

## MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 28 Jan 2014

King George V Hall, Browns Lane, Effingham

### Present

Cllr Pindar – Chair

Cllrs Bell, Bowerman, Martland, Symes, Wetenhall

Clerk

16 local government electors

### 14.14 APOLOGIES FOR ABSENCE

Cllr Hogger – Illness

Cllr Lightfoot – Family commitment

Cllr Moss – Family commitment

### 15.14 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 Martland declared an interest in the planning application on Orestan Lane

Cllr Symes declared an interest in the planning application on Heathview

### 16.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 7 Jan 2013 were agreed and signed.

### 17.14 MATTERS ARISING FROM THE PREVIOUS MINUTES

Use of new summary table to record matters arising was agreed and to be used as appendix to future minutes.

### 18.14 MATTERS RAISED BY RESIDENTS

Care Home Appeal – A resident thanked the Parish Council for their work at the recent care home Appeal.

EPFA Licence – Chair of EPFA read a statement asking whether the EVRT

managing trustees had the support of the Parish Council. Cllr Pindar confirmed the Council's support and read the council's response to EPFA's letter received at 7 Jan.

EPFA Licence – A resident asked for a meeting with the Custodian Trustee to discuss the issues over licence negotiations. Cllr Pindar advised that EPFA should write to the Custodian Trustee with any new concerns.

19.14

## **PLANNING MATTERS**

### **New Planning Applications**

14/P/00011 – Grand View, Salmons Road, Effingham

Removal of Condition 4 of 04/P/02391, approved 14/02/04 to allow windows or similar openings to be considered in the roof.

*No comments.*

14/P/00015 – Hillrise, Orestan Lane, Effingham

Single storey front and rear extensions

*To comment on a possible overlooking issue*

14/P/00035 – Queensleigh, Salmons Road, Effingham

Raising part of the roof ridge, changes to fenestration and porch and the addition of a Juliet balcony

*To comment that generally EPC are not in favour of balconies*

14/P/00067 – Our Lady of Sorrows Roman Catholic Church, Lower Road, Effingham

Change of use of agricultural land to burial ground to provide extension to existing cemetery

*To ask whether a geological survey has been carried out to ensure the land is suitable for this use.*

14/P/00083 – Rossett Ghyll, Heathview, East Horsley

First floor side extension over garage

*No comments*

## Previous Applications

13/P/00019 – Care Home Appeal **Dismissed**

13/P/01604 – 70 Woodlands Road Appeal **Dismissed**  
13/P/02046 - 70 Woodlands Road, Effingham **Withdrawn**

## Other Planning Matters

### Howard of Effingham EIA Screening Opinion

A response to the EIA screening request for the Howard of Effingham/Berkeley Homes venture has been submitted to Guildford Borough Council. Cllr Pindar thanked all for their input.

The Parish Council has invited Berkeley Homes and Howard of Effingham School to attend the next EPC meeting to give a community update. **CR**

The Parish Council has contacted Surrey County Council to arrange a meeting with officers to discuss demand for school places and future availability and allocations plans. **CR**

### MVDC Greenbelt Review Consultation

Mole Valley District Council have issued the Bookham Site assessment for consultation. The Parish Council is running a public drop-in event on 15 Feb at KGV to encourage residents to respond to the consultation. It was noted that responses should be given on all sites, including reserve sites. The Parish Council will also be responding and it is recommended that all responses are also copied to Guildford Borough Council.

**All**

**All**

### GBC Local Plan

Guildford Borough Council has also started an engagement process on its SHMA. Parish Council to respond.

**IS  
DM**

### GBC Greenbelt Review

Normandy Parish Council have invited all Parish Council's to meet to discuss a joint approach to Guildford Borough Councils greenbelt review on 3 Feb. 7.30pm. Cllrs Pindar and Martland to attend

**AP  
DM**

## Reports & Correspondence

### Burial Ground Extension

A resident suggested that an approach now be considered to the owners of the Care Home site to discuss a proposal for a burial ground extension. A working group to discuss proposals.

**CR**  
**AP**

### Wisley Airfield

Information on sustainable new community development at Wisley Airfield received with a proposed 2500 dwellings. Impact on infrastructure needs to be included in Local Plan consultation responses

**20.14**

## **FINANCIAL & ADMINISTRATIVE MATTERS**

### **Current Financial & Admin Matters**

None

### **To approve & sign cheques**

C.Ritchie	Clerk salary – Jan	£1167.35
C.Ritchie	Clerk reimbursement	£75.60
Post Office Ltd	HMRC	£279.62
J.Nicholls	Burial Ground Maintenance	£260.00
Phone Co-op	Telephone bill	£26.51
EDF Energy	Electricity bill	£181.00
Broker Network Ltd	Came & Co insurance	£835.89
Interviewing Services Ltd	Survey data input	£1200.00

### **Reports & Correspondence**

#### Council Precept

Precept request submitted to Guildford Borough Council requesting 1.9% increase in line with the Borough.

#### Risk Assessments

One outstanding risk assessment remaining

**CR**

#### Archiving

Historic parish council minutes and accounts to be archived with the Surrey History Centre using their free, purpose-built storage facility. **CR**

21.14

## **HIGHWAYS & TRANSPORT**

### **Current Highways Matters**

#### Lengthsman Project

Clerk to liaise with East Horsley to obtain costings for joint lengthsman work. Cllr Barker advised that all work needs to be carried out by end of March in order to access funding available for 2013/14. **CR**

### **Reports & Correspondence**

#### Flooding Issues

Draft Surface Water Plan consultation response submitted to Guildford Borough Council.

Cllt Martland and SCC Cllr Barker reported that action is now underway to address the flooding issues on Orestan Lane following a site meeting on 23 Feb. Access to the electricity sub-station drainage is expected shortly.

#### Cycling Events

Briefing event on planned cycle events to be held on 12 March at West Horsley. Cllr Bell to attend **CB**

#### Resurfacing Work

Orestan Lane has been largely resurfacing but the area that was flooded remains outstanding which is to be flagged to SCC Highways. Critten Lane is still awaiting resurfacing following the cancellation of the planned work in December. High Barn Road remains in a very poor condition. **CR**

22.14

## **VILLAGE PLAN**

### **Minutes of the Steering Committee**

No meetings held since the previous EPC meeting.

### **Progress Report**

#### Housing Requirements Survey

Survey data input completed at 10.1.14. Two initial planning meetings held and an approach to data analysis agreed. First analysis meeting to be scheduled as soon as possible. This survey will inform the parish council's responses to the Greenbelt Reviews and Local Plan processes.

**CR**

#### **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

#### **Other matters for resolution**

None

**23.14**

#### **GREEN SPACES & VILLAGE AMENITIES**

##### **Current Matters**

None

##### **Reports & Correspondence**

###### Burial Ground

Composting areas to be installed in January. Installation of a noticeboard is being discussed with GBC Planning to confirm permissions needed.

**CR**

**24.14**

#### **REPORTS**

##### **Police & Community Safety**

No report

##### **Allotments**

Currently three are vacant plots with one viewing arranged.

##### **Schools**

Visit to St Teresa's school took place on 27 Jan. Cllr Pindar to write to thank bursar on behalf of the Parish Council.

**AP**

##### **EVRT**

Managing Trustees gave an update on the public meeting held at 21 Jan 2014. Trustees offered to prepare written monthly update reports for the Parish Council meetings.

**CB**

Trustees requested a meeting with the Parish Council to discuss a potential emergency bid to the Community Fund for a new tractor. Working group of Cllrs Pindar, Symes and the Clerk to meet with trustees. Delegated authority given to discussion meeting and to prepare recommendation.

**AP**  
**IS**  
**CR**

**Home Farm Estate** - No reports

**Friends of Effingham Common**

Commoners' Day planning meeting diaried for 30 Jan

**Smith's Charity** – No reports

**Effingham Local History Group** - No reports

**Local Govt & Admin**

GBC are reviewing their current polling places. Clerk to feedback on KGV Hall.

**CR**

**25.14**

**CORRESPONDENCE**

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

EPFA	Licence negotiation question
GBC	Press releases PR3048/3081/3082/3083/3085/3086/3088/3091/3093 Planning Committee agenda 4 Feb 14
SCC	Nomination form for Mayor's Award for Service to the Community Surrey matters Newsletter Winter 2013
Wisley Airfield	Sustainable New Community Brochure

**26.14**

**NEXT AGENDA**

The next meeting will take place on Tuesday 25 February 2014

### OUTSTANDING ACTIONS

Minute Reference	Action	Progress	Assigned To
<b>Actions from 7 Jan 2014</b>			
4.14	Community Ideas database to be updated	CB/CR to discuss and circulate revised database project list	CB/CR
4.14	Complete Q2 reconciliation check	Outstanding	AP
4.14	Complete change of bank account	Initial contact made with Lloyds Bank. Awaiting call back	CR/AL
4.14	Draft letter to BT on recent telephone fault incident	Outstanding	AP
6.14	Request a monthly report from Berkeley Homes/HoE for the Parish Council meeting	Discussed with Berkeley Homes. To be agreed at Feb meeting	CR
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	AP
6.14	To write to MVDC to flag concerns and to ensure Effingham has an input to the greenbelt review consultation.	Drop in session arranged for 15 Feb to gather resident's views to inform response to MVDC. Response to be prepared following drop in session	AP
6.14	To write to GBC to ensure they involve themselves in the MVDC greenbelt review consultation on behalf of Effingham.	Drop in session arranged for 15 Feb to gather resident's views to inform response to MVDC. Response to be prepared following drop in session	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	Liaise with East Horsley to obtain costings for lengthsman project	In progress. Meeting held with East Horsley and Ripley. Contractor is costing proposed works for 2013-14	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	Cllr Martland to respond to GBC Sport & Physical Activity consultation.	Draft produced and circulated.	DM
10.14	Cllr Lightfoot to respond to Surrey Hills AONB Management Plan consultation.	Outstanding	AL
10.14	Composting area to be installed in burial ground in January.	In progress. Compost bins purchased and with contractor for assembly. Awaiting suitable weather for installation	CR
10.14	Installation of a noticeboard to be discussed with GBC Planning	In progress. Planning permission required. Application being drawn up	CR
<b>Actions from 28 Jan 2014</b>			
19.14	Response to GBC SHMA	Response to be sent to engagement process	IS/DM
19.14	Attend Normandy PC joint communities meeting on greenbelt review		AP/DM
19.14	To form Burial Ground Extension working group		AP/CR
20.14	To investigate archiving options	Archiving boxes received and first batch to to be sent to Surrey History Centre shortly	CR
21.14	Attend cycling event briefing ate West Horsley 12 Mar		CB

21.14	Orestan Lane flooding update	Access given to electricity substation and all drains and gullies cleared. Flooding appears alleviated	CR/DM
22.14	Schedule Housing Requirements Survey analysis meeting	Two analysis meetings held with evening meeting planned for 11 Mar	CR
24.14	Letter of thanks to St Theresa's School for visit		AP
24.14	Monthly reports from EVRT trustees		CB
24.14	Working group to discuss and recommend on Community Fund request for tractor replacement	Meeting held and recommendation circulated to all councillors (excluding managing trustees). Recommendation to be resolved at EPC meeting on 25 Feb	AP IS CR
24.14	Review of polling places response to be sent to GBC	Form submitted	CR

### 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
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.
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
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.

