

## MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 29 Apr 2014  
King George V Hall, Browns Lane, Effingham

### Present

Cllr Pindar – Chair  
Cllrs Bell, Bowerman, Lightfoot, Martland, Symes, Wetenhall  
Clerk  
SCC Cllr Barker  
6 local government electors

### 53.14 APOLOGIES FOR ABSENCE

Cllr Hogger – Holiday  
Cllr Moss – Family commitment

### 54.14 REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA

Cllr Bell declared an interest as a managing trustee of EVRT  
Cllr Bell declared an interest as a neighbour for the planning application at 2 Church Cottages, Church Street.  
Cllr Bowerman declared an interest as a managing trustee of EVRT  
Cllr Bowerman declared an interest as a neighbour for the planning application at White Cottage, Lower Farm Road  
Cllr Lightfoot declared an interest as a neighbour for the planning application at Sherbourne, Effingham Common Road  
Cllr Martland declared an interest as a neighbour for the planning applications at Hillrise/Lawn View/Woodstock, Oreston Lane

### 55.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 25 Mar 2014 were agreed & signed with one typo correction.

### 56.14 MATTERS ARISING FROM THE PREVIOUS MINUTES

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

### 57.14 MATTERS RAISED BY RESIDENTS

Concern was raised by residents about the lack of promotion of the Berkeley Homes/Howard of Effingham drop in event. Matter to be flagged to Berkeley Homes. **CR**

In response to a comment made to a resident by a Berkeley Homes representative at the drop in event, Cllr Pindar confirmed that Berkeley Homes can have no development interest, nor is able to have any future development interest in the KGV playing fields.

Residents are keen to start preparing research to analyse issues that could arise if the Berkeley Homes/Howard of Effingham venture and the Wisley development goes ahead.

### 58.14 PLANNING MATTERS

#### New Planning Applications

13/P/01933 – Land Opposite, 105 Calvert Road, Effingham

Change of use of land for a residential caravan site, to contain one static caravan, two touring caravans, parking for three vehicles, a utility block and

associated hardstanding. Amended application.  
*Amendments do not impact on previous comments and objection*

14/P/00546 - White Cottage, Lower Farm Road, Effingham

Construction of a two storey rear extension following demolition of single storey rear utility room and part of outbuilding

*No comments*

14/P/00608 - Hillrise, Orestan Lane, Effingham

Single storey front extension incorporating two new windows to side elevation together with new window on rear elevation

*No comments*

14/P/00653 - Sherbourne, Effingham Common Road, Effingham

Single storey rear extension

*No comments*

14/P/00563 - Lawn View, Orestan Lane, Effingham

Erection of a five bedroomed detached dwelling house

*This remains a large development and the same comments apply to the application as with the previous application dismissed at appeal.*

*Objection*

14/T/00052 Woodstock, Orestan Lane, Effingham

Fell sycamore tree (T1) in rear garden and fell Conifer tree (T2) in front garden (Effingham Conservation Area)

*No comments*

14/P/00674 - High Barn, High Barn Road, Effingham

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

*This is a significant application which arrived shortly before the Parish Council meeting. In order to assess thoroughly a working group to consider the application and an extension to consultation to be requested from GBC. Cllrs Bowerman, Lightfoot, Symes & Wetenhall to form working group*

**CR**

14/P/00587 - 2 Church Cottages, Church Street, Effingham

Proposed first floor rear extension

*This application arrived shortly before the Parish Council meeting. In order to assess thoroughly a working group to consider the application and an extension to consultation to be requested from GBC. Cllrs Bowerman, Lightfoot, Symes & Wetenhall to form working group*

**Results of Previous Applications**

14/P/00186 - St Teresa's School, Effingham Hill	Approved
14/P/00187 - St Teresa's School, Effingham Hill	Approved
14/P/00274 - Vine Cottage, The Street, Effingham	Approved
14/P/00221 - 11 Manor Gardens, Effingham	Approved
13/P/01290 - The Vineries, Lower Road, Effingham	Approved
14/P/00325 - 70 Woodlands Road, Effingham	Approved
14/P/00335 - The Orchard House, Beech Avenue, Effingham	Approved
14/W/00032 - 12 Strathcona Avenue, Bookham	Refused
14/P/00341 - Casa Mia, Orestan Lane	Withdrawn

### **Other Planning Matters**

To consider the formation of a liaison group to address Berkeley Homes/Howard of Effingham proposed joint venture

It was resolved to form a liaison group to consist of Cllrs Pindar, Hogger, Lightfoot and Moss, one representative from ERRA, two local residents and GBC planning officers. First meeting to be scheduled for June

**CR**

To consider the adoption of the working group report on the Berkeley Homes/Howard of Effingham School Proposals, Housing provision, Design Requirements & Section 106 Contributions

Draft report prepared by Cllr Hogger was agreed subject to discussed amendments. Report to be sent to GBC Planning, and copies to Berkeley Homes and Howard of Effingham School. Report to be made available on Parish Council website.

**JW  
CR**

To consider letter to Cllr Mansbridge, Guildford Borough Council, on Parish Council views on the draft Local Plan following meeting held with Borough Councillors Mansbridge & Juneja

Draft letter prepared by Cllr Pindar was agreed subject to discussed clarification on greenbelt definitions. Report to be sent to Cllr Mansbridge immediately due to Local Plan timetable deadlines. Letter to be made available on Parish Council website.

**AP  
CR**

To consider letters of support on behalf of Guildford Borough Council to Nick Boles and Boris Johnson on Local Plan timescale restrictions

It was resolved to write in support of the Borough Council to ask Government to reconsider the restrictions on timescales in the Local Plan scheduling and on Community Infrastructure Levy allocation that mean short-term targets are driving a situation that encourages the consideration of using greenbelt land for development rather than brownfield sites which take longer to assess and therefore cannot be considered in short-term targets. It was also resolved to write to Boris Johnson to highlight the importance of the Metropolitan greenbelt for environmental protection.

Cllr Pindar to draft letters and Clerk to circulate these to other Parish Councils.

**AP  
CR**

### **Reports & Correspondence**

Planning & Compulsory Purchase Act 2004 Section 55 & Schedule 2 - Appeal

Longacre, Outdowns, Effingham

Decision due to or before 11 July 2014

Guildford Visitor Economy Strategy consultation

Cllr Martland to co-ordinate a response to the consultation.

**DM**

Surrey County Council Education Meeting

Meeting scheduled for 2 May with Surrey County Council Education officers to discuss demand and planning for school places in Surrey. Cllrs Bell, Pindar and Symes to attend. Key issues to be raised include how planning is determined, forecast demand for short/medium/long-term for both secondary and primary school places, impacts on infrastructure, possible alternatives to Howard of Effingham venture.

**59.14**

### **FINANCIAL & ADMINISTRATIVE MATTERS**

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

To consider pay award of one scale point to LC2 28 for Clerk following completion of one year service

It was resolved that pay award was agreed from anniversary of start date.

[3]

To consider application to Community Fund from Victim Support

It was resolved that this would not be approved as it did not meet the Community Fund criteria.

**To approve & sign cheques**

Clare Ritchie	Clerk salary for April	£1184.43
Clare Ritchie	Reimbursement	£307.22
Post Office Ltd	HMRC	£279.62
Surrey Pension Fund	Clerk's pension	£329.93
James Nicholls	Burial Ground Maintenance	£260.00
EDF Energy	Electricity	£181.00
EVRT	Hall Hire	£20.00
Phone Co-op Ltd	Telephone	£29.71

**Reports & Correspondence**

2013-14 Reconciliation

2013-14 Receipts and Payments ledgers noted.

Precept

First instalment of £28505 for 2014-15 precept received

Training Needs

All Cllrs to complete training needs form and return to Clerk **All**  
It was agreed to form a working group with Cllrs Bell, Martland and Pindar to **CR**  
consider emergency planning for the village.

Invitations

Clerk to reply to invitations received to Civic Service at Holy Trinity Church, **CR**  
Guildford, Sunday 11 May at 11.30am, Orangutan Appeal UK talk, 6.45pm,  
13 June, Preston Cross Hotel, Rectory Lane, Bookham and 'The Guildford  
Plan - Where are we now?' Forum an event hosted by Eagle Radio -  
7.15pm, Yvonne Arnaud Theatre, Guildford.

60.14

**HIGHWAYS & TRANSPORT**

**Current Highways Matters**

None

**Reports & Correspondence**

Lengthsman Funding

Funding of £15,000 for SCC Cllr Barker's parishes distributed with Effingham  
receiving £4,000 to fund works to A246 KGV hedge, footpath resurfacing as  
part of Bookham Residents' Association project, A246 beech saplings  
weeded and mulched and scrub clearance at A246/Manor House Lane  
junction.

A246 Access Road

Cllr Pindar & SCC Cllr Barker met with residents and Surrey Highways to  
discuss issues with lorry parking in the access road. Highways have advised  
that the Police need to address nuisance or enforcement concerns but  
offered to liaise with the Police.

Orestan Lane Flooding

Clerk to write to Surrey Highways to confirm future maintenance plans and  
procedures for the area by the electricity sub-station. **CR**

Lower Farm Road

Cllr Bowerman advised that resurfacing will be taking place at the end of the  
month and the road will be closed for 1-2 days.

Critten Lane

Clerk to contact Surrey Highways for proposed date for repairs and resurfacing work.

**CR**

KGV Car Park

Cllr Bell confirmed that a car parking management plan has now been agreed with the Rugby Club and copied to the Police to manage traffic congestion during larger rugby events.

**61.14**

**VILLAGE PLAN**

**Minutes of the Steering Committee**

No meetings held since the previous EPC meeting.

**Progress Report**

Housing Requirements Survey

A draft summary report of survey results has been produced. An overview of this report was given at the Annual Parish Meeting on 22 April but not distributed as checking has not yet been carried out on data in report. Checking to be carried out by working group of Cllrs Hogger, Lightfoot and Symes and the Clerk.

**LH  
AL  
IS  
CR**

**Budget & Expenditure**

Budget	£12608
Total spend to 20.3.14	£2777
Expenditure from 21 Mar - 24 Apr 2014	£213
Total spend to 24.4.14	£2990
Expenditure on print of village newsletter	

Clerk advised that the Locality funding deadline needed to be extended and that the funding needed to be spent by the end of 2014. Clerk to confirm extension with Locality.

**CR**

**Other Matters For Resolution**

None

**62.14**

**GREEN SPACES & VILLAGE AMENITIES**

**Current Matters**

None

**Reports & Correspondence**

Burial Ground Tree Survey

Response received from owners of adjacent wooded area with permission to inspect trees with possible safety issues

Burial Ground Tools

Contractor requested consideration of new strimmer. Clerk to cost options and obtain quotes.

**CR**

Burial Ground Moss

Contractor requested change to the current policy of no use of weedkiller within the burial ground. This was not agreed and moss problems to be addressed through scarifying.

Allotment Tree Works

Dates for tree works scheduled for 6 May. Two trees to be felled on access track and two trees to be trimmed in hedge of The Barn

**63.14**

**REPORTS**

**Police & Community Safety - No report**

**Allotments** - All plots now leased. Annual Allotment Gathering meeting scheduled for 10 June at KGV. Cllr Bowerman to attend on behalf of the Parish Council **GB**

**Schools** - Further St Theresa's School visit planned for end April/early May

**EVRT** – Cllr Bowerman reported that the new KGV manager would start at 6 May. Licences with the rugby club have been signed & are in place. New tennis & cricket activities are about to start and the AGM is on 1 July.

**Home Farm Estate** - PHFCC meeting to be scheduled in May along with meeting with Guildford Borough Council.

**Friends of Effingham Common** - Commoners Day meeting took place at 24 April. Guildford Borough Council appear to be starting the process to install wooden bridleway signs. Guildford also responded to the letter highlighting the flooding emanating from Effingham Common in the gardens of Heath View and an engineer has visited the site. Cllr Symes has volunteered to be the liaison point for this. **IS**

**Smith's Charity** - Update received at Annual Parish Meeting. The charity has requested help with creating greater awareness of the charity due to build up of funds and lack of applicants.

**Effingham Local History Group** – No reports

#### **Local Govt & Admin**

A work experience request for July has been received from a local resident. Details to be passed to EVRT to discuss with new manager. **CR**

Stock of grey and green food bins for residents to collect to be stored at KGV following withdrawal of storage facility at Parish Room site. **CR**

**64.14**

#### **CORRESPONDENCE**

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

GBC	Press releases PR3120, 3123, 3127, 3128, 3130, 3132, 3133, 3136, 3137,3139, 3144, 3145 Planning Committee agenda 8 Apr & 29 Apr 2014 Council meeting agenda 10 Apr 2014 Launch material for Guildford in Bloom 2014
Horsley Directory	April/May issue
Came & Co	Spring newsletter
CPRE	Campaign Bulletin Apr 14 Spring newsletter
SCC	N.Wilson response to education letter
GBC	M.Cash response to Effingham Common flooding letter
Drift Golf Club	Invite to driving range project open day
A.Bedford	Response to tree inspection query on consortium site
Anonymous	Enforcement issues for Apuldram House, Beech Avenue

**65.14**

#### **NEXT AGENDA**

The next meeting will be on:

Tuesday 27 May 2014 - Annual Meeting of the Parish Council

## OUTSTANDING ACTIONS

Minute Reference	Action	Progress	Assigned To
<b>Actions from 7 Jan 2014</b>			
4.14	Complete change of bank account	Appointment to be made with Lloyds	CR/AL
7.14	Risk Assessment forms to be returned to Clerk by 31 Mar	1 outstanding	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. Quotes being gathered	CR
49.14	Respond to Rights of Way Improvement Plan consultation	Completed	GB/JW
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
50.14	Investigate grants for free trees for planting from Woodland Trust		AL
<b>Actions from 29 Apr 2014</b>			
57.14	Lack of promotion of the joint venture drop in event to be flagged to Berkeley Homes.		CR
58.14	Working group to consider late applications. Extensions to consultation to be requested from GBC.	Completed	GB/AL/ IS/JW CR
58.14	Formation of a liaison group to address Berkeley Homes/Howard of Effingham proposed joint venture	Completed	CR
58.14	Issue working group report on the Berkeley Homes/Howard of Effingham School Proposals, Housing provision,	Completed	JW CR

	Design Requirements & Section 106 Contributions		
58.14	Issue letter on draft Local Plan to Cllr Mansbridge, Guildford Borough Council	Completed	AP
58.14	Issue letters of support for Borough Council to Nick Boles and Boris Johnson on Local Plan timescale restrictions		AP
58.14	Co-ordinate response to Guildford Visitor Economy Strategy consultation		DM
59.14	Complete training needs form and return to Clerk		All
59.14	Form working group to consider emergency planning for the village		CB/DM AP
59.14	Clerk to reply to invitations received for Civic Service, Orangutan Appeal UK talk and 'The Guildford Plan - Where are we now?' Forum	Completed	CR
60.14	Write to Surrey Highways to confirm future maintenance plans and procedures for Orestan Lane flooding		CR
60.14	Contact Surrey Highways for proposed date for Critten Lane repairs and resurfacing work	Awaiting reply	CR
61.14	Checking to be carried out on summary housing requirement report	Postponed to June	LH/AL/IS CR
61.14	Clerk to confirm extension to funding deadline with Locality		CR
62.14	Cost options and obtain quotes for different strimmer	Awaiting info from Contractor	CR
63.14	To represent EPC at Allotment Gathering at 10 June		GB
63.14	To liaise with GBC on Heathview flooding issues		IS
63.14	Work experience contact details to be given to EVRT	Completed	CR
63.14	Move food bin storage to KGV	Completed	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
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 Fol 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