

**MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL**

**8.00pm, Tuesday 25th August 2015  
King George V Hall, Browns Lane, Effingham**

**Present**

Cllr Pindar - Chair  
Cllr Symes (VC), Cllr Brazil, Cllr Cornwell, Cllr Hackett, Cllr Hogger, Cllr Lightfoot,  
Cllr Martland, Cllr Moss  
Parish Clerk and Surrey County Council (SCC) Cty Cllr Bill Barker  
9 local government electors

117.15	<p><b>APOLOGIES FOR ABSENCE</b> Clerk (Jon Short) illness.</p>
118.15	<p><b>REGISTER OF INTERESTS &amp; OTHER INTERESTS AFFECTING THIS AGENDA</b> Cllr Hogger declared an interest as a member of Guildford Borough Council’s Planning Committee, and therefore does on comment on planning applications, and as an EVRT Managing Trustee regarding items covering EVRT. Cllr Martland declared that as a resident of Orestan Lane he would not comment on planning application 15/T/00170.</p>
119.15	<p><b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the ordinary meeting of 28th July 2015 were agreed and signed.</p>
120.15	<p><b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b> No matters arising were discussed at this stage.</p>
121.15	<p><b>MATTERS RAISED BY RESIDENTS</b> A resident asked a question about the letter from SCC on school place requirements at the Howard of Effingham school. The Chairman confirmed that a response had been sent to GBC, copied to SCC. See also 122.15a below.</p> <p>A resident asked a question about the Lorry Watch scheme. The Chairman replied that he had raised the matter of prohibited HGV activity with local Trading Standards and was awaiting a reply. <b>(Action AP)</b></p> <p>A resident asked about the 6 new Gypsy and Traveller pitches in Calvert Road. Cllr Hogger reported that GBC now have the funding and want to go ahead with the pitches as soon as possible. They would be for local Gypsy and Traveller families.</p>
122.15  15/P/01462	<p><b>PLANNING MATTERS</b> <b>New planning applications</b></p> <p><u>Lyndhurst, Heathway, KT24 5ET</u> <i>Alterations to the front elevation through the construction of a matching right-hand gable and open double storey gable porch. Conversion of rear garage to habitable.</i></p> <p><b><u>No Comment</u></b></p>

15/P/01499	<p><u>Effingham Golf Club, Guildford Road, KT24 5PY</u>  <i>Construction of new entrance doors and canopy with three roof lights, new swing school and buggy store canopy.</i></p> <p><b><u>Comment</u></b>  The Parish Council agreed to comment:</p> <ol style="list-style-type: none"> <li>1. Roof lights - conditions to be placed on the hours allowed for light emitting from the roof lights at night.</li> <li>2. Materials – material used in construction should be of the quality expected for a Grade 2 listed building. <b>(Action Clerk)</b></li> </ol>
15/P/01501	<p><u>Effingham Golf Club, Guildford Road, KT24 5PY</u>  <i>Listed Building Consent for construction of new entrance doors and canopy with three roof lights, new swing school and buggy store together with replacement roof on outbuilding with new replacement door.</i></p> <p><b><u>Comment</u></b>  The Parish Council agreed to comment:</p> <ol style="list-style-type: none"> <li>1. Roof lights - conditions to be placed on the hours allowed for light emitting from the roof lights at night.</li> <li>2. Materials – material used in construction should be of the quality expected for a Grade 2 listed building. . <b>(Action Clerk)</b></li> </ol>
15/P/01373	<p><u>11 Manor Gardens, Effingham, KT24 5PF</u>  <i>Proposed first floor rear extension (revision to planning application 14/P/00221 approved 02/04/2014).</i></p> <p><b><u>No Comment</u></b></p>
15/T/00170	<p><u>Highfield, Orestan Lane KT24 5SN</u>  <i>Crown reduce to oak T1 in front garden by removal of up to 3 metres in crown width and height (TPO P1/201/41)</i></p> <p><b><u>No Comment</u></b></p>
SCC Ref 2-14/0150	<p><u>Reconstruction. The Drift Golf Club. KT24 5HD</u>  <i>Importation, deposit and engineering of 75,424 m3 (sin 120,000 tonnes) of inert waste materials on 3.42ha of land within the existing golf course facility...</i></p> <p><b><u>Objection</u></b>  The only apparent change in the application is the routing of HGVs. It was noted that the change in routing would be just as burdensome for the Effingham residents living near Forest Road and for Effingham residents using the Effingham Common Road and Forest Road junction. It was agreed to maintain EPC’s existing objection.  Cllr Lightfoot volunteered to draft a response taking into account the re-routing plan for HGVs and to check that there are no other changes.  <b>(Action AL)</b></p>
15/P/00966	<p><b>Results of Previous Applications</b>  10 Strathcona Avenue Refused</p>
15/P/01067	<p>Beechwood, Beech Avenue Approved</p>
15/P/01097	<p>The Nutshell, Orestan Lane Refused</p>
15/P/01100	<p>Manor Barn House, Browns Lane Approved</p>
15/P/01101	<p>Taplow Farm, Salmons Lane Approved</p>

15/W/00092	26 Woodlands Road	Approved (Permitted Development)
15/P/01110	Paddock View, Orestan Lane	Refused
15/P/01184	Fairways	Withdrawn
<b>122.15a</b>	<b>Report on EPC response to SCC's letter to GBC giving support to the expansion plans of the Howard of Effingham School (14/P/02109)</b> The Chairman reported that a letter had been sent to GBC and copied to SCC complaining about misleading statements in SCC's letter and setting out the correct facts relating to school places and expansion plans.	
<b>122.15b</b>	<b>Response to the letter sent by Granville Consulting Engineers to the Transport Development Planning department at SCC</b> Cllr Lightfoot volunteered to draft a response taking into account proposals for a major change at the junction of Effingham Common Road and Forest Road.	
<b>122.15c</b>	<b>Planning Application 15/P/00225 East Court, Beech Avenue KT24 5PN</b> A resident raised the planning application at East Court, Beech Avenue. The parish council had previously objected to this planning application. At the EPC meeting on the 28 July 2015 Councillors discussed the appeal by the owners and agreed to resend the original objection in a letter to GBC Planning Department to be used as evidence at the appeal. The resident asked if the parish council would look at revised plans drawn up by the owners that had been submitted to GBC, but not as a planning application. It was agreed that Cllr Cornwell would look at the new plans on behalf of the Council to identify any changes from those in 15/P/00225 but it was made clear that the Council would not make any decision on a further submission until a full evaluation had taken place. <b>(Action Cllr Cornwell)</b> .	
<b>123.15</b>	<b>FINANCIAL &amp; ADMINISTRATIVE MATTERS</b>	
<b>123.15a</b>	<b>To approve and sign cheques</b> Cheques were approved and signed - see table below.	
<b>123.15b</b>	<b>Concurrent Functions Grant Aid 2016/17 (CFGA)</b> EVRT submitted proposals for a project to purchase and install a 'movable wall' in the main hall at the KGV. This will provide an extra facility for hire and additional revenue for EVRT. The proposals requested that the Council agree to support this application for CFGA funding from GBC at the 50% level of £4,652, and further agree that the remaining 50% matching funds would come from EPC's Community Fund. The Council agreed to support EVRT's bid for CFGA funding for the project, and if it is successful to provide £4,652 of matching funds in financial year 2016/17 from the Community Fund.	
<b>123.15c</b>	<b>Other Reports</b> The Chairman reported that due to the Clerk's illness the Council is delayed in producing its Bank Reconciliation statement. This would be available for the next meeting. The Chairman asked the Council to allow the payment of Clerk's wages and expenses for the month of August at the normal wages payment and expenses payment rates. This was agreed.	

<p><b>124.15</b></p>	<p><b>GREEN SPACES AND VILLAGE AMENITIES</b></p> <p>It was reported that the flytipping in Banks Lane had been cleared and it is assumed it was done by GBC. The Clerk was thanked for his hard work in liaising with GBC over the matter.</p>
<p><b>125.15</b></p>	<p><b>VILLAGE PLAN</b></p>
<p><b>125.15a</b></p>	<p>The Chairman invited residents to ask questions about the Neighbourhood Plan. Cllr Moss gave a situation report and the Chairman, Cllrs Hogger and Moss answered questions on a number of points including: housing targets, the settlement area, site selection, a letter from CPRE, a report on Burpham’s NP, Effingham Lodge Farm, the proposed Health Check and the scope of the parish council’s responsibilities.</p> <p>It was agreed by EPC to meet with Effingham Residents’ Association (EFFRA) for further discussions and EPC are also arranging to meet the Surrey CPRE branch.</p>
<p><b>125.15b</b></p>	<p><b>To consider and agree the initial draft Neighbourhood Plan to be presented at the Public Exhibition and Consultation event on 11 and 12 September and to be sent for a ‘health check’.</b></p> <p>A resolution had been submitted requesting the Parish Council to agree as follows: “Following the meeting of the Village Plan Steering Committee on the morning of 25 August, attended by Cllrs Pindar, Cornwell, Hackett, Moss, Lightfoot and Hogger, the following proposal is recommended to the Parish Council:</p> <p>The initial draft Neighbourhood Plan (document ‘Initial draft NP 150819.pdf’) circulated with the Parish Council agenda will be amended as follows, and the Village Plan Steering Committee is empowered to carry out these amendments:</p> <ol style="list-style-type: none"> <li>a. Include within the Introduction a prominent paragraph setting out that Effingham has an important role in preventing urban sprawl from London, being the first village surrounded by Green Belt reached when travelling out from London through Leatherhead, Fetcham and Bookham. (Cllr Hackett to draft)</li> <li>b. Make clear in the ‘Strategic Planning Context’ in section 3a the relationship between the Neighbourhood Plan and the strategic planning role of Guildford Borough Council’s Local Plan (Cllr Hogger to draft)</li> <li>c. Insert a new General policy making clear the strategic role that Effingham Lodge Farm (ELF) serves in the Neighbourhood Plan, in terms of the Strategic Green Belt Gap, the Supported Site for residential development on a part of the previously-developed land at ELF, and the associated improvement in openness sought on the remainder of ELF (Cllr Moss to draft)</li> <li>d. Revise the proposed settlement area extension as shown on MAP G2 and make associated changes to Policy G2</li> </ol>

- e. Amend initial draft Neighbourhood Plan as necessary to accommodate these changes and to reflect detailed comments made on the Policies and supporting text

The initial draft Neighbourhood Plan as amended will then be:

- a. Sent to Guildford Borough Council for a 'Health Check' by an independent Examiner selected by the 'Neighbourhood Planning Independent Examiner Referral Service', who will:
- give general advice on how the Plan meets the basic conditions and other legislative requirements
  - focus on the key issues of the proposed extension of the settlement boundary for a village washed over by Green Belt, and the evidence and methodology used to set a housing target for the Effingham Neighbourhood Area.
- b. Published on the Village Plan website.
- c. Presented at the Public Exhibition and Consultation events on 11 and 12 September."

The resolution was debated. A question was asked as to what should be the cut-off point for a resolution, such as the one above, being proposed to the parish council. Had sufficient time been given to Councillors to fully consider the resolution before the meeting? As the Clerk was not present to give a ruling the Councillor asked if the Clerk would give his advice as soon as possible after his return to work. **(Action Clerk).**

There were a number of questions about the NP and the resolution, including: the limits of the parish council's authority regarding site selection and changes to the settlement area. There were questions as to the timing and advisability of the health check given the NP contained site selection information and a proposal to expand the settlement area. Would this create an opportunity for GBC, in the Local Plan, to set aside additional green belt land in Effingham for development? Would it assist developers in making their case to extend the settlement boundary and develop further on green belt land?

Cllr Hogger stated that it would not create a precedent nor assist a developer to make a case for extension development. Cllr Hogger took an action to provide Councillors with written confirmation from GBC about this. **(Action Cllr Hogger)**

There was discussion about amending the NP and agreeing the final draft. **A Steering Group meeting was set for 7.45pm on Thursday 3 September 2015 in the Parish Room.**

The resolution was passed 'nem con', with voting as below:

For 8

Against 0

Abstain 1

125.15c	The meeting with the East Horsley Neighbourhood Plan Steering Group is set for Wednesday 2 September 2015 at 10am in the Parish Room. Note there is a pre-meeting at 9am for Steering Group members.
125.15d	The Chairman reported on the EPC response to the draft Bookham Neighbourhood Plan. This was noted.
126.15	<p><b>HIGHWAYS &amp; TRANSPORT</b>  <b>Current Highway Matters</b></p>
126.15a	The Chairman reported that he had raised the matter of unlawful HGV activity with local Trading Standards. He is awaiting a reply.
126.15b	<p><b>Lengthsman's projects</b></p> <p>The Council noted the Lengthsman's proposals submitted by the Chairman and Clerk and noted the list of actions was correct but requested that the cleaning of signs and litter picking should have a higher priority. It was agreed to add £1,000 from the Sprucing up the Village Fund to the Lengthsman's monies in order to get about 1 week's work from the project. The Council agreed that the Chairman and Clerk should organize the project within the scope of the points made above.</p>
126.15c	<p>There were questions from residents about weight limit restrictions on Beech Ave and High Barn.</p> <p><b>Action on Clerk to investigate with SCC Highways whether weight limit restriction on these roads would be possible and how to make the request.</b></p> <p>There was a request from a resident that EPC complain about the short notice closure of Beech Avenue. The Council said it would be prepared to make such a complaint but considered that letters of complaint by residents of Beech Ave would strengthen this action.</p> <p>Cllr Cornwell reported that the bridleway from the village to Salmons Road was overgrown making it difficult for horse riders to pass. <b>Cllr Hackett volunteered to investigate and action.</b></p>
127.15	<p><b>REPORTS</b></p> <p><b>Police and Community Safety:</b>  An email has been received from the Police reporting 1 theft last month.</p> <p><b>Allotments</b>  Cllr Brazil reported that she and the Clerk have completed a risk appraisal of the allotments.</p> <p><b>Parish Burial Ground</b>  There was discussion about the replacement of the broken wooden bench near the entrance. <b>Action, Clerk to report to the next meeting on prices for an appropriate replacement wooden bench and also which EPC account would fund the cost.</b></p> <p>The update on tree works is to be put on the Agenda of the next meeting.</p>

	<p><b>Action Clerk</b></p> <p><b>Schools</b> The Chairman would submit a letter to St Lawrence School about the relocation of the entrance gate following consultation with the Police Casualty Reduction Officer. <b>(Action Chairman, Cllr Hackett)</b></p> <p><b>EVRT</b> The Chairman is to investigate whether the letter to Effingham Cricket Club on advertising has been sent.</p> <p><b>Home Farm Estate</b> No report</p> <p><b>Smiths Charity</b> No report</p> <p><b>Effingham Local History Group</b> No report.</p> <p><b>LOCAL GOVERNMENT / ADMIN MATTERS</b></p>
<b>128.15</b>	
<b>128.15a</b>	<p>Cllr Martland reported on the Risk Register and requested all Parish Councillors to provide him with their reports as soon as possible. Cllr Hogger asked that her risk report be reassigned due to pressure of work. <b>(Action Cllr Martland)</b></p>
<b>128.15b</b>	<p><b>Parish Councillor Training Day</b> The training day was noted as taking place on 6 October 2015 at 7pm in the Parish Room.</p>
<b>128.15c</b>	<p><b>GBC request for the Parish Council to vote for two parish council representatives to GBC's Corporate Governance and Standards Committee</b> The council voted for Gerry Reffoe, Shere PC, and Charles Hope, West Horsley PC. <b>(Action Cllr Symes)</b></p>
<b>129.15</b>	<p><b>CORRESPONDENCE</b> The Parish Council noted the following correspondence:</p> <ul style="list-style-type: none"> <li>• Email from Mr A Bedford re cutting back trees next to burial ground,</li> <li>• Letter from Richard Lake re Upper Leewood Farm,</li> <li>• Consultation on GBC 'Statement of Principles (Gambling Act 2005)',</li> <li>• Invitation to SALC AGM,</li> <li>• Invitation to Guildford in Bloom award Ceremony,</li> <li>• Letter from Chris Dick as Chairman of EFFRA concerning the Neighbourhood Plan,</li> <li>• Letter from Kristina Kenworthy, CPRE Surrey.</li> </ul>
	<b>NEXT AGENDA</b>

<b>130.15</b>	The next Parish Council Ordinary Meeting will be on Tuesday 29 September 2015, at 8pm at the KGV Hall.
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List of cheques agreed for payment by the Council

<b>Cheque No.</b>	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority</b>
	UK Safety Management	Portable Appliance Testing	168.23	
	County Installations Ltd	Donation of bar shutters to EVRT via Community Fund	1537.20	
	EVRT	Payment from Community Fund to refund cost of installation of bar shutters	480.00	
	Parish Clerk	Wages August	1359.32	
	Parish Clerk	Expenses August	0000.00	
	Burleys	Burial Ground maintenance	398.40	
	GBC	Election Costs	130.00	
	Surrey Litho	Printing – Flyers	114.00	
	Co-operative Business Telecoms	Telephone	55.57	