllr Pindar, seconded by Cllr Hogger

A draft resolution had been proposed by Cllr Pindar, seconded by Cllr Hogger:

*EPC thanks the EVRT Trustees for the revised **Schedule of Projects for Parish Grant Funding 2011-12** (the Schedule) received on 13 June 2011. This now forms a basis which the Parish Council is prepared to accept for grant funding for the year April 2011 to March 2012.*

EPC resolves to pay up to the maximum figures given below, inclusive of VAT, for the following Projects as detailed in the Schedule:

The following Projects will be subject to evidence of tenders/quotes and invoices being provided to EPC:

Tree Survey	£ 650
Tree Work	£1,500
Playground Survey	£ 500
Playground Work	£1,000
Hedge Cutting	£ 600

The following payments will be made on invoice and subject to evidence of completion of / time expended on the Projects.

Groundsman's Work	£9,418
Manager's Work	£1,352

Total Payment (up to) £15, 020

EPC agrees to make "quarterly" payments to EVRT on receipt of invoices and supporting evidence. The first payment is expected to be made immediately following the EPC meeting to be held on 19 July 2011. Further payments to be made on dates agreed between EPC and EVRT.

EPC states that the agreement will be subject to some standard clauses to protect the interests of both parties, including confirmation by EVRT that it holds adequate professional and public liability insurance.

EPC confirms that this agreement is for one year only and encourages EVRT to commence discussions towards grant funding in future years as soon as practicable, especially if a three year agreement is to be concluded.

This was agreed. It was also agreed that the remaining £320 from the allocation could be claimed, and that adjusting the funding between the above categories could be requested.

Disposal of items of office equipment no longer needed

It was agreed these could be broken up or recycled as appropriate.

Long-term loan of a picture for display in the Parish Room

This had been lent by the owner, Martin Smith of Burcot, Effingham Common.

Cheques for approval and signature

The following cheques were authorised and signed:

		Authority to pay
The Phone Coop	63.95	Local Govt Act 1972 s111
Peter J Consultants	243.00	Local Govt Act 1972 s211
BTS	59.40	Local Govt Act 1972 s111
Cornwell (Home Barn Properties) Ltd	270.00	Local Govt Act 1972 s113
Lasertech	202.80	Local Govt Act 1972 s111
Mole Valley Printing Society	13.75	Local Govt Act 1972 s111
MPS	141.60	Local Govt Act 1972 s214
NALC	105.00	Local Govt Act 1972 s143
PAYE (Employee's tax, Employee's NI, Employer's NI)	1,328.32	Local Govt Act 1972 s112

Reports and correspondence relating to Finance matters

Nothing further.

96.11 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Date of the next meeting: Tuesday 19 July 2011.