

## MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 29 October 2013

King George V Hall, Browns Lane, Effingham

### Present

Cllr Symes – Chair

Cllrs Bowerman, Hogger, Lightfoot, Moss, Symes, Wetenhall

11 local government electors

### 154.13 APOLOGIES FOR ABSENCE

Cllr Pindar – Work

Cllr Bell – Sabbatical

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

Cllr Bowerman declared an interest as a managing trustee of EVRT

Cllr Hogger declared an interest as a managing trustee of EVRT and as a shareholder and director of Champion Meadow.

Cllrs Moss, Symes & Wetenhall declared membership of EPFA

### 156.13 MINUTES OF THE PREVIOUS MEETING

The minutes of the ordinary meeting of 1 Oct 2013 were agreed and signed.

CR

### 157.13 MATTERS ARISING FROM THE PREVIOUS MINUTES

Letter sent to Surrey Police on speeding issues on Effingham Common Road

Letter sent to Surrey Highways on parking issues at A246 access road

### 158.13 MATTERS RAISED BY RESIDENTS

#### Effingham Common Signage

Written request from resident for more signage on Effingham Common to ensure horse riders use bridleways and not the footpaths or open ground. This has been an ongoing issue leading to the churning up of the ground and difficulty in using the footpaths in wet weather. EPC to write to GBC to formally raise the matter, and to write to all local stables advising on the need for riders to use bridleways. The matter to be raised the matter at the upcoming Commoners' Day meeting and at the Friends of Effingham Common AGM.

CR

#### Catholic Church Car Park

Cllr Wetenhall reported on the use of the church car park by parents dropping and collecting children from school which has, at times, left no parking for church events. It was recommended that the church write to both schools and put up appropriate signage at the car park. If issues continue, the Council will also consider writing to the schools.

#### EPFA

Members of EPFA requested that EVRT consider stopping the Notice to Quit and offer a lease. EVRT replied that they remained open to discussions with the offer of a licence available once Head of Terms had been signed. Cllr Symes and local residents requested that EPFA and EVRT continue communications for the benefit of the community.

### 159.13 PLANNING MATTERS

#### **New Planning Applications**

13/P/01681 - Browns, Browns Lane, Effingham

Demolition of existing car port and replacement with a single storey garden

[1]

EPC Minutes 29.10.13 V1.0

C.Ritchie

5.11.13

workshop and new pitched roof to replace existing flat roof and new garage door to existing garage.

*To comment that this property is within the Conservation Area and the design of the workshop should reflect this but there is little information on finishes and aesthetics. No objection.*

13/P/01591 - Hillmore, Outdowns, Effingham

First floor side extension, new roof lantern and alterations to existing openings on rear and front elevation together with new windows on side elevation.

*To comment that the original footpath position should be verified. No objection.*

13/P/01586 - Beechlawns, Outdowns, Effingham

Proposed partial demolition of part single storey rear extension (store 1 and store 2 plus the small area to the rear of store 1) to reduce the floor area down to a figure comparable to planning consent 01/P/00482

*To comment that the original footpath position should be verified. No objection.*

13/P/01604 - 70 Woodlands Road, Effingham

Proposed two storey side and rear extensions, and erection of detached garage.

*No comment.*

13/P/01623 - 28 Orchard Gardens, Effingham

Two storey front extension

*No comment.*

13/P/01622 - Cheyme Cottage, Manor House Lane, Bookham

Certificate of Lawfulness for proposed development to establish whether a single storey rear extension constitutes Permitted Development

*For information only*

**Previous Applications**

OK1107289 R	Newmarsh Farm application for 3 additional vehicles.	<b>Approved</b>
13/P/01364	Crosslands Forge, Beech Avenue, Effingham	<b>Withdrawn</b>
13/P/01235	Stocks, The Street, Effingham	<b>Approved</b>
13/P/01426	75 Calvert Road, Effingham	<b>Approved</b>
13/P/01439	High Pines, Guildford Road, Effingham	<b>Approved</b>
13/W/00046	4 Home Barn Court, The Street, Effingham	<b>Approved</b>

**Other Planning Matters**

Care Home inquiry - Care Home inquiry is upcoming in November and will be a 4 day inquiry starting at 26 Nov at GBC, Millmead. Cllr Hogger and Clerk to attend. All other Cllrs and local residents also encouraged to attend to show strength of interest. Cllrs Lightfoot & Moss to prepare statement for inquiry.

**LH  
AL  
PM**

13/P/00218 - Longacre, Outdowns, Effingham

An appeal has been lodged against the application refusal for the use of land to station a caravan for residential purposes. Appeal deadline 15 Nov. Clerk to advise on appeal date.

**CR**

**Reports & Correspondence**

Howard of Effingham & Berkeley Homes Venture

There has been no further information from the school or Berkeley Homes since the last Council meeting but requests for information and questions from residents indicate that interest on this is high. Letter to be sent to Berkeley Homes on behalf of the Council.

**AL  
PM**

Community Ideas database update

Clerk to update the database list.

**CR**

[2]

Surrey & East Sussex Water's Business Plan Consultation  
Cllr Lightfoot has co-ordinated and submitted a response.

National Air Traffic Services Consultation  
Consultation on major flight path changes relating to Gatwick available at [www.londonairspaceconsultation.co.uk](http://www.londonairspaceconsultation.co.uk) Cllrs Lightfoot & Moss to co-ordinate a response. **AL PM**

## **160.13 HIGHWAYS & TRANSPORT**

### **Current Highways Matters**

#### Ride London 2014 Proposal

A proposal for 2014 event seems to indicate that this is likely to become an annual event with plans in place for a 5yr Prudential event programme with Surrey County Council. Cllr Wetenhall requested that event cost question put to SCC Cllr Barker is followed up. **CR**

Cllr Lightfoot to circulate the draft response to the Surrey Cycling Strategy consultation for all to comment. The issue of bicycle GPS orienteering to be covered in the response as an increasing problem. **AL**

### **Reports & Correspondence**

#### Salt Bins

Clerk is liaising with Ash to establish process and costs of refilling salt bins. **CR**

## **161.13 VILLAGE PLAN**

### **Minutes of the Steering Committee**

No meetings held since the previous EPC meeting.

### **Progress Report**

Liaison meeting held with Bookham Vanguard at 15 Oct. The Council agreed the draft minutes for forwarding to Bookham Vanguard. A further liaison meeting is booked for November. **CR**

Draft housing needs survey with Guildford Borough Council to finalise followed by hand delivery to all households by 8 Nov and collection by 25 Nov. Online survey to be available on EPC and Village Plan website. Data input and analysis in discussion with Guildford. **CR PM**

### **Budget & Expenditure**

Budget	£6899
Total spend to 24.9.13	£869.70
Expenditure from 25 Sept - 22 Oct 2013	Nil
Total spend to 22.10.13	£869.70

No expenditure since previous meeting but housing needs survey is in progress.

There is a possible new funding stream launched by Communities & Local Government Dept called OUR PLACE! which is the second phase of the Neighbourhood Community Budgets. Clerk to investigate funding possibilities. **CR**

### **Other matters for resolution**

#### GBC Local Plan consultation

Consultation is underway and runs until 29 Nov 2013. Hard copies of documentation is available to view in the Parish Room. Guildford Borough Council local plan website has a number of ways for residents to get involved in the consultation including drop in events and workshops, exhibitions and a drop in centre in Guildford. EPC to host open day event at KGV on Sat 9 Nov, 10.00 – 2.00pm for all residents to come and ask questions or discuss the Local Plan and **All**

[3]

a chance to fill in the consultation questionnaire. Cllrs to set up and man event.  
Cllr Hogger to prepare exhibition displays and discussion presentations.

EPC to submit response to consultation following the event. Meeting to be held at  
12 Nov to draft response and identify questions to ask.

Ockham PC have invited all parish councils to form a steering group for joint  
action on a response to the Local Plan with an initial meeting in early November.  
Cllrs Bowerman, Hogger, Lightfoot, Moss & Symes to attend.

## 162.13 GREEN SPACES & VILLAGE AMENITIES

### Current Matters

#### Tree Works

Resolution to carry out tree works to allotments access path. Clerk to submit  
planning application for works. Costs to be allocated to Sprucing Up budget  
heading.

CR

#### Burial ground green waste

Resolution to trial a compost area at the burial ground for green waste disposal  
with appropriate signage to prevent litter. Costs to be allocated to Sprucing Up  
budget heading.

CR

#### Burial Ground Noticeboard

Resolution to install noticeboard. Clerk to circulate examples of design for  
comments. Costs to be allocated to Sprucing Up budget heading.

CR

### Reports & Correspondence

#### Tree Works

Discussions also underway with the owners of the adjacent property for reduction  
work to 2 sycamores overhanging the allotment site. Quotations to be forwarded  
to residents for discussion on works and allocation of costs, then returned to EPC  
for decision.

CR

Burial ground tap - Costings being gathered for this work.

CR

Burial ground Ashes Memorial Garden - Costings being gathered for this work.

CR

## 163.13 REPORTS

**Police & Community Safety** – No report

### Allotments

Rental fees being collected. Three vacant plots available.

### Schools

Letter to be sent to Howard of Effingham school following discussion of possible  
joint development venture with Berkeley Homes at the last EPC meeting

AL

### EVRT

Finance AGM postponed to 10 Dec to allow new auditors to fully review finances.  
Custodian Trustee meeting to be held before the AGM.  
Fundraising fireworks event to be held on 2 Nov.

### Home Farm Estate

Report to go to Guildford Borough Council Executive on 7 Nov on the appointment  
of consultants to look at the proposal for six additional pitches at Home Farm.

### Friends of Effingham Common

AGM taking place on 19 Nov at Cricket Club and initial planning meeting for

[4]

Commoners Day event 2014 to take place in Nov.

**Smith's Charity** – No reports

**Effingham Local History Group**

A new book is now available for purchase.

**Local Govt & Admin**

Clerk to attend SSALC Networking event in November.

**164.13 CORRESPONDENCE**

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

Surrey Police	Response to Wisley Common letter
EPFA	Copy of correspondence with EVRT
G.Noble-Jones	Horse riding issues on Effingham Common
CPRE	Oct newsletter
GBC	Press releases 3019-3037
	Planning Committee Agenda 15 Oct
	Council Agenda 10 Oct
SCC	Council Agenda 15 Oct
Surrey Hills Society	AGM invite
Surrey Wildlife Trust	Invitation to workshops
Victim Support	Funding enquiry

**165.13 FINANCIAL & ADMINISTRATIVE MATTERS**

**Current Financial & Admin Matters**

6 Month Statement & Q2 reconciliation

6 month statement and Q2 reconciliation noted. Cllr Pindar to carry out independent reconciliation check.

**AP**

The statement will form the basis for the first draft budget for 2014-15. Guildford Borough Council advise that the tax base details will be issued on 2.12.13 and the precept figure will need to be returned to GBC by the third week in Jan 2014.

Community Fund Application

Application received from EVRT for a contribution to £11,424 retrospective funding required for overspend on car park re-surfacing carried out by previous trustees. It was resolved to allocate £5,400 to EVRT for this project with £2,000 from the Community Fund and £3,400 from the Sprucing Up budget. EVRT were invited to re-apply for the remaining £6,024 once their audited accounts had been officially presented.

Lone Working Policy

It was resolved to adopt this policy. Risk assessment to be carried out and included in quarterly assessments.

**CR**

Village Day 2014

It was resolved to book a stall for this event in 2014.

**CR**

Clerk Pay Review (Closed session)

Following recent appraisal at 21.10.13, the Clerk was confirmed in post with an increase on the LC2 pay scales as detailed in Clause 9.2 of the Clerk's contract.

Review of Burial Ground Fees

Clerk to provide options and a recommendation on charges for the next meeting.

**CR**

**Approval of Cheques**

The following cheques were approved and signed:

C.Ritchie	Clerk's Salary	£1137.21
C.Ritchie	Back pay Apr-Aug	£40.59
HMRC	NI & tax	£524.60
J.Nicholls	Burial Ground maintenance	£260.00
FPS Ltd	Fire safety inspection	£71.99
Phone Co-op	Phone bill	£26.11
Surrey County Playing Fields Association	Membership	£10.00
British Legion	Donation	£40.00
EDF Energy	Electricity bill	£62.18
L.Hogger	Reimbursement for newsletter printing	£251.14
SSALC Ltd	Clerk Networking event	£60.00
EVRT	Funding application contribution for car park resurfacing	£5400.00

Resolution for delegated authority to issue reimbursement cheque to Cllr Hogger for the print costs of the Housing Requirements survey and accompanying letter, on production of receipts.

### **Reports & Correspondence**

#### Risk Assessment Forms

Cllr Moss to take responsibility for the allotment risk assessment.

**PM**

#### Burial Grounds Maintenance Contract

Contract has been signed by both parties and awaiting contractor paperwork on Public Liability insurance.

#### Change of Bank Account

Clerk to work with Cllrs Lightfoot & Moss to arrange transfer to Lloyds.

**CR**

#### Chairmans Newsletter

Newsletter delivered to all residents in October

### **166.13 NEXT AGENDA**

The next meeting will take place on Tuesday 3 Dec 2013