

## MINUTES OF ANNUAL MEETING OF EFFINGHAM PARISH COUNCIL

**8.00pm, Tuesday 27 May 2014**  
**King George V Hall, Browns Lane, Effingham**

### Present

Cllr Pindar – Chair

Cllrs Bowerman, Hogger, Lightfoot, Martland, Moss, Symes, Wetenhall

Clerk

3 local government electors

<b>66.14</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Cllr Bell – Illness	
<b>67.14</b>	<b>To elect the Chairman for the forthcoming year</b>	
	Cllr Pindar was proposed by Cllr Symes and seconded by Cllr Wetenhall. Cllr Pindar was elected as Chairman and signed the Declaration of Acceptance.	
<b>68.14</b>	<b>To elect the Vice Chair for the forthcoming year</b>	
	Cllr Symes was proposed by Cllr Martland and seconded by Cllr Moss. Cllr Symes was elected Vice Chair and signed the Declaration of Acceptance.	
<b>69.14</b>	<b>To review the Register of Interests, and to disclose interests affecting this Agenda</b>	
	Cllr Bowerman declared an interest as a managing trustee of EVRT Cllr Hogger declared an interest as a managing trustee of EVRT Cllr Hogger declared her interest as a member of Guildford Borough Council's Planning Committee and therefore does not comment on planning applications Cllr Moss declared an interest as a neighbour for the planning applications at 34 & 1 Leewood Way Cllr Symes declared an interest as a neighbour for the planning application on Heath View	
<b>70.14</b>	<b>To discuss filling the vacancy for one Parish Councillor</b>	
	It was agreed that the vacancy was most likely to be filled through direct approaches to possible volunteers. All Cllrs to promote the vacancy.	<b>All</b>
<b>71.14</b>	<b>To review Parish Council Standing Orders</b>	
	Standing Orders were last reviewed at the previous Annual Meeting of the Parish Council in May 2013. It was agreed there were no changes.	
<b>72.14</b>	<b>To review Parish Council Financial Regulations</b>	
	Financial Regulations were last reviewed at the previous Annual Meeting of the Parish Council in May 2013. The following changes were agreed: <ul style="list-style-type: none"> <li>• Emergency work able to be authorised by Clerk to increase from £200 to £250</li> <li>• Projects requiring 3 estimates to change from £100-£1K to £250- £1K</li> </ul>	
<b>73.14</b>	<b>To confirm dates for future Parish Council meetings</b>	
	The following ordinary meeting dates were agreed: 24 June, 29 July, 2 Sept, 30 Sept, 28 Oct, 2 Dec 2014 6 Jan, 27 Jan, 24 Feb, 24 Mar, 28 Apr 21 Apr – Annual Parish meeting 19 May – Annual Meeting of the Parish Council	
<b>74.14</b>	<b>To review Parish Council auditors, banking arrangements, insurers,</b>	

	<p><b>contracts, subscriptions &amp; memberships</b></p> <p>The following arrangements were agreed:</p> <p>Financial Services</p> <ul style="list-style-type: none"> <li>• External Auditors – BDO LLP</li> <li>• Internal Auditor – Peter Frost</li> <li>• Santander – Current and deposit bank accounts (Subject to review)</li> <li>• Insurance – Aviva, through Came &amp; Co</li> </ul> <p>Service Contracts &amp; Utilities</p> <ul style="list-style-type: none"> <li>• Maintenance of Burial Ground – James Nicholls</li> <li>• Email &amp; website host – HCI Data</li> <li>• Telephone &amp; Broadband services – Phone Co-op</li> <li>• Photocopier contract – BTS Ltd</li> <li>• Courtyard security – Cornwell Management</li> <li>• Maintenance of Parish Room fire equipment – ADT Fire Services</li> <li>• Electricity supply – EDF Energy</li> <li>• Water supply – Sutton &amp; East Surrey Water</li> </ul> <p>Subscriptions &amp; Memberships</p> <ul style="list-style-type: none"> <li>• NALC/SSALC – National/Surrey Associations of Local Councils</li> <li>• SCAPTC – Surrey Association of Town &amp; Parish Councils</li> <li>• SLCC – Society of Local Council Clerks</li> <li>• CPRE – Campaign for the Protection of Rural England</li> <li>• Surrey Community Action</li> <li>• Surrey Hills AONB</li> <li>• DIS – NALCs Direct Information Service for updates on policy or legislation changes affecting local Government.</li> </ul> <p>Clerk to pursue need current account banking arrangements and to employ contract cleaner for the Parish Room.</p>	
<b>75.14</b>	<b>To agree a timetable for the review of fees related to the Burial Ground &amp; allotment rents</b>	<b>CR</b>
	Burial ground fees and allotment rents were reviewed during 2013-14. It was resolved to review in Oct 2014.	
<b>76.14</b>	<b>To appoint representatives to liaise with outside organisations</b>	
	<p>The following are EPC appointments as EVRT managing trustees: Chris Bell, Gill Bowerman, Liz Hogger, Sue Morris Consideration to be given to the timescales and process to recruit further trustees and succession planning.</p> <p>The following are EPC appointments as Smiths Charity trustees: Michael Bray, Gill Walker, Terry Driscoll, Rev. Mackenzie.</p> <p>The following councillors will liaise with: Surrey Police – Cllr Lightfoot Friends of Effingham Common – Cllr Symes GBC 'Standards &amp; Audit' Ctee – Cllr Symes Joint Communities group – Cllr Lightfoot/Clerk Surrey Community Action – Cllr Moss Protection of Home Farm Co-ordinating Committee – Cllr Pindar/Clerk Open Spaces Society – Cllr Wetenhall The Howard School – Liaison Working Group Youth &amp; community initiatives – Cllrs Bell, Martland &amp; Moss Bookham Vanguard – Cllr Pindar Bookham Residents' association – Cllr Pindar</p>	

<b>77.14</b>	<b>To appoint members of advisory groups</b>	
	The following councillors to be members of current advisory groups: Rights of Way – Cllr Bowerman Risk inspections – Cllr Bowerman/clerk Allotments – Cllr Bowerman/Clerk Burial Ground – Cllr Bowerman/Clerk Trees and ecology – Cllr Martland Community Fund – Working Group	
<b>78.14</b>	<b>To note &amp; thank volunteer helpers</b>	
	Cllr Pindar thanked the following who help the Parish Council on a voluntary basis.  James Wetenhall -Personal membership of the Open Spaces Society, for EPC's benefit Chris Hogger - Web-master and general IT support Phil Vallis, John Barrett, Trevor Markham, Liz Cooper, Elaine Elliott, Kate Mitchell, Andy Gibbs - Allotments management Anthony Clark - Allotments maintenance Wynne Barrett - Highway problems reporting	
<b>79.14</b>	<b>To agree a timetable for the review process on projects in hand &amp; future plans</b>	
	The following ongoing or planned will be reviewed as listed below:  <b>Financial and Administration</b> Funding agreement for EVRT – Autumn 14 Pursue more efficient admin of Home Farm Estate with GBC – Ongoing through PHFCC Electronic communications policy – Summer 14  <b>Planning</b> Progression of GBC Local Plan – To GBC timetable Progression of Greenbelt Review – To GBC and MVDC timetables Progression of the Neighbourhood Plan – Dependent on progression of Local Plan and Greenbelt reviews Contingency planning for the village – Summer 14 Berkeley Homes/HoE venture – Autumn 14  <b>Highways and Transport</b> The Sprucing Up project - Ongoing s.106 projects – Linked to progression of Local Plan and Berkeley Homes/HoE venture Improvement of Rights of Way on the Common - Ongoing  <b>GSVA</b> Commoners Day – Sept 14 Lengthsman Project 2015 (if funding is allocated)  <b>Allotments</b> Access track safety – Summer 14  <b>Burial Ground</b> Tree safety of neighbouring ground – Summer 14 Burial Ground extension & ashes memorial garden - Ongoing Get Church to repair walls – Autumn 14 Install noticeboard – Autumn 14  <b>Parish Room</b> Re-decorate internally – Spring 15 Sort out door security – Spring 15	

<b>80.14</b>	<b>To confirm the Minutes of the Ordinary Meeting of 29 April 2014</b>	
	The minutes of the ordinary meeting of 29 Apr 2014 were agreed & signed.	
<b>81.14</b>	<b>To deal with any matters arising from the Minutes not otherwise on the Agenda</b>	
	Actions outstanding and completed recorded in summary tables in Appendices to the Minutes.	
<b>82.14</b>	<b>MATTERS RAISED BY RESIDENTS</b>	
	None	
<b>83.14</b>	<b>PLANNING MATTERS</b>	
	<b>New Planning Applications</b>	
	<u>14/W/00041 - Homeleigh, Guildford Road Effingham</u>	
	Prior notification for a single storey 6m rear extension, 4.8m in height with an eaves height of 2.9m following demolition of existing lean-to <i>No comments</i>	
	<u>14/W/00044 - 12 Strathcona Avenue, Effingham</u>	
	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 <i>No comments</i>	
	<u>14/P/00370 - 34 Leewood Way, Effingham</u>	
	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 window following the demolition of the existing conservatory constitutes permitted development. <i>Noted</i>	
	<u>14/P/00384 - 61 Norwood Road, Effingham</u>	
	Erection of a new two storey side extension and alteration of existing driveway following demolition of existing porch. <i>No comments</i>	
	<u>14/P/00816 - Flat 7, Ranmore Place, Ranmore Common, Dorking</u>	
	To replace all the existing window frames like for like with hard wood and replace the glass with double glazed units <i>No comments</i>	
	<u>14/P/00840 - Tsala, Orchard Close, Leatherhead</u>	
	Construction of single storey side extension with accommodation within roofspace, one rear dormer and two front velux windows. <i>No comments</i>	
	<u>14/P/00842 - Mindelo, Heath View, Effingham</u>	
	Single storey rear extension with glazed infill <i>No comments</i>	
	<u>14/T/00097 - 1 Leewood Way, Effingham</u>	
	Fell two fir trees on road verge and replace with two silver birch (Effingham Conservation Area) <i>To comment that these are large mature trees that add to the character of the road and that any replacements should be with mature trees. It should be confirmed that SCC Highways permission has been obtained as trees are located on road verge. One tree looks diseased but one appears healthy therefore an arboricultural report</i>	

	<i>to be requested.</i>	
	<u>14/T/00097 – St Lawrence House, 5 Effingham Place, Effingham</u> Application to reduce T1 Cedar tree with decayed base by 5m, and fell T2 Monkey Puzzle (Effingham Conservation Area).	
	<i>To comment that this is a large mature tree of historic and landscape value which was noted in the original development of Effingham Place. An arboricultural report is not supplied with the application and this should be undertaken to confirm the condition of the tree before any decision is taken.</i> <i>Objection</i>	
	<u>14/P/00674 - High Barn, High Barn Road, Effingham</u> Replacement dwelling, together with ancillary development including basement, swimming pool, garages and associated infrastructure and landscaping works. <i>This application was considered by a working group as agreed at April EPC meeting. The following issues were raised. The application is within greenbelt and AONB and outside of the Settlement Area. The footprint has an increase of 48% and volume an increase of 75%. The Environmental Assessment does not mention the two Victorian cottages and the barrow on the site. There will be an impact on wildlife if the lake is removed. The vaulted barn is an historic building and a site visit should be made to assess.</i> <i>Objection</i>	
	<u>14/P/00587- 2 Church Cottages, Church Street, Effingham</u> Proposed first floor rear extension <i>This application was considered by a working group as agreed at April EPC meeting. It was considered to impact on the setting of 3,4,5 Church Cottages (Listed) and on the roofscape of the Conservation Area.</i> <i>Objection</i>	
	<b>Results of Previous Applications</b>	
	14/W/00039 – 24 Norwood Road, Effingham 13/P/01933 – Land Opposite, 105 Calvert Road, Effingham 14/P/00546 – White Cottage, Lower Farm Road, Effingham 14/P/00608 – Hillrise, Orestan Lane, Effingham	Refused Approved Approved Approved
	<b>Other Planning Matters</b>	
	<u>To consider a formal response to Guildford Borough Council's Draft Local Plan</u> It was resolved that a working group would be required to consider a response once the formal consultation period started in July. In the meantime letter to be sent to GBC Cllr Mansbridge to flag serious concerns with draft document.	<b>AP IS</b>
	<u>To consider a formal letter to Guildford Borough on the Draft proposals for Wisley airfield</u> It was resolved that response to Wisley Airfield proposals would form part of the overall Local Plan response. Cllr Lightfoot to report to EPC on input to Joint Communities meetings on this matter	
	<u>To consider a formal letter to Berkeley Homes on the drop in session held at KGV Hall on 26 April 2014</u> It was resolved that dissatisfaction with the marketing and communication of the drop in exhibition in April and the feedback back form used would be formally flagged at the HoE liaison meeting and recorded in the Liaison Group minutes.	<b>AP</b>
	<b>Reports &amp; Correspondence</b>	

	<p>A pre-meeting liaison group meeting was held to generate issues and an agenda for the formal Liaison Group meeting at 3 June to address Berkeley Homes/Howard of Effingham proposed joint venture. This liaison group will work Without Prejudice to identify issues and work to obtain the best possible outcome for the village.</p> <p>A second working/study group to be set up to research and prepare for future planning application response to the Berkeley Homes/HoE joint venture. Cllr Moss to chair.</p>	<b>PM</b>
<b>84.14</b>	<b>FINANCIAL &amp; ADMINISTRATIVE MATTERS</b>	
	<b>Current Financial &amp; Admin Matters</b>	
	<p><u>To adopt the Statement of Accounts for 2013-14</u> It was agreed to adopt the Statement of Accounts for 2013-14. Proposed by Cllr Symes and seconded by Cllr Hogger. A more detailed breakdown of the grants to EVRT from the Community Fund was requested.</p>	<b>CR</b>
	<p><u>To agree a timetable for the review of the Parish Council's Asset Register &amp; Risk Register</u> It was resolved to review the Asset and Risk registers in Oct 14. The summary Risk Report for 2013-14 was noted detailing quarterly reviews completed, issues identified and 2014-15 review timetable.</p>	
	<p><u>To consider funding for Fast Track CiLCA training course for Clerk</u> It was resolved to fund Clerk's attendance at Fast Track CiLCA training course.</p>	
	<p><b>To approve &amp; sign cheques</b> A summary of cheque payments is included at Appendix.</p>	
	<b>Reports &amp; Correspondence</b>	
	<p><u>Internal Audit</u> The Internal Audit will take place on Wed 11 Jun</p>	
<b>85.14</b>	<b>HIGHWAYS &amp; TRANSPORT</b>	
	<b>Current Highways Matters</b>	
	None	
	<b>Reports &amp; Correspondence</b>	
	<p><u>Repairs to Lower Road verge following flooding remedial work by residents</u> EPC to join Bookham Residents Association in correspondence to SCC Highways to resolve repairs to the grass verges on Lower Road following the flooding and excavation works that took place during the winter. There will no budget allocation to this work.</p>	<b>AP</b>
	<p><u>Road Repairs to Critten Lane</u> Clerk continues to press for revised date for these works</p>	<b>CR</b>
	<p><u>A246 Access Road</u> Cllr Pindar, SCC Cllr Barker and Clerk continue to work with residents to resolve parking issues</p>	
	<p><u>Effingham Common Road</u> Cllr Bowerman flagged the need for hedge cutting on Effingham Common Road. Clerk to report to appropriate owners.</p>	<b>CR</b>
	<p><u>Woodlands Road</u> Parking is taking place on grass verge at junction of Woodlands Road/A246. Clerk to report to SCC Highways/Surrey Police</p>	<b>CR</b>

<b>86.14</b>	<b>VILLAGE PLAN</b>	
	<b>Minutes of the Steering Committee</b>	
	No meetings held since the previous EPC meeting.	
	<b>Progress Report</b>	
	<b>Budget &amp; Expenditure</b>	
	Budget £12608	
	Total spend to 24.4.14 £2990	
	Expenditure from 24 Apr – 27 May 2014 -	
	Total spend to 27.5.14 £2990	
	Clerk advised that the Locality funding extension has been requested for new deadline of 31.12.14.	
	<b>Reports &amp; Correspondence</b>	
	<u>Housing Requirement Survey Summary report update</u> Planned meeting to check data unable to take place in May and to be rescheduled in June. Clerk to rearrange with Cllrs Hogger, Lightfoot and Symes.	<b>CR</b>
<b>87.14</b>	<b>GREEN SPACES &amp; VILLAGE AMENITIES</b>	
	<b>Current Matters</b>	
	<u>To consider the timetable for 2014 footpath survey</u> It was resolved that the survey for 2014 would take place over the summer, co-ordinated by Cllr Bowerman. A representative from SCC to be invited to autumn EPC meeting to discuss footpath works required.	<b>GB CR</b>
	<u>To consider suggestions for Love Where You Live programme</u> Clerk to submit request for works to clear scrub at junction of Manor House Lane/A246, to side out the footpath between Woodlands Rd-Sibleys and to litter pick Effingham Common Road.	<b>CR</b>
	<b>Reports &amp; Correspondence</b>	
	<u>Guildford Visitor Strategy Consultation</u> Response completed by Cllr Martland	
	<u>Cricket Club clubhouse improvements update</u> An update received on funding and sponsorship activity from Cricket club flagged to EVRT due to possible Byelaw and planning permission issues with the display of banners on the cricket pitch area. Cllr Pindar to discuss with Cricket Club	<b>AP</b>
<b>88.14</b>	<b>REPORTS</b>	
	<b>Police &amp; Community Safety</b> - No report	
	<b>Allotments</b> All allotments now leased and tree works completed. Allotment Gathering to take place on 10 June. Hedges on access path need to be cut. Clerk to liaise with owners.	<b>CR</b>
	<b>Schools</b> Second visit for councillors to St Teresa's to take place on 10 June	
	<b>EVRT</b> Cllr Bowerman reported that the new KGV manager had successfully started	
	<b>Home Farm Estate</b> PHFCC meeting with GBC taking place on 11 June	

	<b>Friends of Effingham Common</b> Planning for Commoners' day progressing well			
	<b>Smith's Charity</b> – No reports			
	<b>Effingham Local History Group</b> WW1 exhibition to take place in Nov 14			
	<b>Local Govt &amp; Admin</b> Replacement locks and keys to be ordered following disappearance of keys in April. Signing in and out book to be used in future.	<b>CR</b>		
	The next Local Committee meeting to take place on 25 June at Millmead Guildford. Cllr Symes to attend.	<b>IS</b>		
<b>89.14</b>	<b>CORRESPONDENCE</b>			
	The following correspondence which had been received since the last meeting was noted:			
	<table border="0"> <tr> <td style="vertical-align: top;"> <p>GBC</p> <p>SCC SCC Highways N.Pennington</p> <p>St Lawrence School Epworth Choir SAOS ERRA Environment Agency Wisley Airfield</p> </td> <td style="vertical-align: top;"> <p>Press releases PR3135 - 3159 Planning Committee agenda 28 May 2014 Council meeting agenda 13 May 2014 Annual Council meeting agenda 7 May 2014 County Council meeting agenda 6 May 2014 Response to safety issue on Beech Avenue Complaint about neighbour's objections regarding 14/P/00587 Query about EPC objections regarding 14/P/00587 Invitation to liaison meeting Promotional poster Promotional poster Letter of support in response to EPC letter to GBC Press release of flood surgeries Invite to preview event</p> </td> </tr> </table>	<p>GBC</p> <p>SCC SCC Highways N.Pennington</p> <p>St Lawrence School Epworth Choir SAOS ERRA Environment Agency Wisley Airfield</p>	<p>Press releases PR3135 - 3159 Planning Committee agenda 28 May 2014 Council meeting agenda 13 May 2014 Annual Council meeting agenda 7 May 2014 County Council meeting agenda 6 May 2014 Response to safety issue on Beech Avenue Complaint about neighbour's objections regarding 14/P/00587 Query about EPC objections regarding 14/P/00587 Invitation to liaison meeting Promotional poster Promotional poster Letter of support in response to EPC letter to GBC Press release of flood surgeries Invite to preview event</p>	
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<b>90.14</b>	<b>NEXT AGENDA</b>			
	The next meeting will be on: <b>Tuesday 24 June 2014 – Venue to be confirmed</b>			



### CHEQUE PAYMENTS

<b>Payee</b>	<b>£</b>	<b>Description</b>	<b>Authority to Pay</b>
Clare Ritchie	£1218.46	Clerk salary – May 2014	Local Govt Act 1972 112
Clare Ritchie	£72.87	Clerk reimbursement - May 2014	Local Govt Act 1972 112
Post Office Ltd	£284.53	HMRC – May 14	Local Govt Act 1972 112
Surrey Pension Fund	£335.23	Clerk Pension – May 14	Local Govt Act 1972 112
James Nicholls	£260.00	Burial Ground maintenance	Local Govt Act 1972 214
Phone Co-op Ltd	£25.06	Utility bill	Local Govt Act 1972 111
ERRA	£25.00	Chairman's newsletter distribution	Local Govt Act 1972 111
DG Tree Services	£486.00	Allotment tree works	Small Holdings & Allotments Act 1908
SLCC	£165.00	Membership	Local Govt Act 1972 143
SSALC	£100.00	Clerk training course	Local Govt Act 1972 112

## OUTSTANDING ACTIONS

Minute Ref	Action	Progress	For
<b>Actions from 7 Jan 2014</b>			
4.14	Complete change of bank account	Appointment to be made with Lloyds	CR/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
<b>Actions from 25 Mar 2014</b>			
49.14	Commission tree safety survey for burial ground	Discussions held with consortium owners	CR
50.14	Monthly email on crime statistics to be sent to Clerk	No response from Surrey Police	GC
50.14	Surrey Police to advise on enforcement of lorry weight restrictions in village	No response from Surrey Police	GC
50.14	Investigate grants for free trees for planting from Woodland Trust		AL
<b>Actions from 29 Apr 2014</b>			
58.14	Issue letters of support for Borough Council to Nick Boles and Boris Johnson on Local Plan timescale restrictions		AP
59.14	Complete training needs form and return to Clerk	Awaiting outstanding forms	All
60.14	Write to Surrey Highways to confirm future maintenance plans and procedures for Orestan Lane flooding	In progress	CR
60.14	Contact Surrey Highways for proposed date for Critten Lane repairs and resurfacing work	Ongoing	CR
61.14	Checking to be carried out on summary housing requirement report	Meeting scheduled for 12 June	LH/AL /IS CR
62.14	Cost options and obtain quotes for different strimmer	Awaiting information from contractor	CR
63.14	To represent EPC at Allotment Gathering at	Taking place in June	GB

	10 June		
63.14	To liaise with GBC on Heathview flooding issues	Ongoing	IS
<b>Actions from 27 May 2014</b>			
70.14	To promote councillor vacancy to potential co-optees	Ongoing	All
74.14	To appoint cleaner for Parish Room	In progress	CR
83.14	Letter to be sent to GBC Cllr Mansbridge to flag serious concerns with LP draft document	Completed	AP IS
83.14	To flag dissatisfaction with communication of Berkeley Homes drop in exhibition and the feedback back form used at HoE liaison meeting	Completed	AP
83.14	Working group to be set up to research for planning application response to the BerkeleyHomes/HoE joint venture	In Progress	PM
84.14	Provide detailed breakdown of the grants to EVRT from Community Fund		CR
85.14	EPC to join BRA in correspondence to SCC Highways for repairs to the grass verges on Lower Road		AP
85.14	Clerk to request hedge-cutting for Effingham Common Rd		CR
85.14	Clerk to report parking on verges at Woodlands Rd		CR
87.14	To co-ordinate footpath survey for 2014 over the summer		GB
87.14	SCC representative to be invited to autumn EPC meeting to discuss footpath works		CR
87.14	Clerk to submit Love Where You Live form	Completed	CR
87.14	To discuss use of sponsorship banners at cricket club		AP
88.14	Clerk to liaise with owners to get hedges on allotment access path cut		CR
88.14	Replace Parish Room locks and keys	Completed	CR
88.14	To attend Local Committee meeting on 25 June		IS

## COMPLETED ACTIONS

Minute Ref	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.
6.14	Contact SCC to discuss demand for school places and future availability and allocations plans.
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
32.14	Attend GBC Local Plan Scrutiny Forum
32.14	Attend GBC Local Plan meeting on impact on villages at 31 Mar
33.14	Issue delegated authority cheque for 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.
37.14	Attend Guildford's Parish Council reception on 23 Apr
45.14	Agree working group framework to respond to HoE development
45.14	Letter of complaint and FoI request to be submitted to SCC on education issues
45.14	Letter to be sent to GBC on tree work decision at Heathway
45.14	Clerk to consult enforcement on the safety of entrance works to Westcourt, Beech Avenue
45.14	Respond to licensing consultation on sexual entertainment venues
46.14	Provide cover for Parish Room for Clerk annual leave
47.14	Arrange residents meeting to discuss A246 access road issues
47.14	Respond to SCC consultation on road safety outside schools
48.14	To comment on draft housing requirements survey summary report
48.14	Input to Cllrs Pindar & Symes on issues to raise at Local Plan meeting
48.14	Provide East Horsley with electronic copy of housing survey
49.14	Liaise with allotment neighbour on fallen fences
49.14	Respond to Rights of Way Improvement Plan consultation
57.14	Lack of promotion of the joint venture drop in event to be flagged to Berkeley Homes.
58.14	Working group to consider late applications. Extensions to consultation to be requested from GBC.
58.14	Formation of a liaison group to address Berkeley Homes/Howard of Effingham proposed joint venture
58.14	Issue working group report on the Berkeley Homes/Howard of Effingham School Proposals, Housing provision, Design Requirements & Section 106 Contributions
58.14	Issue letter on draft Local Plan to Cllr Mansbridge, Guildford Borough Council
58.14	Co-ordinate response to Guildford Visitor Economy Strategy consultation
59.14	Form working group to consider emergency planning for the village
59.14	Clerk to reply to invitations received for Civic Service, Orangutan Appeal UK talk and 'The Guildford Plan - Where are we now?' Forum
61.14	Clerk to confirm extension to funding deadline with Locality
63.14	Work experience contact details to be given to EVRT
63.14	Move food bin storage to KGV