

MINUTES OF ORDINARY PARISH COUNCIL MEETING

Effingham Parish Council

Tuesday 29th August 2017, 8pm KGV Hall, Browns Lane.

Present:

Cllr's Cornwell, Hogger, Mayell, Moss, Pindar (Chair) & Symes (Vice Chair)

Parish Clerk

7 local government electors

226/17	APOLOGIES FOR ABSENCE: Parish Cllr's Hackett, Martland & Nicholls. County Cllr Iles.
227/17	REVIEW REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA: 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.
228/17	THE MINUTES OF THE PREVIOUS MEETING OF 25th JULY 2017 The minutes were approved and duly signed by Cllr Pindar (Chair)
229/17	MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA None
230/17	MATTERS RAISED BY RESIDENTS: Gypsy Traveller Incursion (23rd August 2017) - There was an update from EVRT Trustees regarding the incursion, time lines were explained along with plans for any necessary post-incursion clear up. Enhanced access security options were also being considered by the EVRT Trustees. Residents reported concerns regarding the movement of Heavy Goods vehicles within the Orestan Lane area of the parish, and the clerk was instructed to make further enquiries with the Driver and Vehicle Standards Agency (DVSA).
231/17	Planning Matters: New planning applications considered:

17/P/01534	<p>Woodleigh, Effingham Common Road, Effingham. KT24 5JG Single storey timber framed two-car garage to front of property. Objection: The location of the proposed garage is considered to be too close to Effingham Common Road. Should permission be granted, the Parish Council requests a screening condition be made.</p>
17/P/01656	<p>Tap Farm, Orestan Lane, Effingham, Leatherhead. KT24 5SJ Proposed change of use of stables from equestrian to dog day care and training centre. (retrospective application) No comment.</p>
17/P/01666	<p>East Court, Beech Avenue, Effingham, L/head. KT24 5PN The construction of a new 6-bedroom dwelling with rooms in the roof space and a small basement following demolition of the existing dwellings. Objection: Firstly regarding openness: The NPPF states - 9. Protecting Green Belt land 79. The Government attaches great importance to Green Belts. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence. Secondly regarding appearance: The Parish Council fully support the comments made by the Surrey Hills AONB Planning Advisor regarding any light colour building finish, and that the colour of materials should be as least conspicuous as possible. Thirdly regarding light pollution: From Effingham's Neighbourhood Plan - (EN4) Dark Skies Policy All proposed developments should have regard to Effingham's current status as a "dark skies" parish, and proposals should avoid light pollution and protect the night-time environment of intrinsically dark areas of village and countryside. Residential development should be designed to minimise light pollution, avoiding the use of unscreened roof-lights or atria. And lastly that the proposal may be considered "out of character" with neighbouring properties.</p>
17/P/01670	<p>St.Lawrence Primary Sch., Lower Road, Effingham. KT24 5JP Single storey extension to the rear of the school. No comment.</p>

<p>17/P/01677</p>	<p>The Long Barn, Dog Kennel Green, Ranmore. RH5 6SU Construction of a swimming pool and front boundary wall.</p> <p>Objection: From Effingham Parish Council's Neighbourhood Plan: ENP-G2: Landscape, Heritage, Character, and Design To conserve the essential landscape, heritage and rural character of the Plan Area whilst promoting sustainable development within the village area in accordance with ENP-G1, all development proposals must:</p> <ol style="list-style-type: none"> 1. Respect the rural and landscape character and the setting of Effingham identified within the Guildford Borough Council Landscape Character Assessment; in particular by conserving the open countryside in and around the village area and the key strategic views and vistas described in schedule (A). Development proposals should have regard to key views and vistas and should be designed to minimise the effect on the existing landscape character and long distance views across the Plan Area, or on attractive outlooks from within the built area. 2. Reflect the layout and character of the historic village settlement hierarchy, which is based on the original Saxon settlement with St Lawrence Church as the focal point, and also the nationally and locally listed (and proposed) heritage assets and their settings, identified in schedule (B), both within Effingham Conservation Area and in the wider Plan Area. Developments must not harm the significance of or the settings of these assets, nor be of a scale or proximity that harms the historic balance of features within the Conservation Area. Additionally the Parish Council have further concerns regarding the impact of the proposal within the AONB - as covered by GBC's Local Plan: POLICY P1: Surrey Hills Area of Outstanding Natural Beauty and Area of Great Landscape Value
<p>17/P/01711</p>	<p>The White Cottage, Chapel Hill, Effingham. KT24 5NB Variation of condition 2 (approved plans) of planning application 17/P/00473, approved 20.06.2017, to allow amendments to window locations on all elevations; amendment to window type to match on all elevations; introduction of patio doors to the dining area; introduction of double timber gates to driveway with brick pillars and increase in roof pitch to shed roof and addition of shingles.</p> <p>Objection: (part) Regarding the patio doors element- The Parish Council have privacy concerns for neighbouring properties / residents, regarding the addition of patio doors to the dining area.</p>

<p>17/P/01723</p>	<p>The Beeches, Beech Avenue, Effingham, L/Head. KT24 5PJ Two storey side/rear extension with rear Juliet balconies, single storey rear extension, loft conversion with one dormer and one balcony window. No comment.</p>
<p>17/T/00176</p>	<p>Hawthorns and Moorcroft, The Street, Effingham. KT24 5LQ T1 (Walnut) - crown reduce by 30% to better balance the tree, following approval of 16/T/00194 on 11.10.2016 (Effingham Conservation Area) No comment.</p>
<p>232/17</p> <p>MO/2017/1323</p>	<p>Late received planning applications considered:</p> <p>Preston Farm Stables, Preston Farm, Lower Rd, Bookham. Conversion of 2 existing commercial buildings and the demolition of remaining equestrian buildings to provide 25 dwellings with associated infrastructure including, creation of proposed access, internal roads and footpaths, car parking, sustainable drainage system; with associated landscaping and earthworks. The proposal includes the removal of the ménage and sand school. Cllr Cornwell was delegated to investigate the proposal and report back to parish councillors for possible planning application comment.</p>
<p>233/17</p>	<p>Results of previous planning applications:</p>
<p>17/P/01100</p>	<p>Greenacres, High Barn Road, Effingham, L/head. KT24 5PT Erection of stables and detached tack room following removal of existing shed. Approved</p>
<p>17/P/01103</p>	<p>Land opposite White Lodge, Critten Lane, Dorking. RH5 6ST Erection of American-style barn and provision of parking/turning area for horse lorry, with improved vehicular access from Critten Lane. Refused</p>
<p>17/P/01259</p>	<p>The Cottage, Orestan Lane, Effingham, L/head. KT24 5SN Erection of Pvc-u white orangery to front of property. Refused</p>
<p>17/P/01317</p>	<p>Hillside Farm, Salmons Road, Effingham. KT24 5QH Certificate of lawfulness for a proposed development to establish whether a single storey side extension, a single storey rear extension, the creation of a lower ground floor, a loft conversion with insertion of front and rear dormer windows and changes to fenestration, following demolition of existing front porch and studio, would be lawful. Withdrawn</p>

<p>17/P/00147</p>	<p>36 Middle Farm Place, Effingham, Leatherhead. KT24 5LA Cherry Tree (T1) - thin crown by 10%; Prunus (T2) - thin crown by 10% and lift crown to remove lower branches hanging over the path (Effingham Conservation Area). Approved</p>
<p>17/T/00155</p>	<p>Thorncroft, Church Street, Effingham, Leatherhead. KT24 5NA Yew (T1) - reduce by 25% and reshape, remove dead and diseased wood (exempt works); Maple (T2) - reduce by 25% and reshape, thin by 15%, remove dead and diseased wood (exempt works) (Effingham Conservation Area). Approved</p>
<p>234/17</p>	<p>Other planning matters: <u>APP/Y3115/D/17/3178823</u> Appeal made to the Secretary of State against GBC's decision to refuse planning permission:</p>
<p>17/P/00718</p>	<p>Beagles Den, Dog Kennel Green, Ranmore Com. RH5 5SS Proposed single storey rear extension, addition of dormer windows, raising and alterations to roof line (amended plans on 02.05.17 showing first floor east facing windows to be obscured glazed and fixed shut)</p>
<p>17/W/00091</p>	<p>25 Strathcona Avenue, Bookham, Leatherhead, KT23 4HW Prior notification for a single storey 6m rear extension, 3.8m in height with an eaves height of 2.5m</p>
<p>17/W/00094</p>	<p>Land rear of 5, Water Lane, Effingham, KT23 3HQ Prior Approval under Schedule 2, Part 3, Class P of the Town and Country Planning (General Permitted Development) for change of use from Class B8 (storage and distribution) to Class C3 (dwelling houses) to create 6 dwellings.</p>
<p>17/N/00113</p>	<p>Mairlot Lodge, St Teresas School, Effingham Hill. RH5 6ST Non material amendment to planning application 17/P/00537 approved 02/05/17 for minor variations to fenestration, external stair escape and change of flat roof to slightly sloping.</p>
<p>235/17</p>	<p>BH/HofE Appeal: It was confirmed that the PIN's report would be sent to the Secretary of State for consideration on the 1st September 2017.</p>

236/17	<p>KGV Refurbishment:</p> <p>The working group confirmed that they had been in discussions with Action Planning, who may be considered as a working partner for funding future KGV improvements.</p> <p>It was also reported that there had been a positive meeting with Effingham and Leatherhead Rugby Club, to discuss matters of a mutual interest.</p>
237/17	<p>Wisley Appeal:</p> <p>Cllr Symes gave an update on the Wisley Appeal. He reported that GBC had reduced the reasons for planning refusal from 14 to now 2. (A3 Junction / Character & Over Development)</p> <p>He advised that he would be attending an appeal meeting on the 30th August with East / West Horsley Parish Councils.</p> <p>He then went on to report that the appeal is due to start on the 19th September, and that a Parish Council verbal statement would be prepared in time for Cllr Pindar to deliver.</p>
238/17	<p>Reports and correspondence relating to other planning matters:</p> <p>It was agreed that Cllr's Symes & Pindar would consider a response to East Horsley's Neighbourhood Plan, specifically the inclusion of New Marsh Farm within the Plan.</p> <p>It was confirmed that the Plan had now reached Regulation 16 status.</p>
239/17	<p>Reports from Parish Councillors not included in the above:</p> <p>None</p>
FINANCIAL MATTERS CONSIDERED:	
240/17	<p>Payments were approved (see appendix)</p>
241/17	<p>To consider:</p> <p>The adoption of the updated EPC Financial Regulations document, prepared by Cllr's Symes & Pindar was agreed by all Councillors.</p> <p>It was proposed that a working group be formed to consider the process of considering grant applications, and if application forms needed updating.</p> <p>Cllr's Hogger & Hackett agreed to be part of the working group.</p>
	<p>Reports and or correspondence relating to other finance matters:</p>

242/17	<p>The Clerk proposed that the following payments be made by electronic standing order:</p> <ol style="list-style-type: none"> 1) EVRT - Service Level Agreement payments (quarterly) 2) Countrywide Grounds Maintenance - burial grounds maintenance (monthly) 3) HMRC - Clerk TAX / NI payments (quarterly) 4) The Surrey Pension Fund - Clerk pension payment (monthly) 5) Clerk - salary payment (monthly) <p>The proposal was agreed by all councillors.</p>
243/17	<p>The Clerk proposed that the following utility bills be made by direct debit:</p> <ol style="list-style-type: none"> 1) Parish Room electricity 2) Parish Room phone / broadband 3) Parish Room fresh water supply 4) Parish Room waste water 5) Parish Council allotments fresh water supply <p>The proposal was agreed by all councillors.</p>
244/17	<p>Parish Room Electricity Provider: It was agreed that the clerk would make recommendations regarding a possible change of provider at a future PC meeting.</p>
245/17	<p>Pre-charged Debit Card: The Clerk proposed that authorisation should be granted for a pre-charged debit card (£250.00), for ad-hoc Parish Council payments.</p> <p>The proposal was agreed by all councillors.</p>
246/17	<p>Community Fund: A grant request from The Churches of St.Lawrence and All Saints Little Bookham, in support of "A Great Village Harvest Weekend" event was agreed by all councillors. (£150.00)</p>
247/17	<p>Campaign to Protect Rural England: A membership renewal request from CPRE was agreed by all councillors. (£36.00)</p>
248/17	<p>CFGA: Proposals for the 2018/19 CFGA</p> <p>Cllr Hogger proposed that a grant application be made for replacement steps from the A246 into the KGV Playing Fields, along with replacement car-park fencing.</p>

	<p>Cllr Moss proposed that a grant application be made for a replacement tree and seating area outside the parade of shops.</p> <p>The proposals were agreed by the Parish Council, and the Clerk instructed to make the applications to GBC.</p>
249/17	<p>A246 Beech Trees: Quotations for the thinning out of the clumps of small beech trees, on the A246 near to Effingham Golf Club were considered, and a contractor approved by the Parish Council.</p>
250/17	<p>Reports and correspondence relating to other Space / Amenity matters: None</p>
251/17	<p>Reports from Parish Councillors not included in the above: None</p>
	NEIGHBOURHOOD & LOCAL PLANS
252/17	<p>Updates:</p> <p>Neighbourhood Plan from ENPAG: A NP report by Dan Knowles from Guildford Borough Council is expected to be available from the end of August 2017.</p>
253/17	<p>GBC's Local Plan: Cllr Hogger gave a brief update on GBC's Local Plan with projected time lines. Adoption of the Plan is expected for end of 2018.</p>
	HIGHWAYS & TRANSPORT
254/17	<p>Current highway matters: None</p>
255/17	<p>Reports and correspondence relating to other Highway Matters: The Norwood Road car-park was briefly discussed, and would be brought to the next Parish Council meeting.</p>
256/17	<p>Reports from Parish Councillors not included in the above: None</p>
	REPORTS
257/17	<p>Reports received:</p>

257/17a	<p>Police and community issues:</p> <p><u>Crime Report - May 2017 (8 incidents)</u></p> <p><u>Crime on or near -</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Beech Avenue (x2)</td> <td style="width: 40%;">Other Theft</td> </tr> <tr> <td>Church Street</td> <td>Other Theft</td> </tr> <tr> <td>Crocknorth Road</td> <td>Burglary</td> </tr> <tr> <td>Lindens Close</td> <td>Burglary</td> </tr> <tr> <td>Lower Road</td> <td>Possession of Weapons</td> </tr> <tr> <td>Mount Pleasant</td> <td>Criminal Damage & Arson</td> </tr> <tr> <td>Salmons Road</td> <td>Criminal Damage & Arson</td> </tr> </table> <p><u>Crime Report - June 2017 (8 incidents)</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Beech Avenue</td> <td style="width: 40%;">Burglary</td> </tr> <tr> <td>Beech Close</td> <td>Criminal damage & arson</td> </tr> <tr> <td>Critten Lane</td> <td>Violence & sexual offences</td> </tr> <tr> <td>Guildford Road</td> <td>Burglary</td> </tr> <tr> <td>Norwood Close</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Orestan Lane</td> <td>Vehicle crime</td> </tr> <tr> <td>The Crossroads</td> <td>Other crime</td> </tr> </table>	Beech Avenue (x2)	Other Theft	Church Street	Other Theft	Crocknorth Road	Burglary	Lindens Close	Burglary	Lower Road	Possession of Weapons	Mount Pleasant	Criminal Damage & Arson	Salmons Road	Criminal Damage & Arson	Beech Avenue	Burglary	Beech Close	Criminal damage & arson	Critten Lane	Violence & sexual offences	Guildford Road	Burglary	Norwood Close	Anti-social behaviour	Orestan Lane	Vehicle crime	The Crossroads	Other crime
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257/17b	<p>The Parish Council considered concerns, regarding crime and Policing levels, along with general Police support within the Parish.</p> <p>It was proposed that EPC should host an informal meeting with neighbouring parish councils, to discuss common concerns and issues, and to formulate a strategy.</p>																												
257/17c	<p>Allotments</p> <p>None</p>																												
257/17d	<p>Burial Ground</p> <p>None</p>																												
257/17e	<p>Schools</p> <p>None</p>																												
257/17f	<p>Home Farm West - Calvert and Chester Roads</p> <p>It was hoped that Sam Hutchinson from Guildford Borough Council might organise future liaison Home Farm meetings, to replace the meetings previously held by PHFCC. (Protection of Home Farm Coordinating Committee)</p>																												
257/17g	<p>Friends of Effingham Common</p> <p>None</p>																												
257/17h	<p>Smith's Charity</p> <p>None</p>																												
257/17i	<p>Effingham Local History Group</p> <p>None</p>																												

<p>257/17j</p> <p>257/17k</p>	<p>Local government / admin matters:</p> <p>It was agreed to form a working group, to review the Parish Council's Standing Orders & Code of Conduct policies. The following Councillors agreed to be part of the working group - Cllr's Pindar, Symes, Martland, Hackett & Hogger.</p> <p>A draft condensed PC Meeting Agenda was provided by the Clerk, proposed to be displayed at the Parish Council's smaller notice boards. Cllr Cornwell to review and report back to the Clerk.</p>
<p>257/17l</p>	<p>Update for Risk: None</p>
<p>257/17m</p>	<p>Parish Rooms: The Clerk reported that the following require attention - Leaking tap & Outside office door</p>
<p>257/17n</p>	<p>Effingham Village Recreation Trust: It was agreed that the Parish Council would (in principle) provide any necessary support to EVRT, regarding the recent incursion on the KGV Playing Fields.</p>
<p>258/17</p>	<p>Reports from Parish Councillors not included in the above:</p> <p>Postal Codes: The petition on the MVDC Website was considered, regarding The Bookhams & Royal Mail postal service recognition of village boundaries. Cllr Pindar to investigate and report back at a future PC Meeting.</p>
<p>259/17</p>	<p>Communications Working Group: Updates: Cllr Mayell reported that due to holidays there had been delays in progress, however costed proposals would be presented at a future Parish Council meeting.</p>
<p>CORRESPONDENCE</p>	
<p>260/17</p>	<p>Correspondence received since the last Parish Council Meeting: None</p>
<p>261/17</p>	<p>NEXT AGENDA</p>
<p>262/17</p>	<p>Parish business for the Agenda of the next meeting: (1) Norwood Road car-park</p>
<p>Next meeting - Tuesday September 26th 8.00pm KGV Hall</p>	

Appendix

240/17

Ad hoc payments - Community Fund / outsourced printing / memberships / legal / other

	To	Description	£	Authority
To Approve	Aldrich Gardening	Works resulting from last risk assessment	0298.00	Local Government (Miscellaneous Provisions) Act 1953, s.4
Approved 300248	EFFRA	Heritage Day Printing	0196.41	Local Government Act 1972, s.145

Regular agreed payments - (standing orders)

	To	Description	£	Authority
	EVRT	Service Level Agreement (Quarterly)	3000.00 (1st Oct)	Public Health Act 1875, s.164 Public Health Act 187-1961 Open Spaces Act 1906
	Countrywide Grounds Maintenance	Burial Grounds Maintenance (Monthly)	0218.50 (29th Aug)	Open Spaces Act 1906, s.9 and 10
	HMRC	Clerk TAX/NI (Quarterly)	0896.31 (30th Sept)	LGA 1972 s.112
	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	0579.36 (25th Aug)	LGA 1972 s.112
	Jon Short	Clerk Salary (Monthly)	xxxxxxx (31st Aug)	LGA 1972 s.112