

MINUTES OF ORDINARY PARISH COUNCIL MEETING

Effingham Parish Council

Tuesday 30th January 2018, 8pm KGV Hall, Browns Lane.

Present:

Councillors Cornwell, Hackett, Hogger, Jones, Martland, Mayell, Moss, Nicholls, Pindar (Chair).

SCC Councillor Iles

Parish Clerk

7 local government electors

031/18	APOLOGIES FOR ABSENCE Cllr Symes (Vice Chair)
032/18	REVIEW THE 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. Cllr Pindar declared an interest in planning application 18/P/00056, as a resident of Woodlands Road. Cllr Cornwell declared an interest in planning applications: 18/P/00001 Manor Barn House & 18/T/00011 The Old Vicarage.
033/18	MINUTES OF THE PREVIOUS MEETING OF 2ND JAN 2018 The minutes were approved and duly signed by Cllr Pindar (Chair)
034/18	TO DEAL WITH ANY MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA
035/18	MATTERS RAISED BY RESIDENTS A local resident reported to the parish council that HGV movements were still causing a nuisance in the Orestan Lane area of the parish. The clerk advised that a further report has been sent to the Office of the Traffic Commissioner regarding the environmental & safety issues caused by these vehicles.

	<p>A local resident reported that verges were in a poor state around the parish, especially near schools and close to a development off The Street. SCC Cllr Iles reported that SCC Highways budgets were stretched, and work to verges unlikely in all but the worst / dangerous situations. Cllr Cornwell reported that the contractor working on the development off The Street had promised to reinstate the verges there that had been damaged by construction vehicles.</p> <p>A resident noted that the style of replacement chairs originally planned to be ordered by EVRT/EPC for the KGV Hall, had changed to those delivered.</p>
<p>036/18</p>	<p><u>Parish Council Consultation 2018</u></p> <p>To consider proposals with regard to consulting Effingham residents during 2018 about the services and facilities to be provided by the Parish Council and paid for via the precept, including the provision of facilities at the KGV (follow up to - 337/17b and 026/18l):</p> <ol style="list-style-type: none"> 1. To set up a Services Consultation Working Group of parish councillors to formulate a parish-wide consultation process regarding the facilities and services to be provided or funded by the Parish Council in future years together with the implications for the level of precept. 2. To consider revising the composition and remit of the current joint EPC/EVRT KGV Working Group, with a view to considering the options for the future of the KGV, including the costs and implications for Parish Council contributions via the precept. These options would inform the consultation process being formulated by the Services Consultation Working Group, and may include partial or complete rebuild of the KGV Hall and alternative levels of facilities for residents' use in the hall and grounds. <p>The parish council agreed the proposals.</p>

<p>037/18</p>	<p>Planning Matters: New planning applications:</p>
<p>17/P/02526</p>	<p>Rear of Stocks, The Street, Effingham. KT24 5LQ Erection of a three bed house on land rear of Stocks. Objection. The Parish Council is strongly against "garden-grabbing", and against the setting of a precedent to encourage similar planning applications. The Parish Council also has concerns regarding the suggested access route. The application fails to align with Effingham's Neighbourhood Plan, specifically: <u>ENP2-G2:</u> Landscape, Heritage, Character, and Design The proposal would be inappropriate as adjacent properties are of a single storey design. Allotment holders enjoy open countryside views, which would be diminished by this proposal. & <u>ENP-G5:</u> Assessing suitability of sites for residential development New residential development will only be acceptable on sites that meet at least one of the following criteria: The site is inset from the Green Belt; or Development of the site would constitute limited infilling* within the village as it appears as a matter of fact on the ground; or The site is previously developed (brown-field) land *For the purposes of this policy limited infilling means development of a small gap in an otherwise built up frontage of appropriate scale and design; or small scale development and redevelopment within an otherwise developed area appropriate to the scale of the locality The proposal is also for development within the Greenbelt - and the applicant has failed to provide special circumstances why the application should be approved.</p>
<p>17/P/02578</p>	<p>Hylands, Guildford Road, Effingham, Leatherhead. KT24 5QF Single storey side & rear extensions. Comment: Regarding roof lights within the proposal - Effingham Parish Council's emerging 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.</p>

18/P/00001	<p>Manor Barn House, Browns Lane, Effingham. KT24 5NL Proposed log store to west side of existing garage, addition of side and rear glass verandas; replacement of the end wall of kitchen on side elevation with a metal framed full width glass wall with internal alterations.</p> <p>Comment: Regarding the glass roof within the proposal - Effingham Parish Council's emerging 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.</p>
18/P/00056	<p>52 Woodlands Road, Bookham, Surrey. KT23 4HH Proposed single storey front and side extension.</p> <p>Comment: Regarding the roof lights within the proposal - Effingham Parish Council's emerging 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.</p>
17/T/00318	<p>Manor Barn House, Browns Lane, Effingham. KT24 5NL T1 Lime tree - remove, T2 Lime trees x2 remove, T3 Cherry tree - remove, T4 Willow tree - remove, T5 Gleditsia - remove, T6 Damson - remove 2 low limbs touching the adjacent wall.</p> <p>Objection: Effingham Parish Council are concerned regarding the sheer scale of the number of healthy trees proposed to be felled, within the conservation area of the parish. The Parish Council is in no doubt that if felling of these trees were permitted, the whole character and landscape of the area will be diminished. From Effingham's Neighbourhood Plan: The proposal fails to align with the below policy - 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: 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</p>

	<p>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.</p>
18/T/00011	<p>The Old Vicarage, Church Street, Effingham. KT24 5LX T1 & T2 Paulonia (Foxglove) Trees - fell No comment.</p>
17/N/00166	<p>Hawthorns, 23 The Street, Effingham, Leatherhead. KT24 5LQ Non material amendment re: 17/P/00382 for changes to style of windows and doors. No comment.</p>
038/18	<p>Late received planning applications:</p> <p>Summerdown Manor, Effingham Hill, Dorking. RH5 6ST Creation of a new entrance and driveway to serve West Lodge, Summerdown Manor & Wiltshire House and closure of existing access road. Action - request extension to comment from GBC, so application can be considered at next parish council meeting. (27.02.18) (Clerk)</p>
039/18	<p>Results of previous planning applications:</p>
17P/02219	<p>Land rear of 5, Water Lane, Bookham. KT23 3HQ Proposed alterations to the external appearance of the existing building. Refused.</p>
17/P/02301	<p>53 Strathcona Avenue, Bookham, Leatherhead. KT23 4HW Single storey rear extension. Refused.</p>
17/P/02335	<p>Crosslands, Guildford Road, Effingham. KT24 5PE Listed Building Consent for the conversion of bathroom into a wet room. Approved.</p>
Appeal:	<p><u>APP/Y3615/W/17/3182768</u></p>
17/P/00501	<p>Three Acre Barn, Guildford Road, Effingham, KT24 5QQ Conversion of two former equestrian buildings to form a single two-bed residential dwelling, with a glazed link extension. Appeal Dismissed.</p>
040/18	<p>Other planning matters: None</p>

041/18	BH/HofE Appeal It was confirmed that the appeal decision date had been put back to the 22nd March 2018 because of the Effingham NP referendum on the original decision date of 22nd February 18, and that the parish council wouldn't be making any further comments.
042/18	Wisley Appeal Updates: None
043/18	Reports and correspondence relating to other planning matters: The clerk was delegated to prepare a consultation reply to West Horsley's Neighbourhood Plan. (dead-line 6th March 2018)
044/18	Reports from Parish Councillors not included in the above: None
	TO CONSIDER FINANCIAL MATTERS:
045/18	Payments were approved: (see appendix)
046/18	Reports and or correspondence relating to other finance matters: There was an update on design options, relating to the enhancement of security at the "scout-gate" entrance onto the KGV Fields. It was however decided that no action would be taken at this time, due to difficulties assessing cost effectiveness along with the high cost of PAS68 Standard equipment.
047/18	Community Fund: To consider new applications: None.
048/18	CFGA Updates: None.
049/18	Reports and correspondence relating to other Space / Amenity matters: None.
050/18	Reports from Parish Councillors not included in the above: None.

051/18	NEIGHBOURHOOD & LOCAL PLANS																					
052/18	<p>To receive updates regarding:</p> <p>Neighbourhood Plan from ENPAG: It was confirmed that the 1st of 2 Parish Council leaflets had now been delivered to local residents. These leaflets are designed to encourage participation in voting on the Neighbourhood Plan, on the 22nd February.</p>																					
053/18	<p>GBC's Local Plan:</p> <p>To consider the Guildford Borough Council offer to update the parish council regarding their Local Plan.</p>																					
	HIGHWAYS & TRANSPORT																					
054/18	<p>Current highway matters considered: SCC Cllr Iles gave a brief update regarding road closures in the Beech Avenue area of the parish, with further future updates promised.</p>																					
055/18	<p>Reports and correspondence relating to other Highway Matters: None.</p>																					
056/18	<p>Reports from Parish Councillors not included in the above: None.</p>																					
	REPORTS																					
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057/18a	<p>Police and community issues:</p> <table> <tr> <td><u>Crime on or near:</u></td> <td><u>November 2017</u></td> <td><u>6 Incidents</u></td> </tr> <tr> <td>Chapel Hill</td> <td></td> <td>Anti-social behaviour</td> </tr> <tr> <td>Crocknorth Road</td> <td></td> <td>Other theft</td> </tr> <tr> <td>Dirtham Lane</td> <td></td> <td>Anti-social behaviour</td> </tr> <tr> <td>Dirtham Lane</td> <td></td> <td>Drugs</td> </tr> <tr> <td>Leewood Way</td> <td></td> <td>Anti-social behaviour</td> </tr> <tr> <td>Norwood Close</td> <td></td> <td>Anti-social behaviour</td> </tr> </table>	<u>Crime on or near:</u>	<u>November 2017</u>	<u>6 Incidents</u>	Chapel Hill		Anti-social behaviour	Crocknorth Road		Other theft	Dirtham Lane		Anti-social behaviour	Dirtham Lane		Drugs	Leewood Way		Anti-social behaviour	Norwood Close		Anti-social behaviour
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057/18b	<p>Allotments None</p>																					
057/18c	<p>Burial Ground None</p>																					

057/18d	<p>Schools The Howard of Effingham School's plan to restrict access to a local footpath was debated at length, without a decision made to support or object to the proposal. Cllr Pindar to attend a forthcoming meeting with Effingham Residents Association (EFFRA) & Bookham Residents Association (BRA) to fact find. The Clerk was requested to seek further information from the school, in time for February's parish council meeting.</p> <p>Re-agenda</p>																		
057/18e	<p>Home Farm West - Calvert and Chester Roads None</p>																		
057/18f	<p>Friends of Effingham Common Following the recent first full Commoners Day meeting, it was reported that initial plans were underway and would be taken forward by correspondence.</p>																		
057/18g	<p>Smith's Charity None</p>																		
057/18h	<p>Effingham Local History Group A representative from the local history group reported on newly discovered photographic evidence of Effingham's famous stuffed lion.</p>																		
057/18i	<p>Local government / admin matters None.</p>																		
057/18j	<p>Update for Risk Receive 3rd quarter physical risk management report from parish clerk. (October - December 2017)</p> <p>Updates received from parish councillors, relating to non-physical risk.</p> <table border="0" data-bbox="236 1451 1316 1709"> <tr> <td><u>Lead Cllr:</u></td> <td></td> <td></td> </tr> <tr> <td>Symes</td> <td>Operational risk - Compliance</td> <td>Received</td> </tr> <tr> <td>Pindar</td> <td>Operational risk - Financial</td> <td>Received</td> </tr> <tr> <td>Martland</td> <td>Operational risk - Business continuity</td> <td>Outstanding</td> </tr> <tr> <td>Pindar</td> <td>Operational risk - Management of people, projects & events. -</td> <td>Received</td> </tr> <tr> <td>Hackett</td> <td>Strategic risk</td> <td>Outstanding</td> </tr> </table>	<u>Lead Cllr:</u>			Symes	Operational risk - Compliance	Received	Pindar	Operational risk - Financial	Received	Martland	Operational risk - Business continuity	Outstanding	Pindar	Operational risk - Management of people, projects & events. -	Received	Hackett	Strategic risk	Outstanding
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057/18k	<p>Parish Rooms None</p>																		

057/18I	<p>Effingham Village Recreation Trust To consider the way forward following precept decisions: (026/18I) Now covered under 036/18: Parish Council Consultation 2018</p> <p>A representative from EVRT confirmed the 1st phase of the Toddler Play Ground equipment project had almost been completed, with just the floor covering outstanding. It is hoped the area will be re-opened w/c 5th February 2018. It was confirmed that the Trust is now registered with HMRC to receive gift-aid on donations, and that a charity "Welly Walk" is planned for the 10th March in aid of the play equipment appeal.</p>
058/18	<p>Reports from Parish Councillors not included in the above: None.</p>
059/18	<p>Communications Working Group: The first meeting date for groups and parties interested in a village newspaper is planned for early March.</p>
	CORRESPONDENCE
	Correspondence received since the last Parish Council Meeting:
060/18	<p>An email of thanks has been received from a local resident regarding the work recently carried out on Beech trees on A246 Guildford Road.</p> <p>Ockham Parish Council's comments to Highways England regarding the M25 junction 10/A3 Wisley interchange Improvement scheme were reviewed. It was decided to send a letter of support to Highways England regarding the letter; Cllr Cornwell agreed to provide the draft.</p> <p>A request to complete an online survey has been received, relating to communication with Effingham's Surrey County Councillor. The Clerk was delegated to complete a draft response and circulate to Parish Councillors for approval.</p>
	NEXT AGENDA
061/18	To note parish business for the Agenda of the next meeting
	Next meeting - Tuesday 27th February 2018 8pm KGV Hall

	To	Description	£	Authority
19220	Surrey Litho	Chairman's report printing	0150.00 no vat	LGA 1972 s.111
SQ237637	Kompan	KGV Toddler Playground	1455.12 (242.52)	Local Government (Miscellaneous Provisions) Act 1976, s.19

Regular agreed payments - (standing orders)

	To	Description	£	Authority
	EVRT	Service Level Agreement (Quarterly) 1st April	3000.00	Public Health Act 1875, s.164 Public Health Act 187-1961 Open Spaces Act 1906
	Countrywide Grounds Mnce	Burial Grounds Mnce (Monthly) 28th Jan	0218.50 (36.42)	Open Spaces Act 1906, s.9 and 10
	HMRC	Clerk TAX/NI (Quarterly) 31st March	0896.31	LGA 1972 s.112
	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly) 25th Jan	0579.36	LGA 1972 s.112
	Jon Short	Clerk Salary (Monthly) 25th Jan	xxxxxxx	LGA 1972 s.112

Direct Debit Payments:

	To	Description	£	Authority
Created	The Phone Co-op	Parish room broadband & phone - 29.01.18	0046.24 (7.71)	LGA 1972 s.111
Outstanding	Currently EDF	PR Electricity		LGA 1972 s.133
Created	SES Business Water	PR Water - supply 22.02.18	028.17	LGA 1972 s.133 Payments to be taken bi-yearly on the 22nd Sept / Feb
Created	SES Business Water	Allotment Water - supply 22.02.18	158.81	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 Payments to be taken bi-yearly on the 22nd Sept / Feb
Created	Information Commissioners Office	Data protection registration 08.12.18	0035.00	LGA 1972 s.111 Payments to be taken annually on the 8th December
Outstanding	Castle Water	PR Water - waste		LGA 1972 s.133

Purchases using pre-charged debit-card:

Ref	To	Description	£ (vat)	Balance	Authority
		Carried forward from 02.01.2018		0243.27	
8846740	Amazon EU S.a.r.l	Brother LC123 Value pack for PR A3 Printer	0056.80 (9.47)	0186.47	LGA 1972 s.111
178023	Post Office	Postage for EPC Referendum GVenv05 Form - Traffic Commissioner	0026.88 0000.65 0027.53		LGA 1972 s.111