

# MINUTES OF ORDINARY PARISH COUNCIL MEETING

## Effingham Parish Council

Tuesday 26th September 2017, 8pm KGV Hall, Browns Lane.

**Present:**

Cllr's Cornwell, Hackett, Hogger, Martland, Mayell, Moss, Nicholls,  
Pindar (Chair) & Symes (Vice Chair)

SCC Cllr Iles

Parish Clerk

8 local government electors

<b>263/17</b>	<b>APOLOGIES FOR ABSENCE:</b> None
<b>264/17</b>	<b>REVIEW 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 doesn't comment on planning applications, and as an EVRT Managing Trustee regarding items covering EVRT.
<b>265/17</b>	<b>THE MINUTES OF THE PREVIOUS MEETING OF 29/08/2017</b> The minutes were approved and duly signed by Cllr Pindar (Chair)
<b>266/17</b>	<b>MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA:</b> None
<b>267/17</b>	<b>RESULTS OF YEAR ENDING 31.03.17 AUDIT:</b> The results of the Annual Return were brought to the Parish Council, and an explanation given by the Clerk regarding the Issues Arising Report.
<b>268/17</b>	<b>COUNCILLOR VACANCY: SOUTH WARD:</b> It was decided that the vacancy should be widely advertised, and be included in the Chairman's October 1/2 yearly report.
<b>269/17</b>	<b>MATTERS RAISED BY RESIDENTS</b> None
<b>270/17</b>	<b>Planning Matters:</b> <b>New planning applications:</b>

17/P/01874	<p><b>Fairways</b>, Beech Ave, Effingham, Leatherhead. KT24 5PJ Certificate of Lawfulness for a proposed development to establish whether a double hip to gable roof extension of four-rear roof lights would be lawful. <b>Comment:</b></p> <p><u>Effingham Parish Council's emerging Neighbourhood Plan (EN4) Dark Skies Policy</u> All proposed developments should have regard to Effingham's current status as a "dark skies" parish, and proposals should avoid light pollution and protect the nighttime environment of intrinsically dark areas of village and countryside. Residential development should be designed to minimise light pollution, avoiding the use of unscreened roof-lights or atria.</p>
17/P/01892	<p><b>St.Terasas School</b>, Effingham Hill, Dorking. RH5 6ST Erection of flood lights to the existing hockey pitch. <b>Comment:</b></p> <p><u>Effingham Parish Council's emerging Neighbourhood Plan (EN4) Dark Skies Policy</u> All proposed developments should have regard to Effingham's current status as a "dark skies" parish, and proposals should avoid light pollution and protect the nighttime environment of intrinsically dark areas of village and countryside. Development should be designed to minimise light pollution, avoiding the use of unscreened roof-lights or atria.</p>
17/P/01936	<p><b>Chilworth</b>, Manor House Lane, Bookham, L/Head. KT23 4EJ Proposed single storey rear extension, infill between garage and house with garage roof alterations and conversion with dormers. <b>No comment</b></p>
17/D/00172	<p><b>Heathside</b>, Heath View, East Horsley, Leatherhead. KT24 5ED Discharge of condition 4 of 16/P/02414 <b>No comment</b></p>
271/17	<p><b>Late received planning applications considered:</b> None</p>
272/17  17/P/01468	<p><b>Results of previous planning applications:</b></p> <p><b>16 Strathcona Ave</b>, Bookham, Leatherhead. KT23 4HP Proposed permeable front parking area and single storey rear extension. <b>Approved</b></p>

<b>17/P/01472</b>	<b>Denene</b> , Orestan Lane, Effingham, Leatherhead. KT24 5SN Demolition of external WC & garage, erection of a single storey side and rear extension with new..... <b>Approved</b>
<b>17/P/01506</b>	<b>Meadowsweet</b> , Heathway, East Horsley, L/head. KT24 5ET Proposed sub-division of existing residential plot; diversion of part of existing surface water drain to rear; alterations to setting of existing dwelling with installation of new private pedestrian path along northern site boundary to access rear of site; construction of new dwelling to rear; alteration and extension of existing double garage to provide refuse, recycling and cycle storage; and associated works (Variation to GBC App Ref 17/P/00702 determined 30.05.17) <b>Refused</b>
<b>17/P/01529</b>	<b>38 Strathcona Ave</b> , Bookham, Leatherhead. KT23 4HP Two storey side / rear extension and single storey rear extension, following demolition of existing..... <b>Approved</b>
<b>17/P/01670</b>	<b>St.Lawrence Primary School</b> , Lower Rd, Eff/ham. KT54 5JP Single storey extension to the rear of the school. <b>Approved</b>
<b>17/T/00176</b>	<b>Hawthorns and Moorcroft</b> , The Street, Effingham. KT24 5LQ T1 (Walnut) - crown reduce by 30% to better balance the tree, following approval of 16/T/00194 .... <b>Approved</b>
<b>17/T/00187</b>	<b>The Old Vicarage</b> , Church Street, Effingham. KT24 5LX Reduce crown of Mulberry tree to 1-2m to leave a height of 4-5m and 4m width. Crown lift Yew .....
<b>17/W/00091</b>	<b>25 Strathcona Ave</b> , Bookham, Leatherhead. KT23 4HW Prior notification for a single storey 6m-rear extension, 3.8m in height with an eaves height of 2.5m. <b>Refused</b>
<b>17/W/00094</b>	<b>Land rear of 5</b> , Water Lane, Effingham. KT23 3HQ Prior Approval under schedule 2, part 3, Class P of the Town & Country Planning (General Permitted Development) for change of use from Class B8 to Class C3 to create 6 dwellings. <b>Refused</b>
<b>17/N/00113</b>	<b>Mairlot Lodge</b> , St.Terasas School, Effingham Hill. RH5 6ST Non-material amendments to planning application 17/P/00537 approved 02/05/17 for minor variations..... <b>Approved</b>

<b>273/17</b>	<b>Other planning matters:</b>
	<b>APP/Y3615/D/17/3179938</b>
	Appeal made to the Secretary of State against GBC's decision to refuse planning permission:
<b>17/P/00432</b>	<b>Pen Y Bryn</b> , Dirtham Lane, Effingham, Leatherhead. KT24 5SD Retrospective application for demolition of single storey rear element and construction of two-storey rear extension.
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<b>MO/2017/1323 (232/17)</b>	<b>Preston Farm Stables</b> , Preston Farm, Lower Rd, Bookham. Conversion of 2 existing commercial buildings and the demolition of remaining equestrian buildings to provide 25 dwellings with associated infrastructure including, creation of proposed access, internal roads and footpaths, car parking, sustainable drainage system; with associated landscaping and earthworks. The proposal includes the removal of the ménage and sand school. Cllr Cornwell recommended that the Parish Council should not comment on the application, this was agreed.
<b>274/17</b>	<b>BH/HofE Appeal - updates:</b> It was reported that the PIN's report has gone to the Secretary of State, with a suggested decision date of before the 7th December 2017. It was further reported that after seeking Barrister advice, no further action by the Parish Council is considered necessary at this time.
<b>275/17</b>	<b>Wisley Appeal - updates:</b> It was reported that the Parish Council & EFFRA would both speak at the appeal on the 3rd October. Members from both groups are also part of a rota attending hearing days.
<b>276/17</b>	<b>Reports and correspondence relating to other planning matters:</b> None
<b>277/17</b>	<b>Reports from Parish Councillors not included in the above:</b> None
	<b>FINANCIAL MATTERS:</b>
<b>278/17</b>	<b>Payments were approved:</b> (see appendix)

279/17	<p><b>Reports and or correspondence relating to other finance matters:</b> An application to the SCC Members Allocation (MA) grant fund was discussed, and the decision made to take forward to the next agenda. (October)</p>
280/17	<p><b>Community Fund:</b> No new applications have been received.</p>
281/17	<p><b>CFGA 2018/19:</b> Applications have been submitted, and are waiting approval by GBC.</p>
282/17	<p><b>Reports and correspondence relating to other Space / Amenity matters:</b> None</p>
283/17	<p><b>Reports from Parish Councillors not included in the above:</b> None</p>
<b>NEIGHBOURHOOD &amp; LOCAL PLANS</b>	
284/17	<p><b>Neighbourhood Plan - ENPAG updates:</b></p> <p>Effingham's Neighbourhood Plan (2016-2030) Submission Plan</p> <p>The report from the Independent Examiner was considered and Cllr Hogger tabled the following motion:</p> <ol style="list-style-type: none"> <li>1. Effingham Parish Council welcomes the Independent Examiner's report on the submitted Effingham Neighbourhood Plan and endorses the Plan going forward to referendum once modified by Guildford Borough Council, as recommended by the Examiner.</li> <li>2. Effingham Parish Council will inform Guildford Borough Council that their preference on policy ENP-SA1, the Church Street Field, is to retain the allocation and reduce the scale of development from 'up to 20 dwellings' to 'up to 9 dwellings', as in Recommendation 22B of the Examiner's report.</li> <li>3. Effingham Neighbourhood Plan Advisory Group is authorised to agree and submit to Guildford Borough Council the extra supporting text recommended for inclusion by the Examiner, as required by Guildford Borough Council.</li> </ol> <p><b>The motion was passed</b>, with 8 councillors voting in favour and 1 abstention.</p>

285/17	<p>An EFFRA representative confirmed that they were now fully supporting the Neighbourhood Plan.</p> <p>Cllr Moss (Chair of ENPAG) explained the urgency of the motion, and went on to thank everyone that had been involved with the NP. She was pleased that all the key policies had been kept, and that any amendments would only strengthen NP policies.</p> <p>Cllr Hogger confirmed that as the NP had now passed examination and would go to referendum, that it had gained "much more weight" in planning decisions.</p> <p>The Secretary of State has been sent a copy of the examination report in association with the Berkeley Homes / Howard of Effingham Appeal.</p> <p><b>GBC's Local Plan:</b> Cllr Hogger reported that the GBC Local Plan should be submitted to Government by the end of this year.</p>																
<b>HIGHWAYS &amp; TRANSPORT</b>																	
286/17	<p><b>Current highway matters considered:</b> None</p>																
287/17	<p><b>Reports and correspondence relating to other Highway Matters:</b> Possible Parish Council interests regarding the Norwood Road Car Park were considered, and a decision made to discuss in more detail at a future PC Meeting.</p>																
288/17	<p><b>Reports from Parish Councillors not included in the above:</b> Cllr Cornwell reported on the current situation of uncut grass verges within the village, compared to neighbouring parishes. It was decided to monitor the situation and the Clerk to take action if necessary.</p>																
<b>REPORTS</b>																	
289/17	<p><b>Reports received:</b></p>																
290/17a	<p><b>Police and community issues - July 2017</b></p> <table border="0" data-bbox="443 1711 1358 2047"> <tr> <td><u>Crime on or near to:</u></td> <td style="text-align: right;"><u>(10 incidents)</u></td> </tr> <tr> <td>Beech Avenue</td> <td style="text-align: right;">Burglary</td> </tr> <tr> <td>Beech Avenue</td> <td style="text-align: right;">Criminal damage &amp; arson</td> </tr> <tr> <td>Beech Close</td> <td style="text-align: right;">Other theft</td> </tr> <tr> <td>Browns Lane</td> <td style="text-align: right;">Anti-social behaviour</td> </tr> <tr> <td>Dirtham Lane</td> <td style="text-align: right;">Anti-social behaviour</td> </tr> <tr> <td>Effingham Place</td> <td style="text-align: right;">Anti-social behaviour</td> </tr> <tr> <td>Lower Road</td> <td style="text-align: right;">Possession of weapons</td> </tr> </table>	<u>Crime on or near to:</u>	<u>(10 incidents)</u>	Beech Avenue	Burglary	Beech Avenue	Criminal damage & arson	Beech Close	Other theft	Browns Lane	Anti-social behaviour	Dirtham Lane	Anti-social behaviour	Effingham Place	Anti-social behaviour	Lower Road	Possession of weapons
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	Lower Farm Road Yew Tree Walk	Anti-social behaviour (x2) Criminal damage & arson
<b>290/17b</b>	<b>Allotments-</b> An email has been received regarding a branch partially blocking the Allotments access road. This has now been resolved and may be associated with a recently approved planning application 17/T/00176	
<b>290/17c</b>	<b>Burial Ground</b> None	
<b>290/17d</b>	<b>Schools</b> None	
<b>290/17e</b>	<b>Home Farm West - Calvert and Chester Roads</b> None	
<b>290/17f</b>	<b>Friends of Effingham Common</b> The Clerk reported that GBC Parks & Leisure Services had been approached regarding early plans for the 2018 Commoners Day. The Clerk was requested to provide a Parish Council budget for the event, at a future PC Meeting.	
<b>290/17g</b>	<b>Smith's Charity</b> None	
<b>290/17h</b>	<b>Effingham Local History Group</b> An ELHG representative reported that the "Some account of the Inscriptions and Memorials at St.Lawrence Church Effingham" book compiled by Bryan R.Sherwood, was now available for purchase from the St.Lawrence Church Parish Room.	
<b>290/17i</b>	<b>Local government / admin matters</b> None	
<b>290/17j</b>	<b>Update for Risk</b> Clerk to present the 2nd quarter physical risk assessment at the October Parish Council Meeting.	
<b>290/17k</b>	<b>Parish Rooms</b> Traders are currently being sort to rectify door and dripping tap issues at the Parish Room.	
<b>290/17l</b>	<b>Effingham Village Recreation Trust</b> It was decided to hold a working group meeting asap for members of the Custodian Trustee to meet with the EVRT Managing Trustees.  An EVRT Managing Trustee gave an update on security enhancement options, for the vehicle access points at the KGV Playing Fields. The options included gas-powered bollards, heavy-duty gates and height restriction barriers. Estimates ranged from £3000 to £6000, financial support would be sought	

	from the Parish Council to help fund the project.
<b>291/17m</b>	<b>Reports from Parish Councillors not included in the above:</b> It was reported that there were 13k consultation replies to Surrey County Council's Community Recycling Centre proposals. The CRC at Dorking would appear to have been saved from closure.
<b>292/17n</b>	<b>Communications Working Group:</b> The working group is working through printing quotations, and will report back to the Parish Council at October's PC Meeting.
	<b>CORRESPONDENCE</b>
<b>293/17</b>	<b>Correspondence received since the last Parish Council Meeting:</b>
	<b>NEXT AGENDA</b>
<b>294/17</b>	<b>Parish business for the Agenda of the next meeting:</b>  1) Application to the SCC Members Allocation (MA) grant fund 2) Norwood Road Car-Park
	<b>Next meeting - Tuesday 31st October, 8pm - KGV Hall.</b>

## Appendix - 278/17

Ad hoc payments - Community Fund / outsourced printing / memberships / legal / other

	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority</b>
sept1	SSALC Ltd	GDPR Training - Clerk / Cllr Symes	0115.20 (019.20)	LGA 1972 s.111
sept2	A&K Elms	C/F Grant - Scouts - Car Park Area (148/17)	1224.00 (204.00)	Public Health Act 1875, s.164 Public Health Acts 1875-1961 Open Spaces Act 1906
sept3	Worplesdon Parish Council	Chairman Training - Cllr Symes	0055.00 (000.00)	LGA 1972 s.111
sept4	BDO	Review of annual return - yr ended 31.03.2017	0360.00 (060.00)	LGA 1972 s.111
sept5	Cashplus pre-charged debit card	Initial pre-charging of PC debit card (245/17)	0250.00	LGA 1972 s.111
sept6	SSALC Ltd	Chairs Networking Day (28.09.17) AP	078.00	LGA 1972 s.111



Regular agreed payments - (standing orders)

	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
	EVRT	Service Level Agreement (Quarterly) - <b>01.10.2017</b>	3000.00 (1st Oct)	Public Health Act 1875, s.164 Public Health Act 187-1961 Open Spaces Act 1906
sept7	Countrywide Grounds Maintenance	Burial Grounds Maintenance (Monthly) <b>28.09.2017</b>	0218.50	Open Spaces Act 1906, s.9 and 10
sept8	HMRC	Clerk TAX/NI (Quarterly) <b>30.09.2017</b>	0896.31	LGA 1972 s.112
sept9	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly) <b>25.09.2017</b>	0579.36	LGA 1972 s.112
sept10	Jon Short	Clerk Salary (Monthly) <b>30.09.2017</b>	xxxxxxx	LGA 1972 s.112

Direct Debit Payments

	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
<b>Created</b> sept11	The Phone Co-op	Parish room broadband & phone	0047.53 (7.92)	LGA 1972 s.111
<b>Outstanding</b>	Currently EDF	PR Electricity		LGA 1972 s.133
<b>Created</b>	SES Business Water	PR Water - supply		LGA 1972 s.133
<b>Created</b>	SES Business Water	Allotment Water - supply		Small Holdings & Allotment Act 1908, ss.23, 25 & 42
				<i>Direct debits created 14.09.17 in favour of SES. Payments to be taken bi-yearly on the 22nd First payments Oct 22nd, Then each September and February</i>