

MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

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

Present

Cllr Symes – Chair

Cllrs Bell, Bowerman, Hogger, Lightfoot, Martland, Moss, Wetenhall
Clerk

Surrey Police

5 local government electors

40.14 APOLOGIES FOR ABSENCE

Cllr Pindar – Work Commitment

Surrey Cllr Barker – Meeting

41.14 REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA

Cllr Bell declared an interest as a managing trustee of EVRT

Cllr Bowerman declared an interest as a managing trustee of EVRT

Cllr Bowerman declared an interest as a neighbour for the planning application at Rydons Mead.

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.

Cllr Martland declared an interest as a neighbour for the planning application at Casa Mia.

Cllr Moss declared an interest as a neighbour for the planning application at 34 Leewood Way.

42.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 25 Feb 2014 were agreed & signed.

43.14 MATTERS ARISING FROM THE PREVIOUS MINUTES

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

44.14 MATTERS RAISED BY RESIDENTS

None

45.14 PLANNING MATTERS

New Planning Applications

14/P/00295 - Rydons Mead, Lower Farm Road, Effingham

Erection of a single storey side extension

No comments

14/P/00325 - 70 Woodlands Road, Effingham

Single storey side and rear extension with new front porch, pitched roof over existing dormer window on east elevation, Juliet balcony on west elevation together with new single garage following demolition of existing rear extension and part demolition of existing garage.

No comments

14/P/00341 - Casa Mia, Orestan Lane, Effingham

Ground floor side and rear extension. raising of roof to provide habitable accommodation at first floor level including front and rear velux windows and a rear balcony.

To comment that this property has a history of planning applications and amendments. A check to be requested whether this is within 40% of the original footprint and to comment on the impact on neighbouring property due to proximity to the boundary.

14/P/000347 - Vine Cottage, The Street, Effingham

Replace existing flat roof covering and part of pitched to existing single storey addition, with new flat roof

No comments

14/P/00384 - 61 Norwood Road, Effingham

Erection of a new two storey side extension and alteration of existing driveway following demolition of existing porch

No comments

14/T/00036 - The Old Vicarage, Church Street, Effingham

T1 Oak - Crown lift to 5.3m, T2 Oak - Remove two lowest limbs to a height of 2.4m and all major dead wood, T3 Yew (A) - Reduce back 1.2m and prune back three wounds, T4 Yew (B) - Crown clean and prune back wound, T5 Eucalyptus - Fell to waist height, T6 Hawthorn - Reduce back by 2m and remove major dead wood, T7 Cypress - Fell, T8 - Fell.

No comments

14/T/00040 - Effingham Golf Club, Guildford Road, Effingham

Fell Horse Chestnut tree in car park due to disease (Effingham Conservation Area)

No comments

14/W/00032 - 12 Strathcona Avenue, Bookham

Prior notification for a single storey 5.2m rear extension, 3.4m in height with an eaves height of 3.4m designed with a flat roof.

For information only

14/W/00036 - Beechlawns, Outdowns, Effingham

Prior notification for two single storey rear extensions, one 4.5m from the rear wall, 4m in height and with an eaves height of 3m and the second 6m from the rear wall, 4m in height and with an eaves height of 3m.

For information only

14/P/00335 - The Orchard House, Beech Avenue, Effingham

Certificate of Lawfulness, for proposed development to establish whether a single storey side extension constitutes Permitted Development

For information only

14/P/00370 - 34 Leewood Way, Effingham

Certificate of Lawfulness for proposed use to establish whether a single storey rear extension and a loft conversion with a rear dormer window and velux windows following the demolition of the existing conservatory constitutes Permitted development.

For information only

Results of previous applications

13/P/00263 - Lawn View, Orestan Lane Appeal	Dismissed
14/P/00011 - Grand View, Salmons Road, Effingham	Approved
14/P/00035 - Queensleigh, Salmons Road, Effingham	Approved
13/P/01896 - 2 Church Cottages, Church Street, Effingham	Approved
14/P/00067 - Our Lady of Sorrows Roman Catholic Church, Lower Road, Effingham	Approved

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Other Planning Matters

Formation of working group to address Berkeley Homes/Howard of Effingham proposed joint venture

Cllrs agreed to form a working group to have input into responses to the Howard of Effingham venture. An initial meeting of councillors to discuss and identify members of the working group to include local organisations and residents. **All**

EPC have had no response to the letter requesting a meeting with SCC education planning teams. Clerk to prepare letter of complaint and Freedom of Information request. **CR**

Berkeley Homes have advised that they will hold a drop in exhibition session 10.00-3.00pm on Sat 26 April at KGV Hall, Browns Lane. This will start the consultation process.

13/T/00327 - Land off Heathway, Forest Road

It was noted that this application had been approved despite representations by EPC and residents. Clerk to clarify decision criteria. **CR**

Beech Avenue Planning Enforcement/Safety Issue

A resident reported that building work to the entrance wall at Westcourt could be a potential safety issue to traffic on Beech Avenue. Clerk to liaise with GBC enforcement and SCC Highways. **CR**

Reports & Correspondence

Response to MVDC Greenbelt Review

Response to MVDC Greenbelt review submitted to deadline. EPC attended GBC meeting to speak on the importance of GBC responding to MVDC review and to support the greenbelt petition submitted to GBC. GBC commented that Effingham residents had presented themselves well.

EIA Scoping Opinion response

Response to the scoping request was submitted to deadline with recommendations for a number of areas to be included in any EIA.

Inspector's Hearing - 13/P/00218 - Longacre, Outdowns, Effingham

This hearing took place on 25 Mar. Cllr Hogger advised that the decision will rest on the issue of safe access to A246.

Licensing consultation on sexual entertainment venues

Cllrs Bell and Lightfoot to respond to the GBC consultation on the control and issuing of licences for sexual entertainment venues. **AL
CB**

46.14

FINANCIAL & ADMINISTRATIVE MATTERS

Current Financial & Admin Matters

It was agreed to continue to use the current Internal Auditor for 2013-14 audit.

To approve & sign cheques

Clare Ritchie	Clerk salary for Nov	£1167.35
Clare Ritchie	Reimbursement	£37.36
Post Office Ltd	HMRC	£279.62
SCC	Clerk's pension	£36.12
James Nicholls	Burial Ground	£260.00
GBC	Business Rates	£84.31
ICE	Village Day Stall	£30.00
Sutton & East Surrey Water	Rates - Parish Room	£48.30
Sutton & East Surrey Water	Rates - Allotments	£49.49

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BTS Ltd	Photocopier	£59.40
Phone Co-op	Utility Bill	£26.82
Surrey SALC	Membership	£699.63

Reports & Correspondence

Chairman's Newsletter

Chairman's newsletter has been prepared and will be delivered courtesy of the ERRA road wardens in the week 7-14 April, in time for the Annual Parish meeting on 22 April 2014.

Future meeting dates

A schedule of proposed EPC meeting dates to May 2015 was discussed ready for agreement at Annual Parish Meeting in May.

Clerk Annual Leave

Annual leave has been approved for the week 7-11 April 2014. The Parish Room to be manned between 11-1pm by Cllr Bell on Mon 7 Apr and by Cllr Bowerman on Thurs 10 Apr.

**CB
GB**

47.14

HIGHWAYS & TRANSPORT

Current Highways Matters

None

Reports & Correspondence

A246 Access Road

Meeting to be arranged with residents to discuss continuing problems with heavy goods vehicle use of the access road.

**CR
AP**

Lengthsman Funding

Parish work completed on A246 hedge, footpath resurfacing, beech sapling planting areas weeded and mulched and scrub clearance at A246/Manor House Lane junction. Works agreed in principle with funding administrators and invoices and paperwork submitted to claim funding.

Setting Local Speed Limits consultation

Cllrs Lightfoot and Moss to respond to Surrey County Council consultation on a draft policy on road safety outside schools.

**AL
PM**

48.14

VILLAGE PLAN

Minutes of the Steering Committee

No meetings held since the previous EPC meeting.

Progress Report

Housing Requirements Survey

A summary report of survey descriptive results was considered and it was agreed in principle that this data would be made publically available at the Annual Parish meeting subject to thorough data checking. All councillors to comment on draft report. Further meeting to be arranged to finalise report.

**All
CR**

Budget & Expenditure

Budget	£12608
Total spend to 24.2.13	£2639
Expenditure from 25 Feb - 20 Mar 2014	£138
Total spend to 20.3.14	£2777

Other Matters For Resolution

GBC Local Plan Meeting

Cllrs Pindar & Symes to meet with GBC to discuss the impact of the Local Plan on villages. Input from all councillors on issues to be raised. **All**

East Horsley Housing Survey

It was agreed to forward the EPC housing survey template to East Horsley PC to help their neighbourhood planning process. **CR**

49.14

GREEN SPACES & VILLAGE AMENITIES

Current Matters

It was agreed that Clerk to commission tree safety survey for burial ground. **CR**

Reports & Correspondence

Burial Ground

Installation of composting system for green waste completed.

Allotment Tree Works

Tree works agreed with neighbours awaiting contractors scheduling. Cllr Moss reported fallen fences adjacent to allotment access track. Clerk to contact resident. **CR**

Surrey Rights of Way Improvement Plan Consultation

Cllrs Bowerman & Wetenhall to respond to this consultation **GB
JW**

50.14

REPORTS

Police & Community Safety

PCSO Culross reported there had been two burglaries in the Parish last month. Patrols have been increased and residents are asked to report any suspicious behaviour. There has also been anti-social behaviour and associated damage to cars all over the village with wing mirrors and wipers being snapped from cars.

Cllr Bell reported that there had been an incident of indecent exposure in the KGV woods and that all suspicious behaviour should be reported.

In response to Cllr Moss' enquiry sales of alcohol to underage youngsters, PCSO Culross advised that he was working with local shops on this to ensure regulations are adhered to.

In response to Cllr Lightfoot's enquiry on dealing aggressive door sales, PCSO Culross advised calling 101 or, if very aggressive, call 999.

In response to a local resident question on enforcement of lorry weight restrictions, PCSO Culross advised that PC Redfern would contact EPC to discuss. **GC**

Clerk requested monthly email update of reported crimes. **GC**

Allotments

There is one half-plot vacant remaining which is under discussion with one interested resident.

Fees to be discussed at the May Annual Meeting of the Parish Council

Schools

Further visit to St Teresa's for councillors who were unable to attend the visit in January to take place end Apr/early May.

Clerk to chase response from Surrey County Council Chief Executive to request a meeting with officers on school places and admission planning. **CR**

EVRT

Cllr Bowerman advised that there had been a successful Minis Rugby festival and thanked the Rugby Club for their event management. A quiz night will be held in June and the next fireworks night will be held on 1 Nov 2014. EVRT will be sponsoring the next Village Day and are working with ICE on this.

EPFA licence matters remain with solicitors, and it is hoped that the Rugby Club licence will be signed in early April.

Recruitment of a new facilities manager is underway with the application deadline closing on 28 March.

Home Farm Estate

Protection of Home Farm Co-ordinating Committee meeting to take place on 27 Mar.

Friends of Effingham Common

The next Commoners Day meeting will take place at the end of April.

GBC appear to be starting the process to install wooden bridleway signs on the Common

A letter has been sent to GBC highlighting the flooding emanating from Effingham Common in the gardens of Heath View.

Smith's Charity - No reports

Effingham Local History Group

Cllr Hogger reported that WW1 commemoration event to be held. Funding sources being investigated.

Cllr Lightfoot reported that the woodland Trust are to plant a heritage wood at Langley Vale as part of the WW1 commemorations. Woodland Trust grants for trees to be investigated.

AL

Local Govt & Admin

Clerk reported on GBC Parish Liaison meeting held at 21 Mar 2014.

GBC confirmed that cycle event costs are all reclaimed from event organisers and funded by entry fees and sponsorship.

Reductions available on council tax and business rates for flooded properties, along with Government grants for flood resilience works.

Cllr Lightfoot reported on Surrey Police Commissioners meeting on future budget implications. With reduced budgets the police are likely to reduce the number of PCSOs and increase police numbers on the street but with better targeting of resources.

51.14

CORRESPONDENCE

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

Guildford Borough Council	Press releases PR 3105, PR3107, PR3109, PR3110, PR3112, PR3114, PR3119 Planning Committee agenda 18 Mar 2014 Copy of letter to residents on Effingham Common signage
Surrey County Council SCC Cllr Clack	Council Meeting agenda 18 Mar 2014 Response to cycling information letter
Land Registry	Transfer documents for Effingham Lodge Farm
St Teresa's School	Transport Plan
Victim Support	Community Fund application

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Open Spaces Society	Spring Newsletter (Courtesy of James W)
OfCom	Response to copy of BT fault letter
Around & About	Spring Newsletter
Horsley	
Guildford	Mar-May 2014 Newsletter
Environmental Forum	
Essential Surrey	Guildford Magazine - Mar 2014
CPRE	Feb 2014 Newsletter
P.Grobel	Views on HoE venture

52.14

NEXT AGENDA

The next meetings will be on:

Tuesday 22 April 2014 - Annual Parish meeting

Tuesday 29 April 2014 - Ordinary Meeting of the Parish Council

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 SCC CE requesting action	AP
7.14	Risk Assessment forms to be returned to Clerk by 31 Mar	1 outstanding	AL
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 at West Horsley 12 Mar		CB
Actions from 25 Feb 2014			
32.14	Attend GBC Local Plan Scrutiny Forum	Completed	IS/PM
32.14	Attend GBC Local Plan meeting on impact on villages at 31 Mar	Completed	AP/IS
37.14	Attend Guildford's Parish Council reception on 23 Apr		AP
Actions from 25 Mar 2014			
45.14	Agree working group framework to respond to HoE development		All
45.14	Letter of complaint and Fol request to be submitted to SCC on education issues	Letter received from SCC Head of Education and officers instructed to contact EPC	CR
45.14	Letter to be sent to GBC on tree work decision at Heathway	Completed. Awaiting response	CR
45.14	Clerk to consult enforcement on the safety of entrance works to Westcourt, Beech Avenue		CR
45.14	Respond to licensing consultation	Completed	AL/CB

	on sexual entertainment venues		
46.14	Provide cover for Parish Room for Clerk annual leave	Completed	CB/GB
47.14	Arrange residents meeting to discuss A246 access road issues		CR/AP
47.14	Respond to SCC consultation on road safety outside schools	Completed	AL/PM
48.14	To comment on draft summary report		All
48.14	To arrange survey report meeting to agree final document	Completed	CR
48.14	Input to Cllrs Pindar & Symes on issues to raise at Local Plan meeting	Completed	All
48.14	Provide East Horsley with electronic copy of housing survey	Completed	CR
49.14	Liaise with allotment neighbour on fallen fences	Completed and fences due for repair by end April	CR
49.14	Commission tree safety survey for burial ground	Discussions held with consortium owners	CR
49.14	Respond to Rights of Way Improvement Plan consultation		GB/JW
50.14	Monthly email on crime statistics to be sent to Clerk	Completed	GC
50.14	Surrey Police to advise on enforcement of lorry weight restrictions in village		GC
50.14	Investigate grants for free trees for planting from Woodland Trust		AL

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
32.14	Respond to Hoe EIA Scoping request by 14 Mar
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
34.14	Report flooding on Heathview to SCC & GBC
36.14	Working Group to discuss burial group extension future
36.14	Research future of village Post Office
37.14	Attend Surrey Police briefing event on 10 March
37.14	Request further visit to St Teresa's School

37.14	Write to SCC CE to request school places meeting with officers
37.14	Attend the Local Committee meeting on 12 Mar.