

MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 25 Feb 2014
King George V Hall, Browns Lane, Effingham

Present

Cllr Pindar – Chair
Cllrs Bell, Bowerman, Hogger, Lightfoot, Moss, Symes, Wetenhall
Clerk
SCC Cllr Barker
68 local government electors

27.14 APOLOGIES FOR ABSENCE

Cllr Martland – Holiday

28.14 REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA

Cllr Bell declared an interest as a managing trustee of EVRT
Cllr Bell declared an interest as a neighbour for the planning application at 2 Church Cottages.
Cllr Bowerman declared an interest as a managing trustee of EVRT
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.

29.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 28 Jan 2013 were agreed & signed.

30.14 MATTERS ARISING FROM THE PREVIOUS MINUTES

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

31.14 MATTERS RAISED BY RESIDENTS

None

32.14 PLANNING MATTERS

New Planning Applications

14/P/00221 – 11 Manor Gardens, Effingham

Two storey side extension incorporating integral garage together with a single storey rear extension following demolition of existing detached garage.

No comments

MO/2014/0076 – Telecommunications installation opposite Dagenham Motors, Guildford Road, Bookham

Proposed replacement of existing monopole with new 13.5m monopole (existing is 12.5m high), addition of 1 No. equipment cabinet and ancillary works.

No comments

OK1045227 – Two Firs, Calvert Road, Effingham

Increased authorization at existing operating centre for 5 vehicles & 2 trailers
Whilst unable to comment directly, concerns will be forwarded to Guildford Borough Council for inclusion in their response. Concerns raised are on the impact of increased heavy vehicles on residential roads Calvert Road, Orestan Lane and Dirtham Lane, and the danger of increased use of the Dirtham Lane junction.

14/S/00002 - Howard of Effingham School, Lower Road, Effingham

Request for a **scoping** opinion in accordance with regulation 13 of the Town & Country Planning (Environmental Impact Assessment) (England) Regulations 2011 for the proposed residential development and new secondary school at Effingham Site 1 - Howard of Effingham School, Site 2 - Playing Fields West of Browns Lane, Site 3 - Effingham Lodge Farm.
*This follows the **screening** request the outcome of which recommended that an EIA is required. The working group that responded to the screening request to respond to scoping opinion by 14 Mar*

LH

14/P/00274 - Vine Cottage, The Street, Effingham

Listed Building Consent for removal of existing softwood butt jointed plank floorboards in hallway with solid oak tongue and groove jointed floorboards
No comments

13/P/01896 - 2 Church Cottages, Church Street, Effingham

Formation of a new hardstanding and reinstatement of vehicle access from Church Street, repositioning of existing garden shed (amended plans received on 13/2/14) (description amended 17/2/14)
*Cllr Bell declared an interest as a neighbour.
Previous comments to be submitted. Consideration of a porous surface for car parking to be requested.*

14/P/00185 - St Teresa's School, Effingham Hill

Formation of an equestrian centre comprising a timber seven bay American barn, a manege, hardstanding and horsebox turning area, a timber field barn, perimeter fencing and new access drive.
To comment that this is a large development within an AONB and within the greenbelt therefore the development needs to be in keeping with the surrounding area to minimise impact. There is a concern about an increase in large vehicle traffic generation, ie horsebox trailers, using Beech Avenue.

14/P/00186 - St Teresa's School, Effingham Hill

Single storey special educational needs building containing two classrooms
Objection to the positioning of the proposed building which is outside the current perimeter of the building layout and density. Consideration to be given as to whether this could be accommodated within the existing footprint.

14/P/00187 - St Teresa's School, Effingham Hill

Alteration to existing traffic system within the school boundaries including the creation of designated student drop-off areas and additional parking spaces. Alterations to the existing netball court into a double court with two single courts adjacent.
The option of a porous surface to be considered. An additional 22 parking spaces is a relatively large increase and the Parish Council would like to understand how the demand for this parking has been researched and to see the traffic report that was scheduled following the last major development works.

Previous Applications

14/P/00015 – Hillrise, Orestan Lane
13/P/02159 – Cheyme Cottage, Manor House Lane
13/P/02202 – Amathus, Heathway

Refused
Approved
Approved

Other Planning Matters

GBC SHMA

Response prepared and submitted by Cllrs Symes & Martland.

GBC Greenbelt Review

Cllr Pindar attended a meeting at Normandy PC to discuss a joint response to the review. Another meeting is planned.

GBC Local Plan Scrutiny Forum

GBC are hosting drop in sessions for interested parties to discuss the Local Plan evidence base. Cllrs Symes & Moss to represent EPC.

**IS
PM**

GBC Local Plan

Parish Council Chairs & Vice Chairs invited to discuss the impact of Local Plan on villages with GBC. Cllrs Pindar & Symes to attend

**AP
IS**

Community Ideas Database

Revised database list agreed subject to the inclusion of suggested drainage works for Footpath 131. Clerk to submit to GBC

CR

Planning Enforcement

Proposed improvements to the recording and reporting of enforcement cases by GBC were welcomed.

Reports & Correspondence

None

33.14

FINANCIAL & ADMINISTRATIVE MATTERS

Current Financial & Admin Matters

Community Fund Application – A decision was taken under delegated authority to agree an application to the Community Fund by EVRT to purchase a replacement tractor for use at KGV.

Q3 Reconciliation – Reconciliation was circulated and agreed. Cllr Pindar to carry out a check on the reconciliation for audit purposes.

AP

To approve & sign cheques

C.Ritchie	Clerk salary – Jan	£1167.35
C.Ritchie	Clerk reimbursement	£77.97
Post Office Ltd	HMRC	£279.62
J.Nicholls	Burial Ground Maintenance	£260.00
Phone Co-op	Telephone bill	£27.92
EVRT	Hall Hire	£79.20
Dyer & Son	Map printing	£28.80
Robert Wilson Construction	Repairs to burial ground steps	£95.00

Delegated authority was agreed for a cheque to be issued once the invoice for the purchase of a replacement tractor for KGV has been received.

**AP
CR**

Reports & Correspondence

VAT Return – Return for 2013-14 in preparation for submission in March

CR

Effingham Village Day – It was agreed to book a stall at this event on 28 Jun.

CR

34.14

HIGHWAYS & TRANSPORT

Current Highways Matters

Lengthsman Project

A programme of work identified for completion by end of March. Request by resident to consider scrub clearance on Effingham Common Road footpath was agreed. Delegated authority agreed for Clerk to appoint contractor with the agreement of the Chair or Vice Chair.

CR
AP

Footpath Re-surfacing

It was agreed that the lengthman funding would also be used to contribute to the resurfacing work carried out by Bookham Residents Association (BRA) on the footpath between the Howard of Effingham & The Lorne. Proposed by Cllr Pindar and seconded by Cllr Symes.

The Parish Council advised that, whilst it appreciated the emergency nature of the work, the expenditure of the precept should be subject to a quote or tendering process and that all correct permissions should be sought in advance. It was noted that work had been carried out on KGV land without consultation with the managing trustees.

BRA were asked to seek a funding contribution from the school.

BRA

Reports & Correspondence

Road Flooding

Cllr Pindar congratulated Cllrs Lightfoot & Martland, SCC Cllr Barker, local resident T.Jones and Highways officer D.Ellis for resolving the flooding issue on Orestan Lane. Resurfacing is expected once as the weather improves.

Flooding has also been experienced on Heathview, the Howard of Effingham playing fields, Effingham Common Road and at Station Rise. Clerk to report all incidents to GBC.

CR

Cycling Events

The next Prudential RideLondon-Surrey 100 and Classic cycling events will take place on Sun 10 Aug 2014. Final routes to be confirmed.

35.14

VILLAGE PLAN

Minutes of the Steering Committee

No meetings held since the previous EPC meeting.

Progress Report

Housing Requirements Survey

Cllr Pindar thanked all those who had completed surveys. Analysis is underway and a draft summary report will be presented to councillors by 11 Mar and to the March EPC meeting.

Budget & Expenditure

Budget	£12608
Total spend to 5.1.13	£2639
Expenditure from 5 Jan-21 Jan 2014	-
Total spend to 21.1.14	£2639

36.14

GREEN SPACES & VILLAGE AMENITIES

Current Matters

It was resolved that a working group would examine the options for a burial ground extension. Clerk to arrange meeting.

CR

Reports & Correspondence

Burial Ground

Installation of composting system for green waste underway.
Planning permission for noticeboard in preparation.

Post Office Premises

Clerk to contact Post Office for information on the future of post office services in the village if current premises are sold.

CR

37.14

REPORTS

Police & Community Safety

No report from the Police

Surrey Police to host briefing events on 4 & 10 March on policing and budget reductions. Cllrs Bowerman & Lightfoot to attend

**GB
AL**

Allotments

Currently there is one vacant plot remaining. Planning permission received for all tree works.

Schools

Cllr Pindar to write to request a further visit for councillors who were unable to attend the visit in January.

AP

Clerk to write to Surrey County Council Chief Executive to request a meeting with officers on school places and admission planning.

CR

EVRT

Cllr Bowerman advised that EPFA matters remain with the solicitor, and that trustees are still awaiting final signature on the licence with the Rugby Club. Recruitment of a new facilities manager is underway following the resignation of the current manager.

Home Farm Estate – No reports

Friends of Effingham Common

Commoners' Day planning meeting diared for April. This event will take place on Sunday 28 Sept 2014.

Cllr Symes advised of a flooding issue on Heathview with water flowing through back gardens and onto the road. Footpath 131 is also flooded. Clerk to report flooding to Guildford Borough Council

CR

Smith's Charity

Trustees plan to promote the charity more widely in the village and will be reporting to the Annual Parish Meeting in April.

Effingham Local History Group

Presentation given by previous Clerk on the Parish Council in the 1950s.

Local Govt & Admin

Cllr Symes to attend the Local Committee meeting on 12 Mar.

IS

Cllr Pindar to attend Guildford's Parish Council reception on 23 Apr.

AP

38.14

CORRESPONDENCE

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

T.Clarke

Views on Howard of Effingham proposal

P.Grobell

Views on Howard of Effingham proposal

GBC	Press releases PR3099/3100/3103/3104 Planning Committee agenda 25 Feb 14 Council Meeting agendas 13 & 26 Feb WalkFest information
SCC	County Council Meeting agenda 11 Feb
St Lawrence	Parish magazine
Essential Surrey	Feb magazine
Horsley Directory	Feb magazine
Surrey Hills Society	Spring newsletter
CPRE	Copy of response to Wisley Airfield Scoping report

39.14

NEXT AGENDA

The next meeting will take place on Tuesday 25 March 2014

Standing Orders were suspended for a public discussion on the Berkeley Homes/Howard of Effingham proposed joint venture at Effingham Lodge Farm

Cllr Pindar welcomed Andrew McPhillips, Berkeley Homes and Rhona Barnfield, Howard of Effingham School to the meeting.

Berkeley Homes gave an overview of progress to date. As advised at the last discussion at the Oct parish council meeting there remain no fixed proposals and no formal planning application has been prepared yet.

The processes of identifying the future needs of the school, the costs of a new school, the necessary amount of enabling development and the possible options for development are still being undertaken, along with a number of studies and surveys on areas such as highways and traffic, water and drainage and environmental impact.

Berkeley Homes are working with an educational architect to assess possible proposals for 1700-2000 pupils which would cost £25M-£30M. There remains a commitment to consultation and feedback and a drop in session and exhibition was offered to help start the consultation process. A formal planning application is likely to be submitted in late 2014.

Parish councillors then had the opportunity to offer the following opinions and ask the following questions.

- The Parish Council considers consultation key
- The impact of up to 300 new dwellings will be devastating for the village
- There are concerns about increased traffic through the village
- The Parish Council want reassurance that S106 monies will be made available to the village for improvement community facilities and not just be set against the provision of a new school
- A clearer idea of the range of planned dwellings would be useful and the percentage of Affordable Housing proposed
- There is concern about the height of the development, particularly the use of 3 storey buildings which will impact on the character of the village
- Is the school aiming to grow to 2000 pupils and is the evidence of demand for school places available for discussion?
- Have the County Council been approached to help fund a new school so that enabling development can be reduced?
- Given the huge catchment area is there a guarantee that all children in Effingham will have a place at the school?
- There will be an impact on the community's KGV facility should the income from the school's use of the playing fields be removed.

- If the plan to build a new school does not prove feasible and Berkeley Homes develop housing on the farm site how will the schools cope with the increased demand for places?
- All Parish Councillors contributed to the discussion.

Residents then had the opportunity to offer the following opinions and ask the following questions.

- Has the school considered remaining on the current site and using a programme of rolling maintenance and extending?
- Residents agreed that the County Council should be approached to help fund a new school so that enabling development can be reduced.
- The removal of the use of KGV playing fields in facilities calculations is considered to give a false view of facilities available currently.
- There has been no consideration given to how any new demand from proposed development for primary school places will be met.
- It has long been identified that a new secondary school is needed to meet demand between Guildford and Effingham and therefore it would be better to keep the school at its current size in order to create the demand and action for a new school elsewhere.
- What will the profit be for Berkeley Homes?
- Could the enabling development requirement be shared with Bookham and East & West Horsley as they share the catchment area for the school?
- What consideration has been given to the geology of the sites given they are on a documented spring line?
- Residents also agreed that a clearer idea of the range of planned dwellings would be useful.
- Residents are also very concerned about the possible increase in traffic and parking problems.
- Given the recent weather there are concerns about flooding and surface water on new developments.
- There are concerns about the impact on the environment and wildlife.
- The village has already flagged concerns about maintaining green space around the village in the greenbelt review process for both GBC and MVDC.

19 residents contributed to the discussion.

Berkeley Homes advised that:

- Currently all housing proposals are indicative and therefore can be considered a starting point for discussion and are likely to be amended as consultation and proposals develop
- If no new school is built then the land swap will not take place and housing development will take place on the farm site
- Construction traffic will be managed by planning application conditions
- The mix of housing is hoped to be wide ranging so it is available to all sections of the community
- The proposed link road will go through the site to Effingham Common Road
- There will be studies on the impact on the environment, wildlife, traffic, water and drainage and that the requirement for these is currently being assessed by an Environmental Impact Assessment scoping request.

Howard of Effingham advised that:

- The proposal did not take account of demand for school places outside of Effingham and agreed that the new dwellings would be likely to account for all new school places
- It agreed that the demand for school places at both secondary and primary level needed discussions with the County Council
- Surrey County Council had not been approached for any funding contribution as the current funding policy is not allocating any monies to Guildford Borough.
- Remaining on the existing site and maintaining and improving current facilities is likely to be more costly in the long run and will mean the school remains unfit for need.

- The admissions policy will not change and is an integral part of the schools charter. Catchment areas are often subject to changes.
- The proposed figure of 2000 pupils is not a fixed figure and definitive demand forecasts are awaited from the county council. To date the growth of the school has been in response to demand.

Cllr Pindar thanked Berkeley Homes and Howard of Effingham School for the discussion and advised that the offer of a drop in exhibition session and regular monthly updates would be welcomed.

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
6.14	Contact SCC to discuss demand for school places and future availability and allocations plans.	Meeting being discussed with SCC Admissions and Planning teams. See 73.14 - Letter sent to SXX CE requesting action	AP
7.14	Risk Assessment forms to be returned to Clerk by 20 Jan	1 outstanding	All
7.14	Clerk to investigate replacement options for photocopier/printer	In progress. Information requested from current supplier. Two further quotes to be obtained	CR
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
10.14	Installation of a noticeboard to be discussed with GBC Planning	In progress. Planning permission application being drawn up	CR
Actions from 28 Jan 2014			
21.14	Attend cycling event briefing ate West Horsley 12 Mar		CB
Actions from 25 Feb 2014			
32.14	Respond to Hoe EIA Scoping request by 14 Mar	Completed	Working Group
32.14	Attend GBC Local Plan Scrutiny Forum		IS/PM

32.14	Attend GBC Local Plan meeting on impact on villages	Awaiting dates from GBC	AP/IS
34.14	Report flooding on Heathview to SCC & GBC	Completed	CR
37.14	Attend Surrey Police briefing event on 10 March	Completed	GB/AL
37.14	Request further visit to St Teresa's School	Completed	AP
37.14	Write to SCC CE to request school places meeting with officers	Completed	CR
37.14	Attend the Local Committee meeting on 12 Mar.		IS
37.14	Cllr Pindar to attend Guildford's Parish Council reception on 23 Apr		AP

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.
7.14	Finalise budget proposal and submit precept request to GBC.
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.
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
33.14	Issue delegated authority cheque for the 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 lengthsman works and appoint contractor
36.14	Working Group to discuss burial group extension future
36.14	Research future of village Post Office