

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 31st July 2018, 8pm KGV Hall, Browns Lane.

Present:

Councillors Cornwell, Hackett, Hogger, Jones, Mayell, Nicholls (part), Pindar & Symes (Chairman),

Also in attendance:

Cty Cllr Iles

8 local government electors

229/18	APOLOGIES RECEIVED Cllrs Martland & Moss (VC).
230/18	REVIEW OF 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 does not comment on planning applications.
231/18	MINUTES OF THE PREVIOUS MEETING OF 19TH JUNE 18 The minutes were approved and duly signed by Cllr Symes (Chair)
232/18	MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA: None
233/18	MATTERS raised by Effingham organisations and residents: A local resident enquired about a recent press release by a resident group, regarding the successful Howard of Effingham / Berkeley Homes Planning Appeal. It was confirmed that the release had not attracted any press interest to date. A local journalist offered to support a Parish Council press release, which was not considered desirable at this time. Cllr Symes (Chair) confirmed that although the group of local residents that met to discuss the Appeal result was coordinated by parish councillors it was not an official Parish Council Working Group. Further the parish council had supported the Group in principle but had not passed any motion supporting the Group's views.

GOVERNANCE

	<p>ITEMS RECEIVED & CONSIDERED RELATING TO GOVERNANCE:</p>
234/18	The new Email Policy (13) was approved for adoption; however it was decided that it may need additional text and revisions, and should therefore be reviewed again at September's PC meeting.
235/18	<p>The motion regarding Chairman's discretion was carefully considered by the parish council, and agreed after some amendments.</p> <p>Agreed motion: "The Chairman shall in consultation with the clerk decide the appropriate action to be taken on any correspondence (letter or email) addressed to the Chairman, whether or not it is copied to other parish councillors. The Chairman shall pay due regard to privacy and data protection, and shall not copy letters or forward emails to all councillors unless the correspondent specifically requests this, or the matters raised require this to be done. The reply will normally be copied to all who received copies of the original correspondence.</p> <p>Appropriate action may include:</p> <ol style="list-style-type: none"> 1. Replying after consulting and being advised by the Clerk. 2. Replying after consulting the Clerk and any parish councillors with specific knowledge of the matters raised in the correspondence. 3. Adding the correspondence to the agenda of the next parish council meeting for consideration by all parish councillors before replying. 4. Sending a personal reply without further consultation.
236/18	<p>1st Quarter (Apr – Jun 18) Physical Risk Assessment:</p> <p>The clerk presented the 1st quarter risk assessment to the council.</p>

PLANNING APPLICATIONS

237/18	Planning Applications received and considered, as of 25th July:
18/P/01114	Land opposite White Lodge , Critten Lane, Dorking. RH5 6ST Proposed erection of traditional timber stable block comprising four stables, feed room, tack room, rug store and a separate covered area and hay barn with associated turning area, addition of internal, external security lights, erection of fencing and gates, removal of existing adjacent track.

18/P/01149	<p>Objection See appendix 3 Greenfields Farm, Orestan Lane, Effingham. KT24 5SJ Erection of stables. No comment.</p>
18/P/01205	<p>2 Leewood Way, Effingham, Leatherhead. KT24 5JN First floor side extension, double storey rear extension and changes to fenestration. No comment</p>
18/P/01242	<p>Greenacres, High Barn Road, Effingham, Leatherhead. KT24 5PT Re-positioning of existing main entrance with erection of new entrance gates and pillars as well as new entrance gates and pillars to stable yard access. No comment.</p>
18/P/01360	<p>High Barn, High Barn Road, Effingham, Leatherhead. KT24 5PR Erection of a new dwelling together with ancillary development including basement, swimming pool and associated infrastructure and landscaping works following demolition of existing house and leisure complex. Objection See appendix 3</p>
18/W/00076	<p>Nemora, Forest Road, Effingham Junction, Leatherhead. KT24 5HE Prior notification for a single storey 5.8 metre rear extension, 4.6 metres in height with an eaves height of 2.3 metres. No comment.</p>
18/W/00084	<p>Huckamoor, Orchard Close, East Horsley, Leatherhead. KT24 5EZ Prior notification for a single storey 7.92 metre rear extension, 2.96 metres in height with an eaves height of 2.75 metres. No comment.</p>
238/18	<p>Late received planning applications: None</p>
239/18	<p>Results of previous planning applications: Notifications received are set out in <u>Appendix 1</u></p>
240/18	<p>Other Planning Matters: None</p>

GENERAL PLANNING MATTERS

241/18	<p>Neighbourhood / Local Plans Reports received on the Neighbourhood & GBC Local Plans: None.</p>
---------------	--

242/18	<p>Berkeley Homes / Howard Of Effingham Cllr Hogger confirmed that she had recently attended a design meeting hosted by Design South East, with Berkeley Homes / Howard of Effingham School, regarding the proposed design of the new school building(s). It was also confirmed that GBC had not yet received a planning application. A real concern resulting from the meeting was there did not appear to be any provision for 6th-Formers' vehicles in the proposed new school car parks; these vehicles currently park on local narrow streets and are a concern for pedestrian safety and traffic flow.</p>
243/18	<p>Wisley Airfield Appeal Updates: None.</p>
244/18	<p>Other Planning Matters: Meave Faulkner (GBC Design & Conservation Team Leader) has confirmed that the outstanding Conservation Area Appraisal for Effingham will start shortly after a proposed meeting with the Parish Council in September. Cllr Mayell was thanked for taking this forward.</p>

WORKING GROUPS

245/18	<p>Communications Working Group updates (Village Publication): Cllr Hackett confirmed that he continued to appeal for initial content from local groups, organisation and businesses. He is planning a mock-up by a graphic designer, a recent volunteer, and would hopefully be in a position soon to seek PC funding before going to print.</p>
246/18	<p>KGV Joint Working Group reports: The working group had decided that the draft Terms of Reference would need further work, once the governance of the S106 monies was understood. GBC would hopefully be in a position to confirm this soon, as they continued to seek legal advice and clarification. The Terms of Reference were therefore not adopted at this time.</p> <p>The working group had decided that it was too early to publish the draft minutes from the last meeting (11.07.18).</p> <p>Cllr Mayell confirmed that it was very important to receive input from the community for the refurbishment at the KGV Hall and Playing Fields, and that this may be best achieved by using a Charity Consultant such as Action Planning. She then went on to confirm that others would be invited onto the working group at specific times during the project for their specific skill sets.</p> <p>Chris Iles (EVRT Chairman and Hon. Treasurer) emphasised the importance of the working group, as it expanded the skill set, and it made complete sense to be consulting with the parish council during this</p>

	<p>project. He also confirmed that it would be the responsibility of the EVRT Managing Trustees to make all decisions during the life of the project. He then went to confirm that once there was clarity regarding the S106 monies, the working group's TOR would be updated and published.</p> <p>Cllr Cornwell spoke briefly regarding the replacement Ripley Village Hall project, funding solutions and noted that the architect for the project was an Effingham local resident.</p> <p>Cllr Jones asked the working group what type of architect were they looking to engage, as remits can vary. The working group confirmed this was currently undecided.</p> <p>Cllr Hackett asked the working group if they had considered additional funding streams to enhance the project; the working group confirmed this was being considered and the Charity Consultant Action Planning might undertake this.</p>
247/18	<p>Services Consultation Working Group: No updates.</p>
248/18	<p><u>EVRT Trustee Appointment Working Group:</u> The recent meeting between the EVRT Trustees Appointment WG & Chris Iles (EVRT Chair) was reported. The meeting was to discuss matters relating to the appointment by EPC of Appointed Trustees to EVRT (meeting of 16.07.2018; previous minute – 163/18). The clerk reported that no Trustee Applications had been received by the Sunday 29th July 2018 deadline. It was decided to extend the deadline for as long as required, and also to include a specific article in the Chairman's Autumn Report.</p>

HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

249/18	<p>Highways, Transport & Countryside Access matters: Cllr Pindar volunteered to represent the parish council at the SCC MVDC Local Committee meeting on the 5th September, speaking in opposition to the Howard of Effingham TRO proposal and footpath FP75.</p>
---------------	--

FINANCIAL MATTERS

250/18	<p>Invoices for payment: Invoices were received and approved for payment. see Appendix 4</p>
251/18	<p>Other Financial matters: SCC Members Allowance - it was decided to defer this agenda item to a future agenda (deadline 31.01.2019).</p>

	Councillor Cornwell and the clerk were given delegated authority to receive, consider and accept a quotation for replacement door(s) at the parish room.
--	--

COMMUNITY AND ENVIRONMENT

252/18	Community Fund: No new grant applications have been received.
253/18	Concurrent Functions Grants: The recently received 2019-20 CFGA application documents were considered, and there were not any first thoughts on funding options by councillors. The clerk highlighted how important this grant is and how the deadline was fast approaching. (Deadline for applications is Friday 7 th September 2018.) Councillor Moss and the clerk hope to be in a position to make proposals at the PC meeting in August regarding the refurbishment of the shop parade area, along with the replacement tree/seating project, from the 2018/19 CFGA.
254/18	Effingham Village Recreation Trust Updates: Cllr Cornwell read out a proposal that suggested making an approach to MVDC regarding the Parish Council requesting funding for EVRT, based on the number of MVDC residents that used the KGV facilities. Cllrs were interested in the proposal and requested they receive a copy of his text for further consideration. Cllr Cornwell was invited to revisit this item at a future PC meeting.
255/18	Other Community Matters Reports from Parish Councillors and any correspondence relating to other community or environmental matters None.

COUNCIL ADMINISTRATIVE MATTERS

256/18	It was decided to remove the wording on the PC website regarding the hiring of the parish room, as it was inaccurate.
---------------	---

REPORTS

257/18	To RECEIVE reports on:
257/18a	<u>Police and community issues</u> - May 2018 Appendix 2
257/18b	<p><u>Allotments</u></p> <p>A quote from The Tree Care Company was considered and accepted, to cut back the badly overgrown allotment hedge (£442).</p> <p>For information: The 2018 Allotment Holders Gathering is due to take place on Tuesday 7th August, from 7.30pm in the KGV Hall.</p>
257/18c	<u>Burial Ground</u> – none
257/18d	<u>KGV Hall and Fields</u> – none
257/18e	<u>Home Farm West - Calvert and Chester Roads</u> – none
257/18f	<u>Friends of Effingham Common</u> – none
258/18	<p>Other Parish Matters: None.</p>

CORRESPONDENCE

259/18	<p>Any Other Correspondence:</p> <p>A letter of thanks has been received from Kent Surrey Sussex Air Ambulance for a recent grant by EPC (£300) which will be used for operational costs.</p> <p>The Parish Council has received a letter from Pat Hindley, on behalf of Alzheimer’s Research UK, who would like to speak at a PC meeting to raise awareness of the charity’s work and to inspire people to support the charity. It was decided not to make any invitation to Pat Hindley to speak at a PC meeting.</p> <p>A letter of resignation had been sadly received from Cllr David Martland, due to a home relocation.</p>
---------------	---

NEXT AGENDA

260/18	New items of business for the Agenda of the next meeting: None
	Next meeting: Tuesday 28 th August 8pm KGV Hall, Browns Lane, Effingham.
	Next Planning Review Working Group meeting: Tuesday 21 st August – Parish Room

APPENDIX 1

Planning Results 239/18

- 18/P/00154** **Breton House**, Heathway, East Horsley, L/head. KT24 5ET
Erection of three residential dwellings, with associated parking, landscaping and amenity space following demolition of the existing dwelling house.
Refused
- 18/P/00770** **36 Strathcona Avenue**, Bookham, L/head. KT23 4HP
Proposed porch to front of property, convert garage to habitable Accommodation, single storey extension to rear of property, loft conversion and changes to fenestration.
Refused
- 18/P/00771** **Tollgate Lodge**, Guildford Road, Effingham. KT24 5QL
Variation of condition no.2 (drawing numbers) of application no 18/P/00231 approved on 16.04.2018 to add three side dormer windows.
Approved
- 18/P/00829** **Meadowsweet**, Heathway, East Horsley, L/head. KT24 5ET
Certificate of lawfulness to establish whether a single storey oak framed outbuilding housing a swimming pool, gym and other associated uses would be lawful.
Part Approved / Part Refused
- 18/P/000873** **3 Middle Farm Close**, Effingham, Leatherhead. KT24 5LB
Erection of 1 rear and 1 side conservatory (amended plans received on 28.06.18 showing increase in depth of rear
Approved.
- 18/P/00875** **47 Norwood Road**, Effingham, Leatherhead. KT24 5NU
Proposed erection of single storey side/rear extension, single storey rear covered loggia, front porch and new roof light following demolition of existing garage.
Approved
- 18/P/00921** **The Squirrels**, Effingham Common, Effingham. KT24 5JE

Proposed erection of a single storey first floor front gable extension.

Approved

18/P/00944

9 Manor Gardens, Effingham, Leatherhead. KT24 5PF
First floor side extension.

Approved

18/P/00950

5 Middle Farm Close, Effingham, Leatherhead. KT24 5LB
Single storey rear and side extension.

Approved

18/P/00964

St. Teresas School, Effingham Hill, Dorking. RH5 6ST
Proposed relocation of 20 car parking spaces, extension to existing footpath, and erection of 2 timber bus shelters.

Approved.

18/P/01012

Robinswood, Beech Avenue, Effingham. KT24 5PJ
Certificate of lawfulness for a proposed development to establish whether a replacement building would be lawful.

Approved.

18/P/01096

75 Strathcona Avenue, Bookham, Leatherhead. KT23 4HR
Erection of a single storey rear extension including four new roof lights.

Approved

18/P/01125

Long Acre, Effingham Common Road, Effingham. KT24 5JG
Proposed single / two storey side extension following demolition of existing garage / out building.

Refused.

18/W/00068

Huckamore, Orchard Close, East Horsley. KT24 5EZ
Prior notification for a single storey 7.92 metre extension, 2.96 in height with an eaves height of 2.75 metres.

Refused

18W/00076

Nemora, Forest Road, Effingham Junction. KT24 5HE
Prior notification for a single storey 5.8m rear extension, 4.6m in height with an eaves height of 2.3m.

Refused.

18/W/00072

Flat 1, 257 Guildford Road, Effingham, L/head. KT24 5NP
Prior notification for a change of use from (B1) office to (C3) residential.

Refused

APPENDIX 2

256/18a

Police Reports for May 2018

Crime Figures

5 Incidents

Effingham Common Road
Orestan Lane
Lower Road
Barnes Wallis Close
Mount Pleasant

Anti-social behaviour
Other theft
Anti-social behaviour
Violence and sexual offences
Other theft

APPENDIX 3

237/18

Planning Applications Considered

18/P/01114 Land opposite White Lodge, Critten Lane, Dorking.

Effingham Parish Council **OBJECT** to the proposal:

- 1) The proposal is within the greenbelt, and outside the settlement area.
- 2) The proposal would involve extensive ground work cutting into the hillside and terracing.
- 3) The proposal is approved would create a significant precedent in an area of AONB.
- 4) If allowed the visual impact of the new building, associated vehicles and storage would have a long lasting detrimental effect on the countryside and views.
- 5) There are concerns that in this intrinsically dark area of the village, the resulting light pollution would be detrimental to wildlife. Proposed new development must be mindful of Effingham Parish Council's Neighbourhood Plan & Dark Skies policy ENP-ENV4.
- 6) There remains concerns that this proposal could change from a private to a commercial operation in the future.

18/P/01360 High Barn, High Barn Road, Effingham.

Effingham Parish Council **OBJECT** to the proposal:

The Planning Statement contains the following Statement:

“Therefore, consideration has to be given to the adopted development plan and supplementary planning guidance and also to emerging local development plan documents and supplementary planning documents. All relevant documents are set out below in order of national and local levels. It should be noted that there have been no alterations to the policy landscape since the Appeal was allowed for the identical scheme in 2015.”

This disregards the Effingham Neighbourhood Plan (ENP) Adopted in April 2018 following endorsement by a substantial number of the residents of the Parish in the statutory Referendum.

Notwithstanding earlier planning history this proposed development needs to be treated as a new application and meet the requirements of the ENP.

Specifically:

1. ENP - G2 (set out in full in the Schedule below) requires all development proposals to conserve the landscape and heritage of the Plan Area. The proposal does not do this because:
 - a. It does not demonstrate how it will be designed to minimise the effect on existing landscape character. (Para 1). By demolishing buildings partly in the AONB with a new building outside the AONB there will clearly be a significant change to the landscape whether viewed from within, or looking towards, the AONB.

- b. It does not reflect the layout and character of the heritage assets (Para 2) and their settings (as identified in Schedule (B) of ENP – G2; Items 5, 6 and 7) which include High Barn, High Barn Farm and the associated High Barn Cottages.
 - c. It does not maintain the character of the built environment (Para 3) by retaining features to ensure that the development blends in with the landscape.
 - d. It does not utilise materials and finishes (Para 4) consistent with or respecting the traditional built form of the locality.
2. It needs to consider and meet the requirements of ENP- ENV 4; Dark Skies Policy. This policy applies to all developments in the Plan Area and was strongly supported by residents during the ENP Consultation Survey. In particular it requires protection for Wildlife stepping stones, one of which forms part of the development site. This will include associated access ways.
 3. ENP-ENV2 requires proposals for development within or bordering a stepping stone to be demonstrate how there will be a net gain in biodiversity or qualitative improvements or mitigation of harm. This has not been done.

SCHEDULE

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 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 settlement form, which is based on the original Saxon settlement with St Lawrence Church as the focal point, and that of the nationally and locally listed heritage assets and their settings, identified in schedule (B), both within Effingham Conservation Area and in the wider Plan Area.
3. Maintain the character of the built environment by ensuring that the scale and height of new buildings are proportionate to their surroundings, and that attractive features and boundary walls, fences, trees, hedges, and parkland are retained to ensure that new developments blend in with the landscape. Native species should be used for hedges and tree planting.
4. Utilise materials and finishes in new buildings, walls and hard landscaping, which are consistent with or otherwise respect the traditional built form and character of the locality, for example flint, brick, clay tile, render and stone.

APPENDIX 4

250/18

Payments for approval

Ad-hoc payments

	To	Description	£	Authority
	EDF Energy	PR Electricity Apr-Jun 18	0177.92	LGA 1972 s.133
	Cornwell Properties	PR Security – Annual Service Charge 18/19	0300.00	LGA 1972 s.133
	SSALC	Chairs Networking Day	0096.00	LGA 1972 s.111
	Milners	C/F Grant EVRT – carpets	1508.40 (251.40)	Charities Act 2011 s.297, LGA 1972 s.139(1) (b)
	Surrey County Council	Climbing Wall for Commons Day	0476.55	Local Government Act 1976. s.19 (Miscellaneous Provisions)

Regular agreed payments - (standing orders)

	To	Description	£	Authority
	EVRT	Service Level Agreement (Quarterly) 01.10.18	3000.00	Local Government (Miscellaneous Provisions) Act 1976 s.19
	EVRT	Supplementary contribution towards the provision of services and facilities am the KGV Hall & Playing Fields 01.10.18	5000.00	Local Government (Miscellaneous Provisions) Act 1976 s.19
	Countrywide Grounds Mnce	Burial Grounds Mnce (Monthly) 28.07.18	0218.50	Open Spaces Act 1906, s.9 and 10
	HMRC	Clerk TAX/NI (Quarterly) 27.09.18	1369.32	LGA 1972 s.112
	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly) 20.07.18	0590.93	LGA 1972 s.112
	Jon Short	Clerk Salary (Monthly) 25.07.18	xxxxxx	LGA 1972 s.112

Direct Debit Payments:

	To	Description	£	Authority
Created 28.07.18	The Phone Co-op	Parish room broadband & phone – 30.07.18	0046.53 (7.75)	LGA 1972 s.111
Created monthly 22nd	SES Business Water	PR Water - supply Now	0019.00	LGA 1972 s.133
Created monthly 22nd	SES Business Water	Allotment Water - supply Now	0021.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42
Created 08.12.18	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
Outstanding	Castle Water	PR Water - waste		LGA 1972 s.133
Outstanding	Currently EDF	PR Electricity	xxxxx	LGA 1972 s.133

Purchases using pre-charged debit-card:

Ref	To	Description	£ (vat)	Balance	Authority
17.07.18		Balance carried forward		255.99	
15.07.18	Microsoft	Office 365 Personal	0005.99 (01.00)	250.00	LGA 1972 s.111
18.07.18	Tesco	Kitchen towel, washing liquid, loo paper, copier paper.	0029.85 (4.97)	220.15	LGA 1972 s.111
30.07.18	Amazon	PR fridge	0079.97 (13.33)	140.18	LGA 1972 s.133