

MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 28 Oct 2014
King George V Hall, Browns Lane, Effingham

Present

Cllr Pindar – Chair

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

5 local government electors

SCC Cllr Barker

APOLOGIES FOR ABSENCE

None

143.14 REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA

Cllr Bowerman declared an interest as a managing trustee of EVRT

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 Lightfoot declared a family interest due to husband & father membership of Drift Golf Club

Cllr Wetenhall declared an interest as a neighbour for the planning application on Beech Avenue

144.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 30 Sept 2014 were agreed & signed.

145.14 MATTERS ARISING FROM THE PREVIOUS MINUTES

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

146.14 MATTERS RAISED BY RESIDENTS

Representatives of EFFRA requested that the Parish Council take action to prevent the transfer of the land ownership deeds for St Lawrence Primary School from Surrey CC to the governing body when it moves to academy status, on the basis that the land was gifted to the village for a school. Clerk to instruct solicitors to action appropriate measures available. **CR**

Cllr Wetenhall reported that residents on Beech Avenue wished to raise the issue of speeding and requested Surrey CC Highways action or enforcement. Cllr Barker advised that enforcement is difficult due to terrain interference with speed guns. Clerk to report to Surrey Police **CR**

A resident asked whether the Parish Council have been contacted regarding the Surrey CC consultation on Chalk Pit Lane East. Clerk confirmed that no contact made. Resident flagged concerns regarding waste buried at site should building development take place.

147.14 PLANNING MATTERS

New Planning Applications

GU14/P/01718/SCC

Ref 2014/0150 - The Drift Golf Club, The Drift, East Horsley

Proposed teaching academy featuring practice ground remodeling (using Environment Agency approved soils), new covered practice bays, together

[1]

with a new water storage lake.

Whilst understanding the need for viability for the Golf Club, the Parish Council has concerns with the volume, size and routes planned for HGV vehicles. The Transport Plan needs to include full details of how safety, pollution, conservation and disruption issues will be addressed. If approved a condition to be requested on vehicle movement restriction between 9-3pm to ensure school children safety.

Objection

14/P/01884 - Conyngham House, Beech Avenue, Effingham

Enclosure of rear balcony extension to form extension to bedroom

No comments

14/P/01792 - Orchard Cottage, Effingham Common Road, Effingham

Proposed single storey oak clad summer house

Proposed summerhouse is large and is included in residential space and so there is a danger of it being considered a building in future which would not be acceptable either on the Common or in the green belt

Objection

14/P/01763 - Littledown, 3 Salmons Road, Effingham

Construction of single storey rear extension

To comment that previous extensions may mean this application exceeds percentage increase constraints and that Guildford BC officers check this.

14/P/01780 - High Barn, High Barn Road, Effingham

Replacement dwelling, together with ancillary development including basement, swimming pool, garages and associated infrastructure and landscaping works.

Comments for previous application remain relevant as current application remains broadly similar. Cllr Lightfoot to circulate draft summary.

Objection with recommendation that, if approved, Permitted Development rights be removed

AL

14/P/00587 - Appeal - APP/Y3615/D/14/2225357

2 Church Cottages, Church Street, Effingham

Proposed first floor rear extension.

Appeal was noted. Previous comments and objection to be confirmed

14/T/00276 - 4 Effingham Place, Effingham

Reduce height by 50% and crown reduce by 50% group of large ash trees to allow more light into rear garden

To comment that no arboricultural report was included with the application and to ask whether cuttings for ash trees are now required to be buried on site.

14/P/01923 - Casa Mia, Orestan Lane, Effingham

Change of materials for outside walls, roof tiles and windows

No comments

14/P/01922 - Casa Mia, Orestan Lane, Effingham

Certificate of Lawfulness for proposed use to establish whether a single storey side extension, single storey infill extension at rear and move the main access to the property into the side extension constitutes permitted development.

Noted

Results of Previous Applications

14/P/00563 - Lawn View, Orestan Lane

Approved

[2]

EPC Minutes 28.10.14 V1.0

C.Ritchie

31.10.14

14/P/01515 - Field adjacent to Chester Farm, Chester Road, Effingham	Refused
14/P/01584 - Hooke Farm, Effingham Common Road, Effingham	Approved
14/W/00110 - 17 Strathcona Avenue, Bookham	Prior Approval Not Required

Other Planning Matters

To consider appropriate response process and timetable for Berkeley Homes planning application for Effingham Lodge Farm

Cllr Hogger advised that an application had been submitted to Guildford BC at 17 Oct and that the registration and validation process could take 2-3 weeks. There would then be a 3 week consultation process for residents but Guildford have advised that those wishing longer to prepare a response may request an extension. Guildford have 16 weeks to consider the application before decision.

A liaison meeting with Berkeley Homes was held at 21 Oct with a commitment from Berkeley to provide hard copies of all plans and reports once the validation and registration process has been completed. These will be held in the Parish Room for residents to view. Berkeley plan to send out a leaflet after registration to all households and parents at Howard of Effingham to advise that the application has been submitted. Discussions to be held with EFFRA on communication with residents to ensure residents are aware of the application and have access to available information to inform their responses. Draft research document prepared by Cllr Moss circulated to all for comment. Chair thanked Cllr Moss and the research group for their work.

**AP
LH**

Parish Council working group to co-ordinate a draft response to the application. A public meeting was proposed for 9 Dec 2014 to invite residents to ask questions and discuss the application. Clerk to book KGV Hall. The Council's draft response to be available to residents for comment.

**All
CR**

It was agreed that a planning consultancy/legal budget heading would be considered as an additional budget heading for 2015-16 to assist in consultation responses.

CR

To consider a letter to Guildford BC on proposal to investigate a SANG car park on Effingham Common

IT was agreed that a letter would be prepared to Guildford BC based on the notes of the meeting held with GBC officers in September and incorporating concerns raised by residents.

AL

Friends of Effingham Common will also be communicating widely to residents on this matter.

Reports & Correspondence

Guildford BC draft Local Plan update

Cllr Hogger advised that Guildford BC had produced a short draft summary on Local Plan responses and most points made by the Parish Council had been included. A new draft Local Plan is expected in Jun/Jul 2015 for consultation.

The new joint SHMA is due in late November 2014 followed by a review of housing needs. It is expected that this will also included a full timetable and consultation.

Campaign to Protect Rural England housing meeting

Cllrs Hogger, Martland and Symes to attend meeting on 30 Oct on behalf of Parish Council

**LH
DM IS**

Surrey Community Action Rural Housing Seminar
Cllrs Hogger, Lightfoot and Moss to attend meeting on behalf of Parish Council

LH
AL
PM

Guildford BC Consultation on Travellers
Working group to respond to Guildford BC consultation on proposed changes to National Planning Policy for travellers

HB
LH
DM

148.14

FINANCIAL & ADMINISTRATIVE MATTERS

Current Financial & Admin Matters

Q2 reconciliation & budget statement

Q2 reconciliation and an overview of income and spend by budget heading up to end Q2 2014-15 was noted. First draft of the budget 2015-16 to be presented at December meeting.

CR

Autumn EPC Chairman's newsletter

All councillors to review draft newsletter. Information on Berkeley Homes planning application, Local Plan, Village Plan and SANG to be included. Comments and text to the Chair by 10 November. Clerk to arrange village delivery with EFFRA.

All
CR

To consider a letter of support for EVRT funding application to Surrey Police OPCC programme

Clerk to draft letter of support for EVRT OPCC application.

CR

To approve & sign cheques

Cheques approved and signed - See table at Appendix

Reports & Correspondence

EVRT Service Level Agreement for annual running costs contribution

Cllr Pindar reported on meeting with EVRT trustees to discuss SLA. A further meeting of the working group to take place followed by Parish Council meeting with EVRT trustees to finalise draft SLA on 11 Nov at 7pm. Clerk to include budget heading for SLA in 2015-16 draft budget for consideration.

All
CR

Cluster Funding meeting report

Cllr Wetenhall and Clerk reported on Cluster Funding meeting. The Parish Council agreed to pursue vegetation clearance and planting project for the Parish rather than a joint Parish drain jetting initiative. Clerk to advise SCC Cllr Barker to secure funding

CR

Risk assessment process review

Internal Auditor recommendation on the use of three risk assessments per annum rather than four to be implemented. Allocation of risk assessment responsibilities to be carried out after elections in May 2015.

Clerk Networking Day

Clerk attended networking day. Updates given by SSALC on policing, how to involve young people in PCs, preparation for elections and Local Council Awards scheme which is to replace Quality Councils

149.14

HIGHWAYS & TRANSPORT

Current Highways Matters

Surrey County Council Local Transport Review

Surrey CC have launched a consultation on Surrey transport plan, which includes looking at school expansions, impact on traffic and how to mitigate the impact of expansions. Cllrs Lightfoot and Moss to co-ordinate a response to the consultation.

AL
PM

Reports & Correspondence

Surrey CC Update

SCC Cllr Barker gave an overview of highways issues and developments. It was advised that budgets are severely constrained therefore little additional works will be considered such as addressing speeding issues or local issues. To address speeding, the most likely route for action should be Surrey police. Addressing the A246 access road issue is unlikely to happen and Cllr Barker advised that the most effective solution for residents would be to purchase and stop up the land.

Heathway Flooding

Cllr Symes to continue to pursue Surrey CC help in addressing the flooding issues on Effingham Common and Heathway.

IS

Signage Damage

Cllr Moss highlighted a damaged road sign outside St Lawrence School. Cllr Moss and Clerk to report to Surrey CC Highways.

PM
CR

150.14

VILLAGE PLAN

Minutes of the Steering Committee

The Steering Group met at 27 Oct 2014

Progress Report

A timetable has been prepared to progress communications action plan and set up relevant working groups to restart the village plan process in the light of the delay to Guildford BC's Local Plan. Four key green sites in the village to be notified to Guildford BC.

PM

Budget & Expenditure

Budget	£12608
Total spend to 30.9.14	£3329
Expenditure from 1 Oct – 28 Oct 2014	-
Total spend to 28.10.14	£3329

Other Matters For Resolution

None

151.14

GREEN SPACES & VILLAGE AMENITIES

Current Matters

None

Reports & Correspondence

Allotment Access Track

Discussions ongoing between solicitors to prepare Deed to resolve track issue

Burial Ground Tree Issue

The dangerous trees on the land adjacent to the burial ground identified by the Parish Council's tree safety survey, have been felled by the consortium who own the land.

152.14

REPORTS

Police & Community Safety – No reports

Allotments

Fee collection nearly completed

[5]

Schools

Councillors met with St Lawrence and the Howard Partnership to discuss their plans to move to academy status. Councillors flagged concerns on any future site move and consequent enabling housing development. The Parish Council request for information on proof of land ownership and its history was resubmitted.

EVRT

Firework event due at 1 Nov. All volunteers welcomed

Home Farm Estate

Cllr Hogger advised that there had been no feedback or report yet from Guildford BCs consultants

Friends of Effingham Common

Wash up meeting held with key recommendation that large event held every two years and a small grazing event for Commoners carried out inbetween

Smith's Charity – No reports

Effingham Local History Group

War talks in Nov has been cancelled. Clerk to check funding allocation. **CR**

Local Govt & Admin

Surrey Hills Forum

AONB Partnership Forum due at 19 Nov. Interested attendees to advise Clerk **All**

Post Office

Cllr Moss to co-ordinate response to consultation on the move of the Post Office to VKS Village Supermarket. **PM**

Xmas Meal

Clerk to book evening drinks at Parish Room **CR**

Armed Forces Day

Guildford selected as site for next Armed Forces Day on Sat 27 June 2015. Events throughout the city and military show in Stoke Park.

One Stop Surrey

Checklist survey received to help identify vulnerable people to be put in contact with appropriate support services. To be input to Village Plan contingency planning working group. **CR**

Guildford BC Parish Council Reception

Chair to attend **AP**

153.14

CORRESPONDENCE

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

GBC	PR 3251,3253,3260 Precept payment timetable Planning Committee Agenda 22 Oct Council Agenda 7 Oct
SCC	Trading Standards Consumer Week information
GBC Cllr Mansbridge	Local Plan response
Surrey Police	Annual report 2013-14

CPRE

Drift Golf Club
Post Office

Save Hogs Banck information
Surrey Voice – Autumn issue
Planning application background information
Move of premises consultation

154.14

NEXT AGENDA

The next meeting will be on:

Tuesday 2 Dec 2014 - Ordinary Meeting of the Parish Council

CHEQUES AUTHORISED

Cheque No.	To	Description	£	Authority
C1037	C.Ritchie	Clerk salary	£1209.06	Local Govt Act 1972 112
C1038	C.Ritchie	Clerk reimbursement	£79.03	Local Govt Act 1972 112
C1039	Post Office Ltd	HMRC payments	£284.74	Local Govt Act 1972 112
C1040	J.Nicholls	Burial Ground maintenance	£260.00	Local Govt Act 1972 125
C1041	HCI Data	Website	£83.40	Local Govt Act 1972 111
C1042	DB Garden Services	Allotment hedge cut	£360.00	Small Holdings & Allotment Act 1908
C1043	ELHG	Book	£10.00	Local Govt Act 1972 111
C1044	Phone Co-op	Telephone	£28.42	Local Govt Act 1972 111
C1045	Horsley Community Bus Association	Commoners Day transport	£68.00	Local Govt Act 1972 111
C1046	H.Hyder	Commoners Day juggler	£60.00	Local Govt Act 1972 111
C1047	Information Commissioner	Data Protection	£35.00	Local Govt Act 1972 111
SO	Surrey Pension Fund	Clerk Pension	£335.23	Local Govt Act 1972 112

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
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
Actions from 25 Mar 2014			
50.14	Monthly email on crime statistics to be sent to Clerk		GC
50.14	Surrey Police to advise on enforcement of lorry weight restrictions in village		GC
Actions from 29 Apr 2014			
59.14	Complete training needs form and return to Clerk		All
60.14	Write to Surrey Highways to confirm future maintenance plans and procedures for Orestan Lane flooding		CR
62.14	Cost options and obtain quotes for different strimmer	Awaiting outcome of contract review	CR
63.14	To liaise with GBC on Heathview flooding issues	Awaiting information from GBC	IS
Actions from 27 May 2014			
74.14	To appoint cleaner for Parish Room	In progress	CR
Actions from 24 Jun 2014			
97.14	New Parish Council appointed EVRT trustee to be sought	Ongoing	All
98.14	To investigate whether insurance covers damaged salt bins and confirm sites for new salt bins.		CR
101.14	To advise Clerk on SSALC courses		All
Actions from 29 Jul 2014			

110.14	Space allocation in Autumn newsletter for PPG community healthcare info	In progress	CR
111.14	To chase a SCC Highways response on A246 access road issues and update residents	Ongoing	CR
111.14	To check permissions for St Teresa's signage on beech Avenue	In progress	CR
111.14	To investigate new 479 bus and obstruction issues	In progress	CR
113.14	Update burial ground contract review to be completed for end of September.	In progress	AP CR
Actions from 2 Sept 2014			
121.14	Arrange for owners to trim vegetation on Church Street and Lower Road		CR
123.14	To investigate the pursuit of a Registable Interest for St Lawrence School	In progress	CR
Actions from 30 Sept 2014			
135.14	To write to GBC to confirm discussions and concerns on SANG		AL
Actions from 28 Oct 2014			
146.14	To instruct solicitors to action appropriate measures available on St Lawrence land transfer		CR
146.14	To report speeding issues on Beech Avenue to Surrey Police		CR
147.14	To circulate draft response to High Barn planning application		AL
147.14	To co-ordinate communication with residents on HoE planning applications		AP EFFRA
147.14	To produce draft response to the HoE planning application		All
147.14	To arrange public meeting at KGV on 9 Dec for residents to discuss HoE planning application		CR
147.14	To include planning consultancy/legal budget heading 2015-16 precept		CR
147.14	To attend CPRE housing meeting		LH, DM, IS
147.14	To attend Surrey Community Action Rural Housing Seminar		LH, AL PM
147.14	Working group to respond to GBC travellers consultation		HB, LH DM

148.14	First draft of the budget 2015-16 to be presented at December meeting.		CR
148.14	To review and comment on draft Chairman's newsletter.		All
148.14	To arrange newsletter delivery with EFFRA		CR
148.14	To draft letter of support for EVRT OPCC application.		CR
148.14	Meeting to discuss EVRT Service Level Agreement for annual running costs contribution		All
148.14	To include SLA budget heading in 2015-16 draft budget		CR
148.14	To advise SCC Cllr Barker on plans for cluster funding		CR
149.14	To co-ordinate response to SCC Local Transport Review		AL PM
149.14	To report damaged road sign outside St Lawrence to SCC Highways.		PM CR
150.14	To advise GBC on four key village green sites		PM
152.14	Interested attendees for Surrey Hills Forum AONB Partnership Forum to advise Clerk		All
152.14	Co-ordinate response to consultation on the Post Office move		PM
152.14	Book Xmas drinks date at Parish Room		CR
152.14	One Stop Surrey checklist to help identify vulnerable people to be input to VP contingency planning working group		CR
152.14	Attend GBC Parish Council Reception		AP

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.
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.
10.14	Installation of BG noticeboard incorporated into Concurrent grant project
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 lengthsmen works and appoint contractor
34.14	Report flooding on Heathview to SCC & GBC
36.14	Working Group to discuss burial ground 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	Commission tree safety survey for burial ground
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	Clerk to reply to invitations received for Civic Service, Orangutan Appeal UK talk and 'The Guildford Plan - Where are we now?' Forum
60.14	Contact Surrey Highways for proposed date for Critten Lane repairs and resurfacing work
61.14	Clerk to confirm extension to funding deadline with Locality
61.14	Checking to be carried out on summary housing requirement report
63.14	To represent EPC at Allotment Gathering at 10 June
63.14	Work experience contact details to be given to EVRT
63.14	Move food bin storage to KGV
70.14	To promote councillor vacancy to potential co-optees
83.14	Letter to GBC Cllr Mansbridge to flag serious concerns with LP draft document
83.14	To flag dissatisfaction with communication of Berkeley Homes drop in exhibition and the feedback back form used at HoE liaison meeting
83.14	Working group to be set up to research for planning application response to the BerkeleyHomes/HoE joint venture
84.14	Provide detailed breakdown of the grants to EVRT from Community Fund
85.14	EPC & BRA to write to SCC Highways on repairs to grass verges on Lower Road
85.14	Clerk to request hedge-cutting for Effingham Common Rd
85.14	Clerk to report parking on verges at Woodlands Rd
87.14	SCC to be invited to autumn EPC meeting to discuss footpath works
87.14	Clerk to submit Love Where You Live form
87.14	To discuss use of sponsorship banners at cricket club

88.14	Clerk to liaise with owners to get hedges on allotment access path cut
88.14	Replace Parish Room locks and keys
88.14	To attend Local Committee meeting on 25 June
87.14	To co-ordinate footpath survey for 2014 over the summer
96.14	Objection to authorisation for 3 vehicles at New Marsh Farm to be submitted
96.14	To attend public inquiry to be held on 21 July on Two Firs vehicle authorisation
96.14	Working group to respond to St Lawrence consultation on foundation status
96.14	To complete Guildford Visitor Strategy questionnaire
96.14	To write to Cllr Mansbridge on further concerns with Local Plan process.
96.14	To write to GBC on concerns on Local Plan proposals for Home Farm
96.14	Drop in sessions on Local Plan for residents to be organised
97.14	To promote the Community Fund to community groups
97.14	To consider projects for GBC Concurrent grant funding
100.14	Review to be carried out on Burial ground contract for report to July EPC meeting
100.14	To appoint Treeline as contractor for tree safety survey
100.14	To liaise with Guildford to arrange a playground assessment for KGV
100.14	To attend KGV user group discussion meeting on 15 July
101.14	To man Village Day stall
101.14	To return outstanding risk assessments
109.14	Sub-letting issue at Two Firs to be discussed with GBC Planning
109.14	To co-ordinate response to SCC proposals to improve Bookham High Street
109.14	Letter to be sent to GBC on the Parish Council's concerns with the Local Plan
109.14	GBC letter to be circulated to relevant bodies and posted to website
109.14	Prepare posters for 13 Sept Local Plan public meeting
109.14	To complete Parish Council survey on Local Plan consultation process
109.14	To attend Joint Parish Council Chairman & Councillors Local Plan meeting
109.14	To arrange working group meeting to prepare formal LP response
109.14	To attend GBC Local Plan workshop on 11 August
109.14	To prepare summary of LP/HoE working group structure & timetable of meetings
109.14	To update Community Ideas database
110.14	Appointment of Councillor as Effingham representative for the PPG
111.14	To update Localism bids
112.14	To review revised summary report and comments to Cllr Hogger
112.14	To finalise & publish report, send report to EFFRA, GBC & Berkeley Homes and post on EPC website
113.14	To arrange contractors to cut allotment hedge
113.14	Summary footpath report to Sept meeting
114.14	Increased evening patrols on KGV playing fields
114.14	To write to SCC to challenge St Lawrence consultation & request property deeds
122.14	To review and pass final comments on LP response to Clerk by 12 Sept
122.14	To print draft LP response document for distribution and discuss at the public meeting on 13 Sept and post to website
122.14	Working group to meet after public meeting to agree final submission to GBC
122.14	To prepare draft press release on the Local Plan process from Chair
123.14	Submit GBC Concurrent Grant application
123.14	Detailed report on EVRT SLA to 30 Sept meeting
123.14	To write to St Lawrence School to confirm future plans for the site and buildings.
124.14	To forward details of traffic survey volunteers to Horsley
125.14	ELHG to be asked to investigate the historic significance of Brown's Field
126.14	Burial Ground tree survey results to be shared with neighbours
126.14	Footpath report to 30 Sept meeting
127.14	To take legal advice on allotment access track ownership /boundary issue
127.14	Clerk to commission hedgecutting contractor for allotment works
127.14	To invite D.Knowles, GBC Planning Policy, to 30 Sept meeting to discuss SANG
127.14	To respond to High Sheriff of Surrey invitation to Service for the Judiciary
127.14	To issue electronic meeting papers
127.14	Amendment to Standing Orders to be drafted for guidance on filming in meetings

127.14	To attend SSALC Networking Day
134.14	Report overhanging trees on Effingham Common Road to SCC Highways
134.14	To reaffirm potential costs and works required for burial ground tap
135.14	Working party to respond to Chester Farm planning application
135.14	Respond to GBC Cllr Mansbridge Local Plan letter
135.14	To write to Bookham Vanguard to thank them for their participation in LP consultation and apologise for difficulties in liaising on this consultation
136.14	Working group to meet with EVRT trustees to prepare final draft SLA
136.14	To include SLA funding in proposed 2015-16 budget
136.14	To finalise the Community Ideas Database review and submit to Guildford BC
137.14	To co-ordinate consultation response on Prudential RideLondon event
138.14	To organise a Steering Committee meeting
139.14	To submit footpath surveys report to SCC
140.14	To meet with St Lawrence to discuss their plans for academy status
140.14	To attend Effingham Methodist Church 160th Anniversary Celebration