

## MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

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

### Present

Cllr Pindar – Chair  
Cllrs Bell, Bowerman, Brazil, Hogger, Lightfoot, Moss, Symes,  
Clerk  
SCC Cllr Barker  
Surrey Police PC Lyons  
4 local government electors

### 104.14 APOLOGIES FOR ABSENCE

Cllr Martland – Family commitment  
Cllr Wetenhall – Family commitment

### 105.14 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 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 Moss declared an interest for the planning applications at Leewood Way  
Cllr Symes declared an interest as a neighbour for the planning application at Bell Tower, Crocknorth Road

### 106.14 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 24 June 2014 were agreed & signed.

### 107.14 MATTERS ARISING FROM THE PREVIOUS MINUTES

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

### 108.14 MATTERS RAISED BY RESIDENTS

No matters raised

### CO-OPTION TO COUNCILLOR VACANCY

Local resident Hilda Brazil was proposed as co-opted councillor by Cllr Pindar and seconded by Cllr Hogger. Her appointment was confirmed by a vote and Cllr Brazil signed the Declaration of Acceptance of Office and joined the Council for the meeting.

### 109.14 PLANNING MATTERS

It was noted that the Parish Council had responded to applications 14/P/01010 & 14/P/01129 at the June meeting

#### **New Planning Applications**

14/P/01137 - 2 Ranmore Meadows, Crocknorth Road, Dorking

Single storey extension to the south elevation, porch extension to the east elevation and garage extension together with rooflight

*It was felt that the maximum development in the Greenbelt/AONB has already been implemented and that this would then exceed this.*

*Objection*

14/P/01114 - 34 Leewood Way, Effingham

Certificate of Lawfulness for proposed development to establish whether a single storey rear extension and loft conversion with insertion of dormer window would constitute permitted development

*To note*

14/P/01241 - 34 Leewood Way, Effingham

Certificate of Lawfulness for proposed use to establish whether a single storey rear extension constitutes permitted development

*To note*

14/P/01250 - Effingham Hill Farm, Hogden Lane, Ranmore Common, Dorking

Consultation from Mole Valley District Council for construction of a 465m long x 3m wide horse exercise track following the general contours of the land using existing vehicular access.

*To comment that inadequate information provided. This is a development in the greenbelt that could impact on openness, visual amenity and ecology. With the recent widened access, a proper track is in danger of being used for vehicles in the future.*

*Objection*

14/P/01293 - Kirkland, High Barn Road, Effingham

Two x two storey extensions to the east and west elevations of the dwelling, replacement single storey extension together with a detached garage.

*To comment that inadequate information provided with no existing plan supplied. To request that trees be retained and that the adopted bridlepath must be retained and not be blocked.*

14/W/00088 - 17 Strathcona Avenue, Bookham

Prior notification for a single storey 8m rear extension, 3.5m in height with an eaves height of 2.4m

*To note*

14/W/00090 - Homeleigh, Guildford Road, Effingham

Prior notification for a single storey 4m rear extension, 4m in height with an eaves height of 2.7m

*To note*

14/W/00092 - Beechlawns, Outdowns, Effingham

Prior notification for a single storey 8m rear extension, 4m in height with an eaves of 2.5m

*To note*

14/P/01208 - No. 1, The Bell Tower, Crocknorth Road, Ranmore Common, Dorking

Listed Building Consent for the installation of an extractor fan and sky light on the roof

*To comment that the proposed fan is not in keeping with the Conservation Area*

14/P/01312 - Tarn Hows, Dirtham Lane, Effingham

Proposed first floor extension over existing lounge, ground floor extension within existing garage footprint and front entrance extension.

*No comments*

High Street, Bookham Proposed Improvements

Paper received from SCC on proposals to improve the traffic flow and

**GB**

pedestrian environment on Bookham High Street  
*Cllr Bowerman to co-ordinate a response to this consultation*

### **Results of Previous Applications**

14/P/00949 - 10 Victory Cottages, Guildford Road	Approved
14/P/00895 - Casa Mia, Orestan Lane	Approved
14/P/00185 - St Teresa's School, Effingham Hill	Approved

### **Other Planning Matters**

#### To consider a letter to GBC leader Cllr Mansbridge on changes to Local Plan

Cllr Pindar gave an overview of recent correspondence with GBC on the Local Plan process. It was agreed that a further letter to GBC on the Parish Council's grave concerns with the Local Plan process would be sent to ask for specific information on how the last minute changes to the draft consultation document were made. Cllrs Pindar & Symes to finalise and circulate draft letter for posting on 1 August in preparation for GBC village drop in session on the Local Plan on 2 August. Letter to be copied to all Guildford Parish Councils, EFFRA and the Guildford Dragon and Streetlife websites and to be available on EPC website. Consideration to be given to a press release.

**AP  
IS**

Posters to be produced to encourage residents to attend GBC drop in session on the Local Plan on 2 August. It was noted that this session will also include a specific section on the Home Farm proposals within the Local Plan.

**CR  
CR**

#### GBC Parish Council survey on Local Plan consultation

Cllr Symes to complete online Parish Council survey on the Local Plan consultation process

**IS**

#### Update to Community Ideas database

Cllr Moss to update the current Community Ideas database.

**PM**

#### Joint Parish Council Chairman & Councillors Local Plan meeting

Cllrs Lightfoot, Moss & Symes to attend a Joint Chairman and Councillors meeting for all PCs to debate the Local Plan at 7.15, Wed 6 Aug at St Mark's Church Hall, Guildford Road, Normandy.

**AL  
PM  
IS**

### **Reports & Correspondence**

#### Longacre, Outdowns, Effingham Planning Appeal

Appeal against a GBC enforcement notice to remove hardstanding and caravans and against a planning application was dismissed

#### Guildford Borough Council Draft Local Plan update

The Local Plan consultation is underway and EPC have put in place a series of information sessions for residents to come and discuss the Local Plan issues with councillors and EFFRA. Briefing sheets are being prepared by the Parish Council to provide residents with information on key topics such as impacts on Home Farm, insetting and greenbelt to help in responding to GBC. EFFRA are conducting a survey on residents' views. There has been a high level of interest in these sessions. Issues with parking at the Parish Room during these sessions were raised and in future parking arrangements to clarified on posters and flyers.

**CR**

The consultation ends on 22 September. Clerk to arrange an EPC working group meeting to start preparing a formal response. Draft response to be presented to next EPC meeting for approval. The response will then be presented at the planned EPC public meeting for residents on the local plan scheduled for 13 September at the KGV Hall. All residents to be reminded of

**AP**

[3]

the public meeting using flyers and posters in late August. IS  
Cllrs Pindar and Symes to attend a GBC Local Plan workshop at 1-5pm, 11 August at G-Live, Guildford.

HoE Liaison Group meeting update

Cllr Pindar gave an update on the recent liaison meetings and advised that the minutes for these meetings are available to view on the EPC website. He confirmed the attendees and the Without Prejudice status of these meetings which has allowed discussions to address key issues prior to any application to ensure these have had the opportunity to be considered in the proposed planning application. It has been felt to be a useful process that has allowed issues such as environmental, transport, infrastructure and design issues to be discussed with many of the key parties involved including, GBC Planning, SCC Highways, EFFRA, local resident representatives, Berkeley Homes and the Howard of Effingham.

Of key interest will be the GBC Section 106 contribution requirements which are in the early stages of discussions. EPC have a clear statement of proposed requirements which will input into GBC's discussions on any planning application.

Berkeley Homes held a second drop in session on this proposal in July with improved promotion of the event to residents. A planning application is expected to be submitted in mid-August.

A local resident expressed concern that efforts seemed to be focussed on inputting into the planning application process rather than researching for a response to the venture as a whole. Cllr Hogger advised that there was also a separate working group addressing research on this.

Cllr Moss gave an overview of the research group remit and progress. The group comprises Parish Councillors, EFFRA and local residents who are researching information under the headings of population, housing and educational demand, infrastructure, transport, environment and conservation. This research will then inform any responses to both planning applications for large developments such as the Berkeley Homes venture and to the Local Plan consultation.

Cllr Pindar suggested that a summary of the working group structure and timetable of meetings would be useful. Clerk to provide. CR

Two Firs Public Inquiry

A Public Inquiry took place on 21 July on a VOSA application to increase the licence for the use of lorries and trailers at the Two Firs site. Residents and Cllr Symes attended. Cllr Symes reported evidence from the incident log compiled by PHFCC and this was well received by the Inquiry. Result of inquiry expected in August. The Parish Council thanked residents and PHFCC for their input to the inquiry.

A sub-letting issue at Two Firs was highlighted at the inquiry. Clerk to discuss with GBC Planning department. CR

110.14

**FINANCIAL & ADMINISTRATIVE MATTERS**

**Current Financial & Admin Matters**

Co-option to Councillor vacancy

Considered earlier in the agenda

To consider implementation of EVRT Service Level Agreement for annual running costs contribution

Cllr Pindar and Moss to co-ordinate Parish Council views for a report to the next Parish Council meeting. The Parish Council thanked the trustees for the work carried on the proposal. AP  
PM

2014-15 Q1 reconciliation

Noted and agreed

Appointment of Councillor/other resident-patient to Fairfield PPG

Cllr Brazil to volunteer as an Effingham resident for the Patient Participation Group. It was noted that resident Keith Cornwell was a representative on the Eastwick PPG.

**HB**

Allocation of space in the Autumn Chairman's Newsletter for Fairfield PPG to disseminate community healthcare information

It was agreed that this would be useful community information.

**CR**

**To approve & sign cheques**

Cheques approved and signed - See table at Appendix

**Reports & Correspondence**

External Audit submission

Submission completed to deadline and currently responding to queries.

Guildford Local Committee update

Cllr Symes attended this in June and gave an update on the Local Plan discussions.

Guildford Concurrent grant application guidance

Guidance and application forms have now been issued with a submission deadline of 12 September. These grants are for Parish Council, non-routine projects and will provide funding of 50% up to a limit of £10K. Clerk to liaise with Cllr Bell on a noticeboard project. Other suggested projects to be submitted to Clerk.

**CR**

**CB**

**ALL**

2015 election promotional materials

It was noted that SSALC have elections promotional material available to purchase.

Risk Assessment update

All outstanding risk reports to be returned to the Clerk

**ALL**

GBC Cluster Funding

GBC Cluster Funding, formerly Local Allocation funding, of £17,500/cluster area announced for local projects or to address a local concern. Cllr Barker confirmed that meeting to discuss will take place in the autumn

111.14

**HIGHWAYS & TRANSPORT**

**Current Highways Matters**

To consider possible 2014-15 Lengthsman Localism projects

There is likely to be £10K of Localism funding available for distribution amongst Effingham's cluster of parishes. Clerk has submitted bids for similar work to 2013-14 bids. Bids for work on litter picking and ditch/drain clearance on Effingham Common Road and vegetation clearance to A246 from Dirtham Lane to also be submitted.

**CR**

**Reports & Correspondence**

A246 access road update

Clerk reported that there has been no response from SCC Highways to the Parish Council's letter in June on parking and obstruction issues. Clerk to continue to chase a response and update residents.

**CR**

[5]

EPC Minutes 29.7.14 V1.0

C.Ritchie

30.7.14

Chester Road resurfacing

Cllr Brazil reported that this has been completed in July

Prudential RideLondon summer event

This events to take place on Sun, 10 August involving both a professional and mass participation ride similar to the previous year's event. The ride will not pass through Effingham but there will parking and road closure impacts in the local area.

Critten Lane

Local Committee advise that resurfacing is planned for Oct 14.

Road Signage

Cllr Lightfoot reported St Teresa's School signage attached to SCC Highways signpost . Clerk to check if correct permission has been obtained. **CR**

479 Bus Route

Cllr Bell and Moss reported the use of a large double-decker bus on route 479 which is causing obstruction issues. Clerk to investigate. **CR**

112.14

**VILLAGE PLAN**

**Minutes of the Steering Committee**

No meetings held since the previous EPC meeting.

**Progress Report**

Housing Requirements Survey

Cllr Hogger reported that data verification has been completed. All Councillors to review revised summary report and to send comments to Cllr Hogger by 1 August. Cllr Hogger and Clerk to meet to 4 August to finalise and publish report. Report to be sent to EFFRA, GBC and Berkeley Homes and to be posted on EPC website. Cllr Hogger thanked Cllrs Marland and Symes and the Clerk for the data verification work. **ALL**  
**LH**  
**CR**

**Budget & Expenditure**

Budget	£12608
Total spend to 24.6.14	£2990
Expenditure from 25 Jun-22 Jul 2014	-
Total spend to 22.7.14	£2990

**Other Matters For Resolution**

None

113.14

**GREEN SPACES & VILLAGE AMENITIES**

**Current Matters**

To consider annual Burial Ground contract review

A verbal review in closed session given by Cllr Pindar covering the period July 13-July14. Further update review to be completed for end of September. **AP**  
**CR**

To consider budget allocation for hedge-cutting at allotments

The RHS hedges along both the access track and the site need cutting. Clerk to arrange contractors to complete this from allotments budget. **CR**

**Reports & Correspondence**

Update on footpath survey

Cllr Bowerman has allocated responsibility for all footpath surveying. Summary report to next meeting **GB**

114.14

## REPORTS

### Police & Community Safety

PC Lyons reported that there had been 4 incidents in the last month – 1 drink driving, 2 criminal damage and 1 theft. Following the recent KGV incident with a party and extensive litter, damage and possible assault, Cllr Bell asked for increased evening patrols on the playing fields.

Surrey  
Police

Cllrs Bell & Bowerman to respond to Surrey PCC consultation on the consequences for people committing anti-social behaviour.

CB  
GB

### Allotments

Theft of strawberries during Wimbledon week has been reported to the Police.

### Schools

Following the recent St Lawrence consultation, a decision has been taken by governors to change status to a foundation school. The Parish Council to write to Surrey County Council to challenge this consultation and request a deferment on the transfer of property deeds until a full clarification on the legal status of the deeds has been undertaken due the implications of future land use.

AP  
CR

Manor House School plan to redevelop their main block building. Cllrs Lightfoot & Bowerman attended a presentation on this.

Cllr Pindar attended the prize-giving at St Teresa's School

### EVRT

AGM took place at 1 July and went well. An advisory meeting with users has also been held.

Trustees advised that the fireworks event will take place on 1 Nov and requested volunteers to help with this. There will also be a series of First Aid courses run with Community First Responders in the autumn.

Installation of the audio equipment for KGV Hall is expecting to start shortly so that the Parish Council can call down the GBC Concurrent Grant funding for this.

### Home Farm Estate

Cllr Brazil advised that residents of Home Farm were very concerned about the Local Plan process and possible implications for the future. The Parish Council hope that residents will attend the GBC Local Plan drop in session to discuss Home Farm on 2 August.

### Friends of Effingham Common

Commoners Day meeting took place in July.

### Smith's Charity – No reports

### Effingham Local History Group – No reports

### Local Govt & Admin

To note Clerk annual leave 18-22 August

115.14

## CORRESPONDENCE

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

GBC	PR3187, 3193, 3195, 3196, 3197, 3208, 3216, Planning Committee agenda 9 & 30 July Council meeting agenda 8 July
GBC Planning	HoE S106 Contributions

[7]

SCC  
CPRE

County Council agenda 15 July  
CPRE Response to GBC Local Plan

**116.14**

**NEXT AGENDA**

The next meeting will be on:

Tuesday 2 Sept 2014 - Ordinary Meeting of the Parish Council



**CHEQUES AUTHORISED**

<b>Cheque No.</b>	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority</b>
1005	C.Ritchie	Clerk salary	£1209.06	Local Govt Act 1972 112
1006	C.Ritchie	Clerk reimbursement	£115.94	Local Govt Act 1972 112
1007	Post Office Ltd	HMRC payments	£284.74	Local Govt Act 1972 112
1008	J.Nicholls	Burial Ground maintenance	£260.00	Local Govt Act 1972 214
1009	EDF Energy	Utility bill	£214.17	Local Govt Act 1972 133
1010	Phone Co-op	Telephone	£27.34	Local Govt Act 1972 111
1011	L.Hogger	Print costs reimbursement	£111.99	Local Govt Act 1972 111
1012	ELHG	Community fund grant	£145.20	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
<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>			
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
<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		All
59.14	Form working group to consider emergency planning for the village	Scheduled for August	CB/DM AP
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
<b>Actions from 27 May 2014</b>			
74.14	To appoint cleaner for Parish Room	In progress	CR
87.14	SCC representative to be invited to		CR

	autumn EPC meeting to discuss footpath works		
<b>Actions from 24 Jun 2014</b>			
97.14	New Parish Council appointed EVRT trustee to be sought	Ongoing	All
97.14	To consider projects for GBC Concurrent grant funding.	On agenda	All
98.14	To investigate whether insurance covers damaged salt bins and confirm sites for new salt bins.		CR
9814	To confirm annual salt costs and to leaflet households in the autumn when salt is replaced.		CR
101.14	To advise Clerk on SSALC courses		All
101.14	To return outstanding risk assessments		All
<b>Actions from 29 Jul 2014</b>			
109.14	To co-ordinate response to SCC proposals to improve Bookham High Street	Completed	GB
109.14	Letter to be sent to GBC on the Parish Council's concerns with the Local Plan		AP/IS
109.14	GBC letter to be circulated to relevant bodies and posted to website		CR
109.14	Prepare posters for 13 Sept Local Plan public meeting		CR
109.14	To complete Parish Council survey on Local Plan consultation process	Completed	IS
109.14	To update Community Ideas database		PM
109.14	To attend Joint Parish Council Chairman & Councillors Local Plan meeting	Completed	AL PM IS
109.14	To arrange working group meeting to prepare formal LP response	Completed	CR
109.14	To attend GBC Local Plan workshop on 11 August	Completed	AP IS
109.14	To prepare summary of Local Plan/HoE working group structure and timetable of meetings	Completed	CR
109.14	Sub-letting issue at Two Firs to be discussed with GBC Planning	In progress	CR

110.14	To co-ordinate Parish Council views on an EVRT funding SLA for report to next EPC meeting	On agenda	AP PM
110.14	Appointment of Councillor as Effingham representative for the PPG	Completed	HB
110.14	Space allocation in Autumn newsletter for PPG community healthcare info		CR
110.14	To propose projects for Guildford Concurrent Grant application	On agenda	CB CR
111.14	To update Localism bids	Completed	CR
111.14	To chase a SCC Highways response on A246 access road issues and update residents		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
112.14	To review revised summary report and to send comments to Cllr Hogger by 1 August	Completed	All
112.14	To finalise and publish report and send report to EFFRA, GBC and Berkeley Homes and post on EPC website	Completed	LH CR
113.14	Update burial ground contract review to be completed for end of September.	In progress	AP CR
113.14	To arrange contractors to cut allotment hedge	In progress	CR
113.14	Summary footpath report to Sept meeting	On agenda	GB
114.14	Increased evening patrols on KGV playing fields		Surrey Police
114.14	To respond to Surrey PCC consultation on the consequences for people committing anti-social behaviour		CB GB
114.14	To write to SCC to challenge St Lawrence consultation and request property deeds	Completed	AP 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 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
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