

MINUTES OF ORDINARY MEETING OF

Effingham Parish Council

8.00pm, Tuesday 23rd February 2016
King George V Hall, Browns Lane, Effingham.

Present

Cllr Pindar - Chair

Cllr Brazil, Cllr Cornwell, Cllr Hackett, Cllr Hogger, Cllr Moss, Cllr Nicholls and Cllr Symes (VC)

Parish Clerk & Surrey County Councillor (SCC) Cllr Bill Barker

6 local government electors

026/16	APOLOGIES FOR ABSENCE Apologies were received from Cllr's Lightfoot and Martland.
027/16	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 Brazil and Nicholls declared an interest as members of the Surrey Gypsy Traveller Forum. Cllr Hackett declared an interest, regarding ownership of a share of Champion Meadow.
028/16	MINUTES OF THE PREVIOUS MEETING The minutes of the previous Parish Council meeting of January 26th 2016 were agreed and signed by the Chairman.
029/16	TO DEAL WITH ANY MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA Cllr Pindar informed the Parish Council that the Boundary Agreement regarding The Hawthorns, 23 The Street was now finalised and that the execution clauses had been executed and completed.
030/16	MATTERS RAISED BY RESIDENTS None.

031/16	<p>PARISH COUNCIL MEETING DATES The following new dates are agreed -</p> <p>May 31st 2016 (Annual Meeting of the Parish Council) June 28th 2016 July 26th 2016 August 30th 2016 September 27th 2016 October 25th 2016 November 2016 - no meeting December 6th 2016 January 3rd 2017 January 31st 2017 February 28th 2017 March 28th 2017</p>
032/16	<p>Effingham Parish Council Policies - The following revised policies were received and adopted -</p> <p>Bribery Fraud and Corruption Hospitality and Gifts & Whistleblowing</p> <p>All Councillors voted in favour of their adoption.</p> <p>The following policies are to be redrafted by Cllr's Pindar and Symes and presented for adoption at a subsequent Parish Council Meeting</p> <p>Complaints FOI Press and Media & Equalities</p> <p style="text-align: right;">(Cllr Pindar & Symes)</p>
033/16	<p>Planning Matters: New planning applications considered -</p> <p>16/P/00139 The Nutcracker House, Effingham Common Rd. KT24 5JG Part 2 storey, part single storey rear extension following demolition of existing conservatory. No comment</p> <p>16/P/00201 Greenacres, High Barn Road, Effingham. KT24 5PT Erection of a detached two storey 4 bedroom house, following demolition of existing dwelling and garage. No comment</p>

<p>16/P/00229</p>	<p>4 Dog Kennel Green, Dog Kennel Green. RH5 6SS Two ground floor extensions. No comment</p>
<p>16/P/00232</p>	<p>1 Norwood Road, Effingham. KT24 5NT Erection of two detached 3 bedroom houses following demolition of existing bungalow. No comment</p>
<p>16/P/00261</p>	<p>Wise Folly, Effingham Common, Effingham. KT24 5JE Single storey front extension, two storey side extension and window and roof alterations following demolition of existing single storey side extension. Comment - the Parish Council would have liked to receive a design statement provided with this application.</p>
<p>16/P/00269</p>	<p>30 Norwood Close, Effingham. KT24 5NY Erection of a two storey side extension and single storey rear extension and internal alterations. Comment - the Parish Council were concerned that the plans provided by the applicant may not accurately show the boundary with an adjacent property (no.31)</p>
<p>16/P/00281</p>	<p>Three Acre Barn, Guildford Road, Effingham. KT24 5QQ Demolish existing barn and stables and erect a four bedroom chalet bungalow. (previous denied application 15/P/01649)</p> <p>Objection - The development would result in a material change of use of the land and the erection of a new building would both represent inappropriate development, which is by definition harmful to the Green Belt. Furthermore, due to the height, bulk, scale and massing of the proposed dwelling, and the intensification and domestication of the site, the proposal would result in a loss of openness to the Green Belt. No very special circumstances have been advanced by the applicant and as a result, the proposal is contrary to policy RE2 of the Guildford Borough Local Plan 2003 (as saved by CLG Direction on 24/09/2007) and the National Planning Policy Framework (March 2012). There was a further concern that if permission was granted it may set a precedent for further site development in the Greenbelt.</p>
<p>16/P/00288</p>	<p>Effingham Golf Club, Guildford Road, Effingham. KT24 5PY Construction of a free-standing brick built 3 phase electrical cupboard required by UK Power Networks. No comment</p>

<p>16/T/00029</p>	<p>The Cottage, The Street, Effingham. KT24 5LQ Crown lift from ground between 1 & 2 metres five Laurels tress, three Yew trees and two Thujas trees located near the southern edge of the rear garden, remove two Thujas trees located at the southern end of a row of Thujas trees at the front and replace with Laurels and reduce Horse Chestnut tree located near the south east corner of the front from 16m to 12m together with reducing the spread from 8m to 6m (Effingham Conservation Area) No comment</p>
<p>034/16</p> <p>16/P/00295</p> <p>16/P/00298</p>	<p>To consider any late received planning applications.</p> <p>Glencar, Orestan Lane, Effingham. KT24 5SN Single storey extension to existing bungalow. No comment</p> <p>St.Lawrence Primary Sch., Lower Road, Effingham. KT24 5JP New pedestrian gate and pavement guardrails. Comment Parish Councillors were concerned that the new pedestrian gate proposed location was where the path was narrower, and traffic travelling faster, than the current location.</p>
<p>035/16</p> <p>15/P/02167</p> <p>15/P/02229</p> <p>15/P/02273</p>	<p>Results of previous planning applications</p> <p>Lime Kiln Farm, High Barn Road, Effingham. RH5 6SS Two storey replacement dwelling with associated parking and landscaping and the retention of two existing barn buildings and a horse school, following demolition of the existing house and ancillary garages, stables and tack room. Withdrawn As Lime Kiln Farm is considered by the Parish Council to be a significant local heritage asset, Cllr Cornwell has agreed to research the possibility of it being added to Effingham's Local List. (Historic England) (Cllr Cornwell)</p> <p>Upper Leewood Farm, Effingham Common Road. KT24 5JQ Erection of a first floor rear extension including two dormer windows and the addition of two dormer windows on the front elevation (amended plans rec'd 31.01.16) Approved</p> <p>The Long Barn, High Barn Road, Effingham. KT24 Detached two storey six bedroom dwelling with detached single storey garage and staff accommodation following demolition of existing dwelling and outbuildings.(part retrospective application) Approved</p>

<p>15/P/02349</p> <p>15/P/02379</p> <p>15/P/02442</p> <p>15/P/00547</p> <p>EN/15/442</p>	<p>White Cottage, Lower Farm Road, Effingham. KT24 5JL Proposed enlargement of existing front porch, changes to ground floor fenestration on front elevation and two storey rear extension (amendment to 14/P/00546) Approved</p> <p>Fairways, Beech Avenue, Effingham. KT24 5PJ Two storey side extension to the south elevation, new dormers to the front and rear elevations, alterations to the front elevation to from a hipped roof and demolition of two existing garages. Refused</p> <p>Post Office, The Street, Effingham. KT24 5LQ Proposed change of use of ground floor post office and ground and first floor residential accommodation to four x two bedroom flats including alterations to the front elevation, first floor side and rear extensions following demolition of existing garage and outbuildings. Creation of a parking area, bin store and cycle store to the rear and extension of driveway. Refused</p> <p>Badgers Farm, High Barn Road, Effingham. KT24 5PP Change of use of stables and tack room to staff accommodation. Appeal Decision - Dismissed</p> <p>1 Leewood Way, Effingham. KT24 5JN Alleged unauthorised outbuildings. Closed - no action</p>
<p>036/16</p> <p>036/16a</p> <p>036/16b</p>	<p>Other planning matters considered</p> <p>Cllr Symes and the Clerk gave an update to the Parish Council regarding GBC's proposed plans to cease providing hard paper copy Planning Applications to the Parish Council. Various alternatives to hard copy plans including large tablets, screens, projectors have been appraised, however none of these options are considered to offer a paperless solution. Cllr's Pindar & Cornwell to look into other local Parish Council Planning Application review "models" and report back to the Parish Council.</p> <p>It was agreed that Cllr Moss would represent the Parish Council at the forthcoming GBC Planning Committee Meeting of 9th March, when the Berkeley Homes / HofE Planning Application will be considered.(14/P/02109) Cllr Moss plans to speak for 3 minutes challenging the application. (Clerk to make request to GBC)</p>

037/16	To receive reports from Parish Councillors not included in the above, if any None
	TO CONSIDER FINANCIAL MATTERS:
038/16	Cheques were approved and signed. (see appendix)
039/16	To receive reports and or correspondence relating to other finance matters: None
040/16	The quotation from Aldrich Gardening for various works on behalf of the Parish Council was considered, with 2 further quotations required before a decision can be made. Delegated powers were given to Cllr Pindar, Symes and the Clerk to consider additional quotations and appoint a contractor. (Cllr Pindar, Symes and Clerk)
041/16	Burial Ground Maintenance Contract The Parish Clerk has received a Burial Grounds Maintenance quotation, and will look for a further quotation for the Parish Council to consider at the next PC Meeting. (Clerk)
042/16	2016 Effingham Commoners Day The proposed £500 budget in support of the 2016 Commoners Day was agreed by all Councillors.
043/16	Receive reports and correspondence relating to other Space / Amenity matters if any None
044/16	Receive reports from Parish Councillors not included in the above, if any None
	VILLAGE PLAN
045/16	To receive the minutes of the Effingham Neighbourhood Plan Advisory Group (ENPAG) and consider any recommendations made. Cllr Moss (Chair ENPAG) presented the draft minutes from the first ENPAG meeting, a copy of which can be found in appendix. Cllr Hogger thanked Cllr Moss for all her hard work, and noted the positive resident feedback received at the workshops.
046/16	To review the Community Workshops event held on 13th February 2016. Cllr Moss (Chair ENPAG) presented a review of the workshops, a copy of which can be found in the appendix.

047/16	<p>Cllr Nicholls voiced his concern regarding the naming of sites within the NP, and that he would have liked a platform to voice his views at the workshops.</p> <p>The Parish Council considered the Bookham Neighbourhood Development Plan 2015-2026, recently accepted by Mole Valley District Council. Concerns included - lack of Conservation Area (Little Bookham), lack of Wildlife Corridor and apparent support of the proposed BH/HofE development within Effingham.</p> <p>Cllr's Pindar & Hogger to formulate a response to MVDC. (Cllr Pindar & Hogger)</p>
	HIGHWAYS & TRANSPORT
048/16	<p>To consider current highway matters: The planned meeting on 3rd March to discuss traffic issues on Lower Road between Cllr Pindar, HofE School & Bookham Residents Association might be deferred, due to the BH/HofE Planning Application.</p>
049/16	<p>To receive reports and correspondence relating to other Highway Matters None</p>
050/16	<p>To receive reports from Parish Councillors not included in the above, if any None</p>
051/16	REPORTS
051/16a	<p>Police and community issues - January crime figures - 1 x domestic incident 1 x burglary non dwelling (bikes from outbuilding) 1 x criminal damage 1 x theft (hedge trimmer)</p>
051/16b	<p>Allotments Cllr Pindar advised that the water supply to the allotments would be turned on, on or about the 1st March. (Cllr Pindar)</p>
051/16c	<p>Schools None</p>
051/16d	<p>Home Farm Estate / Gipsy Travellers A successful Gypsy Traveller event was held on the 17th February in the KGV Hall. The event was staged to explore and discuss the history, culture, conflict and issues of Gypsy Traveller Communities. This event was sponsored by EffRA. The EffRA Chairman was congratulated on the event.</p>

051/16e	Friends of Effingham Common - The first full meeting to discuss the 2016 Effingham Commoners Day was held on the 9th February in the Parish Room. Regular updating reports to follow throughout the year. Next meeting date 13th April 2pm in the Parish Room.
051/16f	Smith's Charity None
051/16g	Effingham Local History Group Chris Hogger was able to advise that the exhibition panels had now been delivered to the KGV, and were available for use by Effingham groups. (book with KGV Manager)
051/16h	Local government / admin matters The Parish Clerk is to advise the Parish Council on Parish Councillor attendance regulations, with a view to granting a 6 month period of dispensation for Cllr Lightfoot not to attend Parish Council meetings. If permissible, all Cllr's approved this. (Clerk)
051/16i	Parish Rooms None
051/16j	Effingham Village Recreation Trust None
052/16	To receive reports from Parish Councillors not included in the above, if any None
	CORRESPONDENCE
053/16	To receive correspondence received since the last Parish Council Meeting An invitation has been received from SALC for Councillors to attend an event to celebrate the Queens Birthday at Loseley Park on the 21st April.
	NEXT AGENDA
	To note parish business for the Agenda of the next meeting
	Next meeting - Tuesday 29th March 2016, 8pm, KGV Hall.

APPENDIX

038/16

Cheques approved and signed

<u>Cheque No.</u>	<u>To -</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
300001	Surrey Litho	Printing for NP	0101.80	
300002	S.Morris	Clerk support	0425.00	
300003	Greenbarnes	Notice boards - burial ground & allotments (CFGGA)	1737.88	
300004	Burleys	Burial Ground maintenance	0398.40	
300005	Broxap	2 x Salt Bins	0297.60	
300006	Norbury Park Wood Products	Burial Ground Bench (50% balance payment)	0399.00	
300007	Jon Short (Clerk)	Clerk wages	1467.10	
300008	Surrey Shop Signs	Installation of external trough light @ KGV (CFGGA)	0288.00 (75%)	
300009	Surrey Shop Signs	Trough light for KGV (CFGGA)	1530.00 (75%)	
300010	Co-op Business Telecoms	Broadband / Phone charges (08.02.16)	0051.10	
300011	Jon Short	Reimbursements	0095.53	
300012	C.D.Sheldon	St.Lawrence Church Hall Comm Fund Nov minute	0528.00 149.15d	

045/16

Draft Minutes of the Effingham Neighbourhood Plan Advisory Group Tues 16 February 2016

Attendance

EPC Councillors: Paula Moss (Chairman), Keith Cornwell, Cliff Hackett, Liz Hogger, David Martland, Ian Symes.

Community Representatives: Tony Jones, Alison Mayell, Di Skidmore, Keith Walker, Vivien White (EffRA), Harry Clark(e).

Others: Anne Bott (SALC). Jon Short (Clerk to EPC)

- 1 **Welcome and Introduction**– Cllr Moss welcomed everyone to the first meeting of the ENPAG. She advised that EPC had appointed her Chairman of the Advisory Group. She invited all Group Members to introduce themselves.

- 2 **Register of Interests** - Forms for interests were circulated which Members completed for the record to be held by the Clerk. Group Members would be asked to declare any potential conflict of interests at each formal meeting of the Advisory Group.
- 3 **ENPAG Terms of Reference** - these had been electronically circulated to Members and a further copy was circulated at the Meeting. The Chairman read out the Activities of the Group. The Terms of Reference were agreed.
- 4 Election of Vice-Chairman – nominations were invited for Vice- Chairman of the Advisory Group. Members were informed that EPC would like to see a non-councillor take up the appointment. **The Advisory Group agreed the appointment of Alison Mayell (Proposer – Cllr Liz Hogger: Seconder – Cllr Ian Symes).**
- 5 **Current state of the Neighbourhood Plan and the timetable** – The Chairman circulated the draft Neighbourhood Plan (NP) and timetable. Cllr Hogger explained that the process started in 2013 when the Council was designated an NP area. The Council is the Qualifying Body under the Localism legislation and its role is to lead on the process and enable engagement. There has been a significant amount of work shaping policies to inform the NP through various forms of consultation including Working Groups. The policies must be consistent with the GBC Local Plan both 2003 and emerging. The draft NP has been ‘tested’ by an Independent Examiner and has been the subject of an environmental screening to establish if there is a need for a full Strategic Environmental Assessment. Subject to a response from Natural England it is probable that a full Assessment will not be required. The revised GBC draft Local Plan is expected in April 2016 with public consultation in June 2016. EPC has worked closely with the Planning Authority such that the Planners at GBC have had the opportunity to already comment on the NP. EPC are reasonably optimistic that the timetable is achievable with EPC starting the Regulation 14 consultation in early May 2016.
- 6 **Review and Discussion following public workshop on 13th February 2016 –**
 - 6 a. Housing Policies H1-H5. The Chairman circulated a spreadsheet with the relevant policies drawn from the draft NP (as attached). She confirmed that there had been a Housing workshop which had informed the process. She invited discussion on the issues/challenges of the proposals to date with a view to the Advisory Group being able to recommend outcomes to EPC to take the NP forward.
 - H 1 – Debate and discussions centred round an understanding of the criteria leading to the conclusion that 62 homes was the optimum provision. Cllr Hogger explained that using the 2015 SHMA figure and calculating a proportionate share of that gave a maximum target for Effingham of 222 new homes over 15 years. The alternative approach is to use the outcomes of the Housing Requirements Survey, apply the constraints, identify the sites and then apply a sensible density for potential development. This approach is an evidence based number and as such should be stated in the NP. The HRS results suggest a target of 62 new homes, and it is estimated that available sites could accommodate 71 new homes allowing flexibility. **The Advisory Group agreed this approach and supported the target figure of 62 homes. It was recognised that this would not include any ‘windfall’.**
 - H2 – Mix of Housing. The evidence recognises the need for small/manageable housing. The starting point had been the Housing Requirements Survey and the Independent Examiner had also appeared to support the requirement, albeit that it may be out of kilter with the position borough wide. The hard evidence – the Census returns – supported the view that there are significantly fewer 1/2 bedroom accommodation in the Parish compared to the rest of the Borough. It is also in accord with the NPPF criteria. There was also a concern that percentages attached to one bedroom/two bedroom was prescriptive and perhaps they should be amalgamated. **The Advisory Group felt the identified mix was appropriate but felt that the evidence supporting the proposed mix needs to be clearer with reference to census, local demand and other relevant criteria. Action: Cllr Hogger to follow this up.**
 - H3 – Travellers Accommodation. There was a discussion around wider terminology. It was confirmed that the six pitches were a GBC requirement ie in the Local Plan.

The Advisory Group agreed there needed to be an understanding of GBC's Policy and the rationale that had been applied. The HP needs to include appropriate wording so that everyone can understand the reasons for the inclusion in the NP.

Action: Cllr Hogger to follow up.

H4 – Specialist Housing. The evidence base commenced with the Housing Requirements Survey. The Independent Examiner had seemed happy with the proposal. There was some debate over the nature of the accommodation but the Advisory Group did recognise the need for adaptable housing for the elderly and disabled people to be included in its mix of 62 homes. Given that it is integral to H2 should it be presented as part of H2 rather than a separate policy?.

The Advisory Group agreed that there need to be further consultation and redrafting.

H5 – Home Farm

Cllr Hogger reminded the Advisory Group of the history of Home Farm.

Home Farm is a site with temporary dwellings/mobile homes. GBC had for many years shown a reluctance to allow replacement with brick build homes. This was replaced with a new Home Farm Policy in the 1994 and 2003 Local Plans. It is, therefore, important to make it clear in the NP that the intention is to allow replacement of mobile/temporary homes by brick built where the owners so wished. The opportunity should also be taken to clarify the extent of Home Farm that is affected by the proposals.

6 b. Site Allocation Policies SA1-SA5. The initial approach of EPC was to look at (i) available land (ii) land that provided optimum opportunity for development; (iv) best sites having regard to planning criteria.

Before any debate the Chairman asked for the Advisory Group to decide first on the principle of naming sites or leaving it open. **The consensus was that the sites should be named as the Council and the Community are in the best position to know which sites are more appropriate for the enhancement and vibrancy of the Village.** It was generally agreed that for credibility of the selection process the screening and criteria must be based on objective rather than subjective reasoning and there must be a weighting capability that stands up to scrutiny. There was considerable debate around perceived settlements and how this was calculated. Cllr Hogger advised that the approach to date was in line with the NPPF and agreed to provide the Group with further clarification.

(Cllr Ian Symes replaced Anne Bott who left the Meeting at 10.10)

A member of the Advisory Group asked that the weighting afforded to Green belt be increased substantially from the present 20%.

The Advisory Group, by a majority vote, approved the selection criteria.

Another member asked if the site selection criteria could also be defined against the wording of NPPF Paragraph 89.

Action: Cllr Hogger to explain how NPPF Paragraph 89 applies to the site selection criteria. **It was agreed that given the time further discussion on this item should be deferred to future meeting. It was further agreed that this meeting would be on the 1st March 2016 (an addition to the schedule discussed in Item 7 below).**

Action: Cllr Hackett to produce a note showing the GBC Green Belt Sensitivity Analysis for each of the 16 sites considered for residential development.

7. Schedule of future ENPAG Meetings

Cllr Moss presented the dates of future ENPAG meetings and a new meeting was scheduled for 1st March 2016 starting at 7.30pm in the Parish Room.

Action: Cllr Moss to distribute a list of the Task Groups, and she asked members to consider joining one or more.

8. Any Other Business

Due to time considerations it was agreed to have an additional meeting on 1st March 2016 to discuss Site Selection Policies.

Action all: Next meeting: 1st March 2016 starting at 7.30pm in the Parish Room.

Keith Walker gave his apologies for the meeting on 1st March.

The meeting closed at 10.30pm.

046/16

EVENT: 2 workshops took place on February 13th at KGV Hall.

PARTICIPATION Around 40 residents participated in the 3 hour workshops. (Excluding EPC members) This represents a substantial commitment to the plan by residents.

KEY OUTCOMES Residents discussed the key housing policies regarding development. H1: Number of new homes – Substantial support for the proposed number of 62. H2 : Mix of homes felt to reflect the needs of the village – smaller, more affordable homes are required.

H5: Site Allocations. Residents agreed that the plan should include named sites as this afforded the best opportunity to ensure that only those sites that residents believed suitable for development would be supported. The alternative (proposed by EFFRA representatives at the meeting) is not to name sites at all. This options leaves the village open to adhoc development of undesirable sites – the village would be constantly 'on the back foot.'

Residents had the opportunity to review the sites and score them both individually and as a group. All the sites were reviewed in plenary and the top 4 sites consistent with both workshops were:

1. Orchard Walls 2. Church St. 3. ELF West 4. Lyons Field

These four sites were well ahead of all other sites which received no or minimal support.

Other sites with 1 or 2 supporters:

• Beach Avenue Gap • Orestan Lane North

Individually scored sheets reflected the plenary outcome. There were 3 objectors to any form of development.

Only 1 scorer did not include ELF West in their top 4 sites.

Conclusions 1. The consensus from the workshops was in favour of development at or above the proposed 62 homes. 2. The consensus favoured named sites 3. The consensus supported the criteria and weightings as is now 4. Both individual and groups consensus supported the 4 candidate sites as

a. b. c. d.

Orchard Walls Elf West Church St. Lyons Field