

# MINUTES OF ORDINARY PARISH COUNCIL MEETING

## Effingham Parish Council

Tuesday 31st October 2017, 8pm KGV Hall, Browns Lane.

**Present:**

Cllr's Cornwell, Hackett, Hogger, Martland, Mayell, Nicholls,  
Pindar (Chair) & Symes (Vice Chair)

Parish Clerk

8 local government electors

295/17	<b>APOLOGIES FOR ABSENCE:</b> Parish Councillor Moss SCC Councillor Iles
296/17	<b>REVIEW REGISTER OF INTERESTS &amp; OTHER INTERESTS AFFECTING THIS AGENDA:</b> 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 Hackett declared an interest in Planning Application 17/P/02122 Cllr Nicholls declares an interest in Planning Application 17/T/00260
297/17	<b>THE MINUTES OF THE PREVIOUS MEETING OF 26/09/2017</b> The minutes were approved and duly signed by Cllr Pindar (Chair)
298/17	<b>MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA:</b> Cllr Hackett gave an update on SCC Community Recycling Centres, including opening hours & charging changes. Cllr Martland also gave a report on SCC CRC's.
299/17	<b>MATTERS RAISED BY RESIDENTS</b> A local resident requested an update from the Parish Council regarding the operating of HGV's in the Calvert Road / Orestan Lane area of the parish. The Clerk advised that all the relevant agencies had been contacted, and that action to prevent the unlawful movement of HGVs is anticipated to take place shortly.

300/17	<p><b>Provision of Recreation and Leisure Facilities for Effingham Residents at King George V Hall and Fields:</b>  The EVRT financial report to EPC was considered.  Cllr Pindar acknowledged the Trustees significant achievements to date.  Cllr Symes suggested that all options should be considered regarding the future management of the site.  Cllr Cornwell suggested that the two vacant Managing Trustee positions should be filled as a matter of urgency.  Cllr Hackett suggested that consideration should be given to a fundamental review of the charity, including a possible change of charity classification to Charitable Incorporated Organisation (CIO).  He then suggested that any long term Parish Council funding from the precept should have village wide support. He further suggested that the existing KGV working group should be expanded to include other interested parties, and that the original remit should be expanded upon also.  An EFFRA representative suggested they would support the shortfall in funding for 2018/19, and that there should be transparency regarding this and the precept.  An EVRT Trustee suggested that the people of Effingham should be consulted to establish what facilities they are willing to finance, through the precept.</p> <p>It was agreed that £20k of additional short-term funding would be included within EPC's 2018/19 budget, however the payment and the method / staging of payment(s) would be considered for approval in due course.  It was also agreed to hold a working group meeting asap.</p>
301/17	<p><b>2018/19 Parish Council Budget:</b>  Options were considered for the clerk to draft a budget proposal for the November 28th Parish Council Meeting.</p>
302/17  17/P/02122	<p><b>Planning Matters:</b>  <b>New planning applications:</b></p> <p><b>31 Norwood Road, Effingham, Leatherhead. KT24 5NT</b>  Erection of single storey side extension as granny annexe.  <b>Comment:</b>  From - Effingham Parish Council's emerging Neighbourhood Plan - (EN4) Dark Skies Policy  Regarding Roof Lights within the proposal -  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>

<p><b>17/P/02086</b></p>	<p><b>Effingham Post Office</b>, The Street, Effingham. KT24 5LQ Proposed erection of a single storey dwelling in rear garden. <b>Objection:</b></p> <p>Effingham Parish Council objects to the over-development of this site and the harm it would cause to several neighbouring properties and businesses and the Conservation area. Specifically: The proposal would contravene ENP R1 of the Effingham Neighbourhood Plan in that appropriate provision with all new developments must be made for visitors and delivery vehicles to park off-road during their visit. This is especially important in this busy retail area. The development would represent significant back land development in the Conservation Area and create a precedent for similar developments. This additional development of the site could potentially cause serious parking knock-on effect to the other retail activities of the parade of shops as well as exacerbate traffic congestion. Para 3.6 of the Design and Access Statement of this proposal makes a comparison of garden size with 2 &amp; 3 Yew Tree Walk (it incorrectly says Cottages) without taking into account that the YTW properties also own all the land in front of them, giving them gardens and amenity spaces of over three times the size proposed for this site; hardly a precedent in the area as claimed. The existing development has an exit door directly onto the access road which this development would increase the danger to. This development would require the removal of a tree that was being retained under the previous planning application 16/p/02031 - And harm other tree roots that page 2 of that Design and Access statement sought to protect. -The same D &amp; A on page three claims to provide an amenity space at the rear of the site for the residents, which will be lost -The same application proposed several new plantings to soften the development on the neighbours; all this will be lost.</p>
<p><b>17/T/00229</b></p>	<p><b>Holly</b>, Heathway, East Horsley, Leatherhead. KT24 5ET Oak (T8) - thin crown by 30% and remove of lower epicormic growth. (Tree Preservation Order No.3 of 2003) <b>No comment</b></p>
<p><b>17/T/00231</b></p>	<p><b>Browns</b>, Browns Lane, Effingham, Leatherhead. KT24 5NL Row of 5 limes, Crown lift lowest laterals over main road. One large Leylandi - Remove small section at top to improve overall sharp and form. 1.5 to 2 metres. (Effingham Conservation Area) <b>No comment</b></p>

<b>303/17</b>	<b>Late received planning applications:</b>
<b>17/P/02174</b>	Verge to front of <b>St. Lawrence Church</b> , Church St. KT24 5LX Display of a free standing church notice board on the grass verge next to public highway. <b>No comment</b>
<b>17/P/02212</b>	<b>Cheyme Cottage</b> , Manor House Lane, Bookham. KT23 4EJ Part demolition of two storey and single storey rear extension. Construction of first floor extension to accommodate a bedroom area. <b>No comment</b>
<b>17/T/00260</b>	<b>Robinswood</b> , Beech Avenue, Effingham. KT24 5PJ T1 Beech - T2 Ash - T3 Beech - T5 Beech. - raise southern canopy to 4.5m - removing lowest lateral limb. T4 Ash - Fell. T6 - Ash - reduce southern canopy spread to 2.5m leaving radial spread of 8.5m T7 - Ash - Fell, T8 - Ash - remove northern most stem, - T9 Whitebeam - raise northern canopy removing northern most stem. - T10 - Whitebeam - Fell T11 - Beech - raise northern canopy to 4.5m Tree Protection Order P1/201/150 <b>No comment</b>
<b>17/T/00264</b>	<b>18 The Grove</b> , Effingham, Leatherhead, KT24 5AF T1 Yew - Reduce four limbs that hang over the road. T2 Cherry - To remove deadwood. T3 Damson - Trim new growth to produce a dome shape. T4 Multistemmed Sorbus - Lightly reduce the shape to improve the balance of the crown. T5 - Pine - Remove 15 low limbs over the hedge and pavement and remove deadwood from the crown. T6 Beech - Crown reduction by 20% to reduce the weight and leverage on the fork. T7 Twin stemmed Thuja - Reduce the height by 30% to reduce weight and leverage on fork. T8 Cupressus Macrocarpa & Field Maple - Reduce crown adjacent to Birch to give more room to develop. <b>No comment</b>
<b>304/17</b>	<b>Results of previous planning applications:</b>
<b>17/P/01534</b>	Woodleigh, Effingham Common Road, Effingham. KT24 5JG Single storey timber framed two-car garage to front of property. <b>Refused</b>
<b>17/P/01666</b>	<b>East Court</b> , 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 the demolition of the existing dwellings <b>Approved.</b>

17/P/01677	<b>The Long Barn</b> , Dog Kennel Green, Ranmore. RH5 6SU Construction of a swimming pool and front boundary wall. <b>Approved.</b>
17/P/01711	<b>The White Cottage</b> , Chapel Hill, Effingham. KT24 5NB Variation of Condition 2 (approved plans) of planning application 17/P/00473 approved 20/06/17. <b>Approved.</b>
17/P/01936	<b>Chilworth</b> , Manor House Lane, Bookham, L/head, KT23 4EJ Proposed single storey rear extension, infill between garage and house with garage roof alteration and conversion with dormers <b>Approved.</b>
17/P/01874	<b>Fairways</b> , Beech Avenue, Effingham, Leatherhead, KT24 5PJ <b>Certificate of Lawfulness</b> for a proposed development to establish whether a double hip to gable roof extension and installation of four-rear roof lights would be lawful. <b>Approved.</b>
17/P/01892	<b>St Teresas School</b> , Effingham Hill, Dorking, RH5 6ST Erection of floodlights to the existing hockey pitch. <b>Approved.</b>
17/P/01936	Application Number: Final Decision: Decision Date: 25/10/2017 <b>Chilworth</b> , Manor House Lane, Bookham, L/head. KT23 4EJ Proposed single storey rear extension, infill between garage and house with garage roof alteration and conversion with dormers <b>Approved.</b>
17/D/00172	<b>Heathside</b> , Heath View, East Horsley, Leatherhead, KT24 5ED Discharge of condition 4 of 16/P/02414. <b>Approved.</b>
17/D/00192	<b>St Teresas School</b> , Effingham Hill, Dorking, RH5 6ST Discharge of Condition 3 (external materials) of planning application 17/P/00537, approved 03/05/17. <b>Approved.</b>
305/17          17/P/00501	<b>Other planning matters:</b>  <b>APP/Y3615/W/17/3182768</b>  <b>Appeal</b> made to the Secretary of State against GBC's decision to refuse planning permission: <b>Three Acre Barn</b> , Guildford Road, Effingham. KT24 5QQ Conversion of two former equestrian buildings to form a single two-bed residential dwelling, with a glazed link extension.

	<p><u>Agreed action:</u> It was decided to provide a series of photographs to The Planning Inspectorate, to be taken from the footway adjacent to the A246 Guildford Road to demonstrate that the existing buildings are set within an open paddock clearly visible from the highway by both pedestrian and vehicular traffic. It was thought that the suggestion that the site benefits from the "sylvan character of the area" and "separation of the site from public vantage points" was erroneous. Traveling in a car at any speed one can see a clear open field in full view occupied by agricultural buildings. The proposed development would clearly impact the openness of the green belt as seen on a daily basis by both pedestrians and hundreds if not thousands of drivers. It was decided to request that the inspector visit the location, rather than consider only submitted representations.</p>
306/17	<p><b>Berkeley Homes / Howard of Effingham Appeal updates:</b> Following notification from EPC to The Planning Inspectorate that Effingham's Neighbourhood Plan had passed examination, and was recommended to go to referendum (after minor amendments), the Appellant wrote to the Inspectorate to challenge the increasing "weight" of the Plan due to GBC's out of date Local Plan. EPC have now been invited by the Inspectorate to respond to the Appellant's letter by the 8th November. Because of this - the Appeal decision has been delayed from the 7th December 2017 to the 11th January 2018.</p>
307/17	<p><b>Wisley Appeal updates:</b> It was confirmed that the Planning Appeal hearing has now finished.</p>
308/17	<p><b>Reports and correspondence relating to other planning matters:</b> None</p>
309/17	<p><b>Reports from Parish Councillors not included in the above:</b> None</p>
310/17	<p><b>TO CONSIDER FINANCIAL MATTERS:</b></p>
311/17	<p><b>Payments were approved.</b> (See appendix)</p>
312/17	<p><b>A painting quotation was considered &amp; approved:</b> Exterior decorating must be carried out on a 7 yearly cycle to comply with the current GBC Lease. (£300 + materials).</p>

313/17	<b>An oak post quotation was considered &amp; approved:</b> 6 replacement oak posts for outside the parade of shops. (£77.50 per post, £465.00 in total)
314/17	<b>An estimate for works was considered &amp; approved:</b> For removal of material from the PC Allotments / Burial Ground & the fixing of 6 replacement oak posts. (£488.00)
315/17	<b>A charitable donation was considered and approved:</b> To The Royal British Legion in support of the Armed Forces community past & present, and for wreaths on Remembrance day 2017. (£50.00)
316/17	<b>Grant application from EVRT:</b> It was decided to consider this application at November's Parish Council Meeting - enhanced security of the "scout-gate" entrance from the A246 into the KGV Playing Fields. (up to £4000)
317/17	<b>Reports and or correspondence relating to other finance matters:</b> An application to the SCC Members Allocation (MA) grant fund was considered, and a proposal for play ground equipment will be brought by Cllr Hogger, to November's Parish Council Meeting.
	<b>Community Fund:</b>
318/17	<b>C/F grant application from EVRT:</b> The Parish Council considered and approved a grant application, for replacement young children's play equipment at the King George V Playing Fields. (up to £8000)
319/17	<b>Grant Application working group update:</b> Following the meeting on the 24th October, it was decided that Cllr Hackett would work with the Clerk to draft revisions.
320/17	<b>Reports and correspondence relating to other Space / Amenity matters:</b> None
321/17	<b>Reports from Parish Councillors not included in the above:</b> None

	<b>NEIGHBOURHOOD &amp; LOCAL PLANS</b>																						
	<b>Updates regarding:</b>																						
<b>322/17</b>	<b>Neighbourhood Plan from ENPAG:</b> The drafting of extra text for the Neighbourhood Plan is well under way and likely to be finalised at the ENPAG meeting of 2nd November. Once finalised the text will be sent to GBC for approval and inclusion within the Plan. The NP referendum is hoped to take place early in the new year.																						
<b>323/17</b>	<b>GBC's Local Plan:</b> It is hoped that GBC's Local Plan will be approved at a special borough council meeting on the 21st November 2017.																						
	<b>HIGHWAYS &amp; TRANSPORT</b>																						
<b>324/17</b>	<b>To consider current highway matters:</b> The continued presence of vehicular sales from the side of the A246 between Bookham & Effingham was discussed. It is hoped that the appropriate local authorities will take action shortly.																						
<b>325/17</b>	<b>Reports and correspondence relating to other Highway Matters:</b> None																						
<b>326/17</b>	<b>Reports from Parish Councillors not included in the above:</b> None																						
	<b>REPORTS</b>																						
<b>327/17</b>	<b>Reports received:</b>																						
<b>327/17a</b>	<b>Police and community issues - August 2017</b>  <table border="0"> <tr> <td><u>Crime on or near to:</u></td> <td style="text-align: right;"><u>14 Incidents</u></td> </tr> <tr> <td>Sports/recreation area (ECC)</td> <td>Anti-social behaviour (x3)</td> </tr> <tr> <td>Sports/recreation area (ECC)</td> <td>Criminal damage &amp; arson</td> </tr> <tr> <td>Effingham Common Road</td> <td>Burglary</td> </tr> <tr> <td>Browns Lane</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Browns Lane</td> <td>Possession of weapons</td> </tr> <tr> <td>Browns Lane</td> <td>Public Order (x3)</td> </tr> <tr> <td>Sports/recreation are (KGV)</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Norwood Road</td> <td>Violence &amp; sexual offences</td> </tr> <tr> <td>Orchard Gardens</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Orchard Gardens</td> <td>Burglary</td> </tr> </table>	<u>Crime on or near to:</u>	<u>14 Incidents</u>	Sports/recreation area (ECC)	Anti-social behaviour (x3)	Sports/recreation area (ECC)	Criminal damage & arson	Effingham Common Road	Burglary	Browns Lane	Anti-social behaviour	Browns Lane	Possession of weapons	Browns Lane	Public Order (x3)	Sports/recreation are (KGV)	Anti-social behaviour	Norwood Road	Violence & sexual offences	Orchard Gardens	Anti-social behaviour	Orchard Gardens	Burglary
<u>Crime on or near to:</u>	<u>14 Incidents</u>																						
Sports/recreation area (ECC)	Anti-social behaviour (x3)																						
Sports/recreation area (ECC)	Criminal damage & arson																						
Effingham Common Road	Burglary																						
Browns Lane	Anti-social behaviour																						
Browns Lane	Possession of weapons																						
Browns Lane	Public Order (x3)																						
Sports/recreation are (KGV)	Anti-social behaviour																						
Norwood Road	Violence & sexual offences																						
Orchard Gardens	Anti-social behaviour																						
Orchard Gardens	Burglary																						



<b>327/17b</b>	<b>Allotments:</b> Allotments rental payment requests have been sent out, with an approximate 50% return rate to date.
<b>327/17c</b>	<b>Burial Ground:</b> None
<b>327/17d</b>	<b>Schools:</b> None
<b>327/17e</b>	<b>Home Farm West - Calvert and Chester Roads:</b> None
<b>327/17f</b>	<b>Friends of Effingham Common / Commoners Day 2018</b> The Clerk updated the Parish Council regarding projected cost.
<b>327/17g</b>	<b>Smith's Charity:</b> None
<b>327/17h</b>	<b>Effingham Local History Group:</b> None
<b>327/17i</b>	<b>Local government / admin matters:</b> A working group meeting date was agreed to consider the Parish Council's Standing Orders & Code of Conduct policies: (Wed 13.12.2017) Working Group - AP/DM/IS
<b>327/17j</b>	<b>Update for Risk:</b> Update was received from the Clerk regarding physical risk.
<b>327/17k</b>	<b>Parish Rooms:</b>
<b>327/17l</b>	<b>Effingham Village Recreation Trust:</b> None
<b>328/17</b>	<b>Reports from Parish Councillors not included in the above:</b> None
<b>329/17</b>	<b>Communications Working Group:</b> A £2500 Local Village Magazine funding proposal from the working group was considered. It was decided to budget for this item, however not to approve it at this time. To be considered at a future PC meeting, after further project work has been completed.
	<b>CORRESPONDENCE</b>
<b>330/17</b>	<b>Correspondence received since the last Parish Council Meeting:</b> None
	<b>NEXT AGENDA</b>
<b>331/17</b>	<b>To note parish business for the Agenda of the next meeting</b>

(1)	<p><b>Grant application from EVRT:</b> It was decided to consider the enhanced security of the "scout-gate" entrance from the A246 into the KGV Playing Fields at November's Parish Council Meeting - (up to £4000)</p>
	<b>Next meeting - 28th November 2017 KGV Hall, Browns Ln.</b>

## Appendix

### 311/17

- (1) → The changing of the Data protection registration payment method, to direct debit (currently £35 per annum).  
(2) → The replenishment of the Parish Council debit card (£185.95)  
(3) → Clerk reimbursements (£58.45)  
(4) → BTS → Toner Usage (£56.15)

To	Description	£	Authority
SSALC	Surrey Conference 31.10.2017	0048.00 (8.00)	LGA-1972 s.111
BTS	PR Copier charges 27.10.2017	0110.12 (18.35)	LGA-1972 s.111
NJM	EVD Laminated Printed C/F 074/17 10.10.17	019.92 (3.32)	Charities Act 2011 s.297 LGA-1972 s.139(1)(b)
Fire Protection Services	Annual service charge - PR Fire Extinguisher 04.10.17	046.67 (7.78)	LGA-1972 s.133

#### Regular agreed payments - (standing orders)

To	Description	£	Authority
EVRT	Service Level Agreement (Quarterly) - 01.10.2017	3000.00 (1st Oct)	Public Health Act 1875, s.164 Public Health Act 187-1961 Open Spaces Act 1906
Countrywide Grounds Mnce	Burial Grounds Mnce (Monthly) 28.10.2017	0218.50	Open Spaces Act 1906, s.9 and 10
HMRC	Clerk TAX/NI (Quarterly) 31.12.2017	0896.31	LGA-1972 s.112
The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly) 25.10.2017	0579.36	LGA-1972 s.112
Jon Short	Clerk Salary (Monthly) 31.10.2017	xxxxxxx	LGA-1972 s.112

#### Direct Debit Payments:

To	Description	£	Authority
Created	The Phone Co-op Parish room broadband & phone - 30.10.2017	0047.38 (7.90)	LGA-1972 s.111
Outstanding	Currently EDF PR Electricity		LGA-1972 s.133
Created	SES Business Water PR Water - supply 22.10.17	028.17	LGA-1972 s.133 Payments to be taken bi-yearly on the 22nd Sept / Feb
Created	SES Business Water Allotment Water - supply 22.10.17	158.81	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 Payments to be taken bi-yearly on the 22nd Sept / Feb
To be approved	Information Commissioners Office Data protection registration - 08.12.17	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
09.10.17	U.Account	Charge card (cashbook transfer) (credit transaction)	250.00	250.00	245/17
11.10.17	Amazon	External hard-drive for PC Computer	118.77 (19.79)	131.23	LGA-1972 s.111
11.10.17	Parkers	Replacement fluorescent tube for Parish Room	007.99 (1.33)	123.24	LGA-1972 s.133
11.10.17	Post Office	Postage for Allotment renewals	020.16 (no vat)	103.08	LGA-1972 s.111
24.10.17	Amazon	Printer cartridge	011.39 (1.90)	091.69	LGA-1972 s.111
30.10.17	Post Office	Postage for 1/2-yearly Chairman's Report	027.84 (no vat)	064.05	LGA-1972 s.111