

## MINUTES OF ORDINARY MEETING OF

### Effingham Parish Council

8.00pm, Tuesday 29th March 2016  
King George V Hall, Browns Lane, Effingham.

#### Present

Cllr Pindar - Chair

Cllr Brazil, Cllr Cornwell, Cllr Hackett, Cllr Hogger, Cllr Nicholls and Cllr Symes (VC)

Parish Clerk & Surrey County Councillor (SCC) Cllr Bill Barker

5 local government electors

<b>054/16</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr's Brazil, Lightfoot, Martland and Moss.
<b>055/16</b>	<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 doesn't comment on planning applications and as an EVRT Managing Trustee regarding items covering EVRT. Cllr Nicholls declared an interest as a member of the Surrey Gypsy Traveller Forum.
<b>056/16</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the previous Parish Council meeting of February 23rd 2016 were agreed and signed by the Chairman.
<b>057/16</b>	<b>MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA</b> The following Effingham Parish Council draft Policies were approved for adoption by the Parish Council. (Feb minute 032/16)  (5) Complaints procedure (6) Equality (9) Press & Media (10) Data Protection (approved with one typo)  The following Effingham Parish Council draft Policies are to be edited by the Clerk for adoption at the next PC Meeting.  (7) Freedom of information (EVRT relationship with EPC) (8) Retention of documents (retention of planning documents)

	<p>The clerk researched and received advice regarding the granting of a 6 month period of dispensation for Cllr Lightfoot not to attend PC meetings, and confirmed that it was permissible within the appropriate regulations. (following Feb 23rd minute 051/16h)</p>
<b>058/16</b>	<p><b>MATTERS RAISED BY RESIDENTS</b> None</p>
<b>059/16</b>	<p><b>Planning Matters:</b> <b>New planning applications</b></p>
<b>16/P/00408</b>	<p><b>Upper Leewood Farm</b>, Effingham Common Rd. KT24 5JQ Certificate of lawfulness for a proposed development to establish whether the erection of a new detached garage following demolition of existing garage. Single storey side extension and two storey rear extension would constitute permitted development. <b>No comment</b></p>
<b>16/P00409</b>	<p><b>Tollgate Farm</b>, Guildford Road, Effingham. KT24 5QL Prior approval for an agricultural barn. <b>Objection -</b> Effingham Parish Council are concerned about this planning application and wish to OBJECT to this (prior approval) planning application for Tollgate Farm, Effingham. We understand that the building would be used to accommodate hay, machinery etc. in connection with the farm which comprises of alpacas, sheep and pigs, and this building will be used in part to contain them. We are also concerned that the substantial building size being 12m x 35m x 6m located close to residential accommodation will be detrimental to the residents and their way of life. From a similar agricultural building application several years ago this Parish Council understood that any agricultural building within 400 metres of a hereditament needed Planning Permission. We believe that this building would be within this distance from houses fronting Guildford Road, Dirtham Lane, Salmons Road and Calvert Road, we are therefore mystified as to why the requirement for an application for Planning Permission is not the case here, and would appreciate an explanation.</p>
<b>16/P/00414</b>	<p><b>Greenacres</b>, High Barn Road, Effingham. KT24 5PT Variation of condition 2 of planning application 15/P/00356, to increase eaves height by superseding drawing number G P4 Rev C with 15-09-04 Rev B. <b>No comment</b></p>

<p><b>16/P/00426</b></p>	<p><b>Kayos</b>, Guildford Road, Effingham. KT24 5QQ Erection of a replacement dwelling following demolition of existing building and out buildings. <b>Objection -</b> Effingham Parish Council considers the application to be unacceptable as - 1) The scale of the proposal represents an increase of nearly twice that previously considered unacceptable by GBC Planning. 2) The proposal is unsympathetic and out of scale with neighbouring properties. 3) We would also suggest that the proposal fails to comply with local policies RE2, H6, H9 &amp; H15. If planning was permitted, then the Parish Council would request no further felling of trees take place, and permission not be granted in the future for replacement garages and outbuildings.</p>
<p><b>16/P/00428</b></p>	<p><b>Land to the north &amp; south of 105 Calvert Rd</b>, Effingham. Construction of 6 new traveller pitches on two separate plots. One plot consists of 2 pitches and 1 utility block, and one plot to consist of 4 pitches and 2 utility blocks. <b>Comment -</b> Effingham Parish Council are fully supportive of this application for new Traveller Pitches, however would comment that these pitches should be allocated (only) to local Traveller families, or those with close existing ties to the village.</p>
<p><b>16/P/00448</b></p>	<p><b>Burnside</b>, Heathview, Heath View, East Horsley. KT24 5EA Two storey side extension following demolition of existing garage. <b>Objection -</b> The Parish Council considers the proposal to be over development of the site, within a plot that is wide but not deep. The existing replacement 2 storey 4 bedroom dwelling was granted planning permission in 2011, to replace the previous modest one. (11/P/00264)</p>
<p><b>16/P/00461</b></p>	<p><b>Greenacres</b>, High Barn Road, Effingham. KT24 5PT Proposed replacement stable block and erection of hay store following the demolition of existing stable block. <b>No comment</b></p>
<p><b>16/P/00521</b></p>	<p><b>257 Guildford Road</b>, Effingham. KT24 5NP Demolition of shop and office with storage, erection of two 2 storey buildings containing a shop with office space, 5 one bedroom flats, five new car parking spaces and a new crossover. <b>Comment -</b></p>

	<p>Effingham Parish Council are supportive of developments that include smaller dwellings suitable as starter homes or local residents looking to downsize, having said that this application may be considered as over development of a small site, with the associated problems of resident and visitor parking on already busy roads.</p>
<b>16/T/00050</b>	<p><b>Effingham Golf Club</b>, Guildford Road, Effingham. KT24 5PY Reduce height of two magnolia grandiflora (G1) by 3.5m down to 0.5m above older pruning points and reduce sides by up to 1.5m to shape. Finish height to be 7m with a radial spread of 2.5m (Effingham Conservation Area) <b>No comment</b></p>
<b>16/P/00562</b>	<p><b>Cats Bells</b>, Orestan Lane, Effingham. KT24 5SN Single storey rear extension, enlargement of existing dormer roof extensions to rear and front. New windows to first floor on eastern side. <b>No comment</b></p>
<b>060/16</b>	<p><b>Late received planning applications.</b> None</p>
<b>061/16</b>	<p><b>Results of previous planning applications</b></p>
<b>14/P/02109</b>	<p><b>Berkeley Homes</b> Hybrid planning application for outline permission for replacement secondary school (HofE) and up to 295 residential dwellings. <b>Refused</b></p>
<b>15/P/02407</b>	<p><b>Vine Cottage</b>, The Street, Effingham. KT24 5LQ Proposed single storey rear extension following demolition of existing extension. <b>Approved</b></p>
<b>15/P/02408</b>	<p><b>Vine Cottage</b>, The Street, Effingham. KT24 5LQ Listed building consent for a single storey rear extension following demolition of existing rear extension. <b>Approved</b></p>
<b>15/P/02442</b>	<p><b>Post Office</b>, The Street, Effingham. KT24 5LQ Proposed change of use of ground floor post office and ground and first floor residential accommodation to 4 x 2 bedroom flats <b>Refused</b></p>
<b>16/P/00057</b>	<p><b>Loseley</b>, Mount Pleasant, Effingham. KT24 5NS Detached timber garden room/office. <b>Refused</b></p>

<b>16/P/00065</b>	<b>Coppermill</b> , Effingham Common Road, Effingham. KT24 5JG Erection of a detached garage. <b>Approved</b>
<b>16/P/00075</b>	<b>Leaside Cottage</b> , Orestan Lane, Effingham. KT24 5SN Single storey front entrance porch and single storey side infill extension. Insertion of new windows, doors and rooflights. <b>Approved</b>
<b>16/P/00082</b>	<b>Upper Leewood Farm</b> , Effingham Common Rd. KT24 5JQ Erection of five stables, tack room, haybarn and retention of hard standing area for parking and turning horsebox. Construction of riding manege surrounded by fencing. (part retrospective) <b>Approved</b>
<b>16/P/00100</b>	<b>86 Strathcona Ave</b> , Bookham. KT23 4HR Certificate of lawfulness for a proposed development to establish whether a front porch and a single storey rear extension would constitute permitted development. <b>Refused</b>
<b>16/P/00139</b>	<b>The Nutcracker House</b> , Effingham Common Rd. KT24 5JG Part two storey, part single storey rear extension following demolition of existing conservatory. <b>Approved</b>
<b>16/P/00201</b>	<b>Greenacres</b> , High Barn Road, Effingham. KT24 5PT Erection of a detached two storey four bedroom house following demolition of existing of existing dwelling and garage. <b>Approved</b>
<b>16/P/00261</b>	<b>Wise Folly</b> , Effingham Common, Effingham. KT24 5JE Single storey front extension, two storey side extension and window and roof alterations following demolition of existing single storey side extension. <b>Approved</b>
<b>16/P/00409</b>	<b>Tollgate Farm</b> , Guildford Road, Effingham. KT24 5QL Prior approval for an agricultural barn. <b>Recommendation prior notification not required</b>
<b>062/16</b>	<b>Other planning matters considered:</b> The various issues regarding Upper Leewood Farm and adjacent properties were discussed, and it was decided that the Parish Council would await the results of outstanding planning application 16/P/00081 before considering any action.

	The way the Parish Council currently considers planning applications and Community Fund applications was briefly discussed, with further discussions planned at a subsequent Parish Council meeting.
<b>063/16</b>	<b>Reports and correspondence relating to other planning matters</b>
<b>15/P/01097</b>	<b>The Nutshell</b> , Orestan Lane, Effingham. KT24 5SN Appeal decision. <b>Dismissed</b>
<b>15/P/01289</b>	<b>Hylands</b> , Guildford Road, Effingham. KT24 5QF Appeal decision. <b>Dismissed</b>
<b>16/N/00012</b>	<b>Far End</b> , Surrey Gdns, Effingham Junct. KT24 5HH <b>Non material amendments</b> to alter location of the 2 parking spaces to new bungalow. 15/P/01615 <b>Approved</b>  <b>Maison Leidberg Ltd</b> , Dunley Hill Court, Ranmore. RH5 6SX <b>Premises license application.</b> <b>No comment</b>
<b>064/16</b>	<b>Reports from Parish Councillors not included in the above.</b> None
	<b>TO CONSIDER FINANCIAL MATTERS:</b>
<b>065/16</b>	Cheques were approved and signed. (see appendix)
<b>066/16</b>	<b>Parish Council Insurance -</b> The Parish Council Insurance quotation from Came and Company from the provider Hiscox was approved, with the discounted 3 year agreement.
<b>067/16</b>	<b>Parish Council Burial Ground Maintenance Contract -</b> Countrywide Grounds Maintenance were approved and appointed as contractor for the Parish Councils Burial Grounds maintenance for 01.04.2016 to 31.03.2017
<b>068/16</b>	<b>Effingham Cricket Club -</b> The previous request for bollard funding from Effingham Cricket Club was considered without resolution. This item is to be included in the Parish Councils Agenda for 19th April 2016.
<b>069/16</b>	<b>Effingham Commoners Day 2016 -</b> Further funding for the day was considered, and it was agreed to increase the funds available from £500 to £1000.

	(Contingency fund)
<b>070/16</b>	<b>Surrey Planning Fields -</b> An affiliation fee request from SPF was rejected.
<b>071/16</b>	<b>HM Queen Elizabeth II 90th Birthday -</b> The Parish Council decided against any direct activities in celebration of the Queens 90th Birthday due to the pressure of other work.
<b>072/16</b>	<b>Campaign to Protect Rural England (CPRE) -</b> A request from CPRE for a donation towards their Save Surrey's Countryside campaign was rejected at this time, but may considered in the future.
<b>073/16</b>	<b>Reports and or correspondence relating to other finance matters:</b> None
<b>074/16</b>	<b>Reports and correspondence relating to other Space / Amenity matters if any</b> None
<b>075/16</b>	<b>Reports from Parish Councillors not included in the above, if any</b> None
	<b>VILLAGE PLAN</b>
<b>076/16</b>	<b>Updates and recommendations from ENPAG</b>  There was a brief update from ENPAG by Cllr Hogger. The next important date for the NP is the 19th of April, where the draft Plan will be formally presented to the Parish Council with any reviews following Guildford Borough Councils recently released Local Plan. If formally approved by the Parish Council it will go out to Regulation 14 consultation.
<b>076/16a</b>	It was agreed that Cllr Pindar with the assistance of Cllr's Cornwell and Hogger would formulate a response to MVDC, regarding Bookham's Neighbourhood Development Plan.
<b>077/16</b>	<b>HIGHWAYS &amp; TRANSPORT</b>
<b>078/16</b>	<b>Current highway matters:</b>
<b>079/16</b>	<b>Beech Avenue (C43) and Critten Lane (C43)</b> Temporary Prohibition of Traffic Order to enable BT to carry out cabling works. Between hours of 21.00 and 06.00 within 2

	weeks of the three month period of the Temporary Order.
<b>080/16</b>	<p><b>Reports and correspondence relating to other Highway Matters</b></p> <p>Cllr Pindar reported that he had recently attending a meeting with representatives from the Howard of Effingham School and Bookham Residents Association, to discuss the various parking / traffic flow problems on Lower Road near to the HofE School. It was suggested that -</p> <p>Future correspondence might go to The Howard Partnership rather than the School itself.</p> <p>School land might be used to facilitate a pupil drop off area, with an entry and separate exit point.</p> <p>There might be additional yellow lines to those already proposed.</p> <p>It had been suggested that a voluntary single direction flow of school traffic at busy times on Lower Road should be considered by the school.</p>
<b>081/16</b>	<p><b>Reports from Parish Councillors not included in the above, if any</b></p> <p>None</p>
	<b>REPORTS</b>
<b>082/16</b>	<b>Reports received:</b>
<b>82a</b>	<p><b>Police and community issues</b></p> <p>1 x theft ( from business)</p> <p>1 x crime other (worrying livestock)</p>
<b>82b</b>	<p><b>Allotments</b></p> <p>Cllr Pindar confirmed the water had now been turned on at the Parish Council Allotments.</p>
<b>82c</b>	<p><b>Schools</b></p> <p>A tour invitation at St.Teresa's School has been accepted by the Parish Council and arranged for 3pm on Wed 11th May 2016</p>
<b>82d</b>	<p><b>Home Farm West - Calvert and Chester Roads</b></p> <p>None</p>
<b>82e</b>	<p><b>Friends of Effingham Common</b></p> <p>Next Effingham Commoners Day committee meeting - 13th April 2016 2pm in the Parish Council meeting room.</p>
<b>82f</b>	<p><b>Smith's Charity</b></p> <p>None</p>



<b>82g</b>	<b>Effingham Local History Group</b> The lack of governance regarding items stored by Effingham Local History Group in Effingham Parish Councils Parish Room was discussed, and it was agreed the Clerk would enter into discussions with them to formulate an formal agreement.
<b>82h</b>	<b>Local government / admin matters</b> A volunteer Parish Councillor is required to complete Guildford Borough Councils Open Spaces Study. (Parish Council Survey) Cllr Symes agreed to complete on behalf of the Parish Council.  It was agreed to change the date of the next Parish Council meeting from the 26th to the 19th of April 2016.
<b>82i</b>	<b>Parish Rooms</b> None
<b>82j</b>	<b>Effingham Village Recreation Trust</b> The Service Level Agreement 2015-16, End of Year Monitoring Report was presented to the Parish Council and approved. (see appendix)  The recent tree works at Effingham Cricket Club was discussed and the Clerk instructed to contact the club for an explanation.
<b>083/16</b>	<b>Reports from Parish Councillors not included in the above, if any</b> None
	<b>CORRESPONDENCE</b>
<b>084/16</b>	<b>Correspondence received since the last Parish Council Meeting</b>
<b>085/16</b>	Letters of thanks have been received from local residents for the hard work carried out by the Parish Council regarding the unsuccessful Berkeley Homes planning application.
	<b>NEXT AGENDA</b>
<b>086/16</b>	<b>Parish business for the Agenda of the next meeting</b> None
	<b>Next meeting - 19th April 2016 8pm KGV Hall, Browns Lane. (Revised Date)</b>

## Appendix

065/16

<u>Cheque No.</u>	<u>To -</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
300013	Came & Company	Parish Council Insurance 31.03.16 to 30.03.2017	0825.85	
300014	Sutton and East Surrey Water	Water and waste water supply to 3 Home Barn Court	0054.11	
300015	Sutton and East Surrey Water	Water supply to Parish Council Allotments	0017.49	
300016	Effingham Village Recreation Trust	Service Level Agreements Unrestricted funds Restricted funds	2250.00 0750.00 <b>3000.00</b>	
300017	The Co-operative business telecoms	Phone and internet to Parish Room	0049.87	
300018	Surrey & Sussex Assoc of Local Councils	Membership subscription - 2016-17	0749.14	
300019	Guildford Borough Council	Rates for Parish Council Burial Ground	0086.64	
300020	Surrey & Sussex Assoc of Local Councils	Clerk services to attend 1st meeting of ENPAG	0180.00	
300021	G.Burleys & Sons Ltd	Burial Grounds Maintenance	0398.40	
300022	Wellers Hedleys	Professional charges in connections with footpath encroachment	0240.00	
300023	Surrey Shop Signs	Installation of illuminated sign at KGV (bal 25%) Comm Fund/CFGA	0096.00	

300024	Surrey Shop Signs	Signage at KGV (bal 25%) Comm Fund/CFGA	0510.00	
300025	Harry Stebbing Workshop	Signage at KGV (50%) Community Fund / CFGA	2076.44	
300026	Direct Fabrics	Community Fund Grant to St.Lawrence Church Hall - curtains	0582.00	
300027	Jon Short	Clerk wages March 2016	1467.10	
300029	The Surrey Pension Fund	Clerk Pension	5066.85	
300028	Post Office Ltd	HMRC Clerk Payments	1173.90	
300030	BTS Ltd	Parish Council Copier	0331.64	
300031	Pez Electrical Ltd	Signage KGV - Community Fund / CFGA	144.48	
300032	EDF Energy	Electricity to Parish Room	0181.00	
300033	G.Burley & Sons	Burial Ground Maintenance March 2016	0398.40	

## **082j/16**

### **Service Level Agreement 2015-16**

#### **End of Year Monitoring Report**

##### **Introduction**

This Agreement provides for the Parish Council to contribute to the costs of maintaining the outdoor amenity areas at KGV which are accessed and used by members of the general public on a daily basis. It covers the capital costs and the maintenance overheads associated with playgrounds, paths, gates, steps, lighting, hedges, woods, trees, open green space, car park etc. It does not cover pitches maintenance and the formal marked-up sports areas.

The Parish Council's contribution is £2,250 per quarter towards on-going maintenance (revenue) costs, plus a further £750 per quarter towards the Capital Replacement Fund. This is a reserve kept ready to cope with the very sudden, large and usually urgent bills that are a feature of maintenance and capital replacement requirements on the scale of KGV.

Clause 4d of the Agreement provides that the Managing Trustees will provide an End of Year Monitoring Report in time for the Parish Council meeting at the end of March, and that,

following this, the final quarterly installment for the year (ie £3,000 for January-March) will be released.

### **Report**

The Agreement has worked extremely smoothly so far during this first year, and has alleviated the burden of worry on the Managing Trustees as to how to finance the maintenance of these public amenity areas without cross-subsidising from other grounds users such as the Howard School and Effingham & Leatherhead Rugby Football Club.

A proportion of the Parish Council's contribution goes towards Groundsman's time and Manager time; also on consumables such as diesel, petrol, oil, paint and machinery servicing. Alongside these, major items of expenditure during the year 1 April 2015 to the end of February 2016 on which I would particularly comment include:

Two hedge cuts of perimeter hedges @ £1,440 each  
Inspection and repair of playground equipment £2,150  
Purchase of a new mowing rig (towed behind tractor) £3,270  
Repair of various sets of outdoor lights, on the building and along paths, £2,700  
Repairs of steps and gates, various locations, £800.

In addition, we anticipate replacing the 'zip wire' play equipment and some supporting posts during the next few weeks, at a cost of approximately £1,400.

We believe that the public amenity areas and playgrounds have been maintained to a higher standard during this year, thanks to the Service Level Agreement. It was very pleasing that in January 2016 GBC released a report on its 'Fixed Play Strategy' – a review of children's play equipment in the Borough – and placed the facilities at KGV in the 'Gold level' play value category. This is an index of the quantity and variety of the equipment provided for residents. We do receive compliments from people using the play areas about how much they appreciate the variety and also how this makes KGV stand out from other recreation areas, so it is something for Effingham to be proud of. The obvious downside is that the equipment must be constantly inspected for Health and Safety reasons, and is subject to continual damage and wear which is usually expensive to rectify.

On behalf of the Managing Trustees, I confirm that the funds provided by the Parish Council have been spent in accordance with the intentions of the Agreement and on nothing else. I confirm that the Trust has sought proper value for money on all expenditure, and that full, accurate records of expenditure have been kept and as usual the end of year audited accounts will be made available to the Parish Council at or before the AGM in July.

The Board of Managing Trustees reiterates its appreciation to the Parish Council for this support for the public amenities provided at KGV.

Susan Morris  
Hon Treasurer, EVRT  
15 March 2016