

MINUTES OF THE ANNUAL MEETING OF

Effingham Parish Council

Tuesday 26th May 2020, 8pm.

This meeting was held during the Coronavirus, COVID-19 pandemic, lockdown period and was held virtually over Zoom. For the purpose of this virtual meeting, the Council recorded the proceedings.

Present:

Councillors Cornwell, Hackett, Hogger, Muscat, Pindar (Vice Chairman), Roscoe, Symes (Chairman) & Thorne. County Councillor Iles

Also in attendance:

Parish Clerk
9 local government electors

141/20	ELECTION of the <u>chairman</u> for the forthcoming year (2020/21): Cllr Symes was proposed by Cllr Hogger, and seconded by Cllr Roscoe. All councillors voted in favour of the appointment.
142/20	ELECTION of the <u>vice-chairman</u> for the forthcoming year (2020/21): Cllr Pindar was proposed by Cllr Hackett and seconded by Cllr Hogger. All councillors voted in favour of the appointment.
143/20	SIGNING OF the Declaration of Acceptance of Office: It was agreed that the clerk would coordinate the signing of the Declaration of Acceptance of Office book with cllr's Symes & Pindar.
144/20	APOLOGIES for Absence have been received from: Cllr Mayell & Cllr Moss.
145/20	To 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. Cllr Hackett declared an interest as a director of Roundabout Facilities CIC (RFC); publisher of the Roundabout Effingham Magazine along with an interest in planning application 20/P/00776. Cllr's Cornwell, Hackett & Muscat declared an interest in planning application 20/P/00803.

146/20	The Minutes Of The Previous “Ordinary” Meeting of 28th April 2020: The minutes were approved a duly signed by the chairman.
147/20	The Minutes of The “Extraordinary” Meeting of 14th May 2020: The minutes were approved a duly signed by the chairman.
148/20	Matters arising from the Minutes not otherwise on the Agenda: None.

GOVERNANCE

149/20	Items relating to governance: The Accountings Statement 2019/20 was approved, and the clerk’s signature was countersigned by the Chairman’s signature.
150/20	The Parish Council Risk Assessment Report May 20 prepared by the parish clerk (physical risk), was received and approved.
151.20	The Internal Audit for Year Ended 31 st March 2020 was received and approved. Actions required from p10, Final Audit – Points Forward would be considered at the next Finance and General Purposes Working Group.

152/20	<p>Items relating to governance:</p> <p>REVIEW the parish council’s:</p> <ol style="list-style-type: none"> 1) Standing Orders 2) Financial Regulations & 3) Code of Conduct <p>also REVIEW of parish council policies:</p> <ol style="list-style-type: none"> 1) Bribery 2) Acceptance of Gifts and Hospitality 3) Fraud and Corruption 4) Whistleblowing 5) Complaints procedure 6) Equality 7) Freedom of Information 8) Retention and Disposal of Records and Documents 9) Press and Media 10) Data Protection and Information Security 11) Employees’ Code of Conduct 12) Dealings with Members of the Public 13) Email 14) Co-option
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	<p>Cllr Hogger agreed to review and report back to a future parish council meeting: policy (13) – Email, Text and Social Media Policy. Cllr Symes agreed to review and report back to a future parish council meeting: Standing orders, Financial Regs, Code of Conduct along with policies not being reviewed by cllr Hogger.</p> <hr/> <p>The following parish council meeting dates were agreed:</p> <p>153/20 2020 June 30th July 28th August 25th September 29th October 27th November 24th December – no meeting</p> <p>2021 January 5th January 26th February 23th March 30th April 13th (Annual Meeting for the Parish of Effingham) April 27th May 25th (Annual Meeting of Effingham Parish Council)</p> <hr/> <p>154/20 Parish Council Auditors, Contracts, Subscriptions and Memberships:</p> <p><u>Auditors:</u></p> <p>External Auditor (allocated) - PKF Littlejohn Internal Auditor - Mulberry & Company</p> <p>It was agreed to appoint Mulberry & Company as Internal Auditor for 2020/21.</p> <hr/> <p>155/20 <u>Bank Accounts:</u></p> <p>Parish Council Current Account provider - Unity Trust Bank Parish Council Savings Account provider - Unity Trust Bank</p>
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	<p><u>other -</u></p> <p>Parish Council pre-charged Debit Card provider - Frees Family Finance Ltd</p> <p>It was agreed to retain Unity Trust as the parish council's provider of Current & Savings accounts, and Frees Family Finance as the parish council's pre-charge debit card provider.</p> <hr/> <p>156/20 <u>Insurance:</u></p> <p>Parish Council provider – Inspire Underwriting (3 year agreement 2019-2022)</p> <hr/> <p>157/20 <u>Service contracts and suppliers of utilities:</u></p> <p>Parish Council burial ground maintenance – James Dobbe (yearly contract – 01.04.20 to 31.03.20)</p> <p>Parish Council ISP & email provider - HCI Data (biennial contract – 11.11.18 to 10.11.20)</p> <p>Parish room phone/broadband provider - Phone Coop</p> <p>Parish room photocopier contract – BTS</p> <p>Courtyard security – Cornwell</p> <p>Parish room fire equipment – ADT</p> <p>Electricity provider to parish room – BULB</p> <p>Clean/Waste water provider to parish room / allotments - SES B.W</p> <p>Payroll services – Surrey Community Action</p> <p>It was agreed to retain incumbent service contractors and suppliers of utilities as listed above.</p> <p>It was also agreed that the Cllr Symes & the clerk would look at producing a policy to cover the review of incumbent contractors.</p> <hr/>
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<p>158/20</p>	<p><u>Subscriptions and Memberships:</u></p> <p>SALC - Surrey Association of Local Councils NALC - National Association of Local Councils SLCC - Society of Local Council Clerks CPRE - Campaign to Protect Rural England DPA - Information Commissioners Office SPFA – Surrey Playing Fields Association SHS – Surrey Hills Society</p> <p>It was agreed to continue with the subscriptions & memberships listed above.</p> <hr/>
<p>159/20</p> <p><u>Councillor:</u></p> <p>Hackett</p> <p>Roscoe</p> <p>Pindar</p> <p>Moss</p> <p>Symes</p> <p>Symes</p> <p>Pindar</p> <p>Hogger</p> <p>Symes</p> <p>All Cllr's</p> <p>Moss</p>	<p>Representatives appointed to liaise with outside organisations:</p> <p>Surrey Association of Local Councils (SALC) (Voting representative)</p> <p>Effingham Village Recreation Trust (EVRT)</p> <p>Smith’s Charity</p> <p>Surrey Police</p> <p>Friends of Effingham Common</p> <p>Cllr Symes has been appointed to the Guildford Borough Council Corporate Governance and Standards Committee. (2019-2023)</p> <p>Surrey Community Action</p> <p>Protection of Home Farm Estate</p> <p>Open Spaces Society</p> <p>Howard of Effingham</p> <p>Youth & Community initiatives</p> <hr/>

<p>160/20</p> <p>Councillor:</p> <p>All Cllr's</p> <p>Hackett</p> <p>Symes</p> <p>Pindar</p> <p>Muscat</p> <p>Pindar</p> <p>SR W/G</p>	<p>Members of advisory groups:</p> <p>Planning</p> <p>Rights of Way</p> <p>Risk Inspections -</p> <ol style="list-style-type: none"> 1) Bus Stops and salt bins 2) Shops area and village centre 3) Burial Ground 4) Allotments 5) Parish room, office & WC <p>Physical risk assessments are currently completed by the Clerk on a quarterly basis.</p> <ol style="list-style-type: none"> 6) Operational Risk - Compliance 7) Operational Risk - Financial 8) Operational Risk - Business continuity 9) Operational Risk - Management of people, projects & events 10) Strategic Risk (clerk, Pindar, Hackett) <p><u>Web Masters / IT support -</u></p> <p>Clerk, cllr's Hogger, Moss & Roscoe.</p> <p><u>Allotment Management -</u></p> <p>Liz Cooper, Elaine Elliot, Kate Mitchell & Philip Vallis.</p> <p><u>Allotment Maintenance</u></p> <p>Trevor Markham</p> <hr style="border-top: 1px dashed black;"/>
<p>161/20</p>	<p>Financial Arrangements:</p> <p>It was agreed to continue to pay the following by standing order:</p> <p>Effingham Village Recreation Trust – Capital Replacement & Facility Funding at the KGV Hall & Playing Fields.</p> <p>James Dobbe - Parish Council Burial Ground maintenance payments</p> <p>HMRC - Employee TAX & NI payments.</p> <p>The Surrey Pension Fund - Employee pension payments.</p> <p>Clerk - Employee salary payments.</p> <p>Advansys – Parish Council Website, hosting and support.</p>

162/20	<p>It was agreed to continue to pay the following by direct debit:</p> <p>The Phone Co-op - Parish Room broadband & phone payments SES Business Water - Parish Room & Allotment water supply payments. Information Commissioners Office - Data protection registration payments. Bulb Energy – Parish Room electricity provider SES Water – Water/waste water provision to parish room and allotments</p> <p>It was further agreed that the following cllr’s would remain as signatories on the parish council’s current & savings accounts: Cllr’s Cornwell, Hackett, Pindar & Symes.</p> <hr/> <p>Progress on projects in hand, and future plans:</p> <p>Effingham Common – adoption of Local Nature Reserve status.</p>
163/20	<p>Confirmed Working Groups and memberships:</p> <p>Finance and General Purposes (IS,AP,KC,JS) (Cllr Hackett nominated Cllr Thorne to join the F & GP WG. This nomination to be considered at June’s PC meeting) Website (LH, PM, BR & clerk) Councillor Co-option (as required) Planning Review (all councillors) Communication (CH,BR,LH,AP) – to be stood down EVRT Trustee Appointment (IS,PM,AP,LH,CH,BR,KC) EPC/EHPC Commoners Liaison (IS,AP,LH) Climate Change (all councillors) Transport (CT tbc)</p>

164/20	<p>MATTERS raised by Effingham organisations and residents</p> <p>A local resident asked if the parish council could give an update on the recent Gypsy Traveller incursion on Effingham Lodge Farm. Cllr Hogger suggested that Surrey Police were likely to follow up on the unlawful trespass notice (19.05.2020) by the weekend.</p>
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PLANNING APPLICATIONS

165/20	The Planning Review Group report was received. Planning Applications received and considered, as of 19th May.
20/P/00685	Longacre , Outdowns, Effingham. KT24 5QR Change of use of land to accommodate one gypsy pitch with three touring caravans, one day room, and Objection: see appendix 3
20/P/00723	Walton House , Ranmore Common, Dorking. RH5 6SX Erection of ground floor and first floor extensions with alterations together with a detached dou..... Objection: see appendix 3
20/P/00737	Orchard Walls , Beech Avenue, Effingham. KT24 5PG Demolition of the existing property and erection of 8 dwellings with a new access provided onto B..... Objection: see appendix 3
20/P/00776	82 Strathcona Avenue , Bookham, Leatherhead. KT23 4HR Erection of two single storey rear extensions. No comment
20/P/00796	Lime Kiln Farm , High Barn Road, Ranmore Common. RH5 6SS Conversion of existing stables to farm office and tack room with proposed entrance porch and li..... No comment
20/P/00803	1 Old Post Office Cottages , The Street, Effingham. KT24 5LS Part single-storey and part two-storey rear extensions, first floor extension to front of side ele..... Objection: see appendix 3
166/20	Previous planning applications: Notification of results are set out in Appendix 1
167/20	Late received planning applications considered: None.
168/20	Other Planning Matters: None.

GENERAL PLANNING MATTERS

169/20	<p>Neighbourhood / Local Plans Updates & reports on the Neighbourhood & Local Plans:</p> <p><u>For information:</u> Guildford Borough Council have announced a seven-week Regulation 18 consultation that will begin in early June, all comments received will be considered as part of preparing the Regulation 19 Proposed Submission Local Plan. Cllr Hogger advised that the consultation related to detailed planning policies, not updated since 2003.</p>
170/20	<p>Berkeley Homes /Howard Of Effingham There were no new updates regarding the Berkeley Homes / Howard of Effingham School developments.</p>

WORKING GROUPS

171/20	<p>Communications Working Group: (CH, BR, LH, AP) It was agreed to stand down this working group, until further notice.</p>
172/20	<p>EVRT Trustee Appointment Working Group: (IS/PM/AP/LH/CH/BR) No new updates.</p>
173/20	<p>Finance & General Purposes Working Group: (AP/KC/IS/JS) Reports and recommendations received from the Finance & General Purposes Working Group:</p> <p><u>For information:</u> The F&GP Working Group meet on Thursday 14th May, to consider Year End Reports, Ear Marked Reserves (EMR's) & the Annual Governance & Accountability Return (AGAR) 2019/20. It was agreed that the working group would recommend to full council that EMR's year end balances should be carried forward to the new financial year (181/20) & that the AGAR for 2019/20 should be signed by the clerk & chairman. (149/20)</p>
174/20	<p>Transport Group: Reports and recommendations from the Transport & Highways Working Group. Cllr Thorne agreed to call a meeting soon, and suggested this might be the final meeting of the group, as it lacked the power required to make change. Cllr Hogger suggested that the group should continue, as it was ideally placed to forge helpful relationships with local authorities and Surrey Police.</p>

175/20	Parish Council Website Working Group Updates: Cllr Hogger reported that there were outstanding snagging issues, such as new parish council year calendar for meetings, and mailchimp integration. The clerk was actioned to progress chase.
176/20	Climate Change Working Group Updates: Cllr Muscat confirmed that he would be holding a working group meeting during w/c 1 st June 2020.

HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

177/20	Highways, Transport & Countryside Access matters: Updates: Cllr Hackett asked if local paths should be walked on a specific weekend during the year, or on an adhoc basis. (for problem reporting purposes) It was agreed to continue on an adhoc basis.
178/20	Reports & updates from SCC County Councillor Iles: Cllr Iles confirmed that SCC Highways had been out jetting drainage near to Effingham Junction Station, and that Highways staff are still generally available to meet with councillors for specific issues.

FINANCIAL MATTERS

179/20	Invoices for payment: Invoices were received and approved for payment. see appendix 4
180/20	Bank reconciliation: It was agreed to defer the signing of bank conciliations.
181/20	Ear Marked Balances at Year End: It was agreed to carrying forward of EMR balances to the new financial year: Community Fund £8014, Elections £2420, Office Equipment £925, Village & NP £1662 & Spruce Up £6538.
182/20	Other Financial matters: None.

COMMUNITY AND ENVIRONMENT

184/20	<p>Community Fund: New requests and updates:</p>
185/20	<p>The grant request from the Effingham Village Recreation Trust (EVRT) for replacement wooden benches, has been withdrawn.</p>
186/20	<p><u>Effingham Cricket Club (ECC):</u> An appeal has been started to financially support Effingham Cricket Club, whose normal funding has disappeared due to the Covid-19 pandemic. Financial support has been requested by the ECC Committee, who hope is to raise £15,000. As of 19th May, £5,332 had been raised. https://www.justgiving.com/campaign/ECC</p> <p>It was agreed that the clerk would contact Effingham Cricket Club, and advise that a grant application couldn't be considered, unless it was more specific in detail.</p>
187/20	<p>Concurrent Functions Grants No updates.</p>
188/20	<p>Other Community Matters</p> <p><u>Temporary Village Store updates:</u></p> <p>Cllr Muscat relayed a report received from Rev.Mandy MacVean:</p> <p>How many items do you sell? Probably 2/3 items per customer How many people come in each day? Approx. 40 How many came in last week? 40 x 5!! How much total sales did you make? Still counting up, but we are definitely doing well Do you have enough stock, are you planning any more? We are constantly making decisions on what people are buying/asking for. We have bought a freezer in order to sell frozen goods including ice creams Do you have enough working cash? Yes Are you extending the opening hours? No Do you have enough volunteers? Yes Are there any issues to resolve? no Is they anything EPC can help you with? Just encourage the EPC to come and buy something!</p>

COUNCIL ADMINISTRATIVE MATTERS

189/20	Updates: None.
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REPORTS

190/20	<p>Reports:</p> <p><u>Police & community issues - Feb/March 2020</u> Appendix 2</p> <p><u>Allotments</u></p> <p><u>Burial Ground</u></p> <p><u>KGV Hall and Fields</u></p> <p><u>Home Farm West - Calvert and Chester Roads</u></p> <p><u>Effingham Common</u></p> <p><u>Parish Room</u> Current issues: Exterior doors need easing.</p>
191/20	<p>Other Parish Matters: It was agreed to consider the option of providing a bus shelter or bench at the Church Street bus stop on Lower Road. (479 & 678 services) at a future parish council meeting.</p>

CORRESPONDENCE

192/20	<p>Other Correspondence:</p> <p>The letter received from Effingham Local History Group (ELHG) was noted. Parish Councillors congratulated the group on its 10th Birthday, and it's many achievements. see appendix 5</p>
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NEXT AGENDA

193/20	<p>New items of business for the Agenda of the next meeting: None</p>
	<p>Next meeting –</p> <p>Ordinary Meeting of the Parish Council:</p>

2020-03	Surrey Police	Surrey Police	-0.41512	51.266843	On or near Calvert Road	E01030446	Guildford 003F	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.413475	51.267162	On or near Chester Road	E01030446	Guildford 003F	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.413987	51.2402	On or near Crocknorth Road	E01030446	Guildford 003F	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.413475	51.267162	On or near Chester Road	E01030446	Guildford 003F	Burglary	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.402861	51.273978	On or near Leewood Way	E01030446	Guildford 003F	Burglary	Under investigation
2020-03	Surrey Police	Surrey Police	-0.402861	51.273978	On or near Leewood Way	E01030446	Guildford 003F	Burglary	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.406802	51.271532	On or near Orestan Lane	E01030446	Guildford 003F	Criminal damage and arson	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.409303	51.286691	On or near Lower Farm Road	E01030446	Guildford 003F	Criminal damage and arson	Under investigation
2020-03	Surrey Police	Surrey Police	-0.406802	51.271532	On or near Orestan Lane	E01030446	Guildford 003F	Public order	Unable to prosecute suspect
2020-03	Surrey Police	Surrey Police	-0.399756	51.270087	On or near Yew Tree Walk	E01030446	Guildford 003F	Public order	Under investigation
2020-03	Surrey Police	Surrey Police	-0.409499	51.264815	On or near Salmons Road	E01030446	Guildford 003F	Violence and sexual offences	Under investigation
2020-03	Surrey Police	Surrey Police	-0.397239	51.270313	On or near Barnes Wallis Close	E01030447	Guildford 003G	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.394747	51.267365	On or near Norwood Close	E01030447	Guildford 003G	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.390137	51.267626	On or near Links Way	E01030447	Guildford 003G	Burglary	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.394892	51.266918	On or near Champion Down	E01030447	Guildford 003G	Possession of weapons	Further investigation is not in the public interest
2020-03	Surrey Police	Surrey Police	-0.397017	51.269707	On or near Browns Lane	E01030447	Guildford 003G	Vehicle crime	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.397017	51.269707	On or near Browns Lane	E01030447	Guildford 003G	Violence and sexual offences	Local resolution
2020-03	Surrey Police	Surrey Police	-0.397017	51.269707	On or near Browns Lane	E01030447	Guildford 003G	Violence and sexual offences	Unable to prosecute suspect
2020-03	Surrey Police	Surrey Police	-0.393052	51.268286	On or near Mount Pleasant	E01030447	Guildford 003G	Violence and sexual offences	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.396959	51.273825	On or near Lower Road	E01030447	Guildford 003G	Violence and sexual offences	Action to be taken by another organisation

APPENDIX 3

Planning Applications

165/20

20/P/00685

Longacre, Outdowns, Effingham. KT24 5QR

Change of use of land to accommodate one gypsy pitch with three touring caravans, one day room and hardstanding for occupation by the applicants and their family (retrospective application).

Effingham Parish Council (EPC) at its meeting on Tuesday 27 May 2020 considered this change of use application, applied for retrospectively, and objects to this application. The reasons for our **objection** are below.

This site has a long and controversial history. When the Effingham Neighbourhood Plan was being prepared GBC made clear to Effingham Parish Council (EPC) that the need for Traveller Accommodation in Effingham would be met by planning approval (16/P/00428), for six additional Traveller pitches on Calvert Road as rural exception sites for Travellers with strong local connections, and that this would meet the current need identified in Guildford's 'Traveller Accommodation Assessment'.

The provision of these pitches was supported by Effingham Parish Council after consultation with the local community. These pitches have now been built and six additional Traveller families are now accommodated.

This retrospective planning application to change the use of land to accommodate one gypsy pitch is opposed by EPC. It is contrary to policies ENP-G1, ENP-G2, ENP-G5, ENP-H4 and ENP-ENV2 of the Effingham Neighbour Plan.

ENP-G1

The development is outside the Inset and in the Green Belt. Any development or pitch in the Green Belt requires the evidence to show very special circumstances to overcome the harm to the Green Belt. No very special circumstances have been demonstrated. And as stated above the need for Traveller Accommodation in Effingham has been met through the six additional Traveller pitches on Calvert Road as identified in Guildford's 'Traveller Accommodation Assessment'.

The fact that children are on-site is not evidence of a very special circumstances as. GBC has offered alternative accommodation to the family on several occasions, each of these offers have been turned down by the family. Allowing occupation because the family has decided it wants to live here, rather than in suitable accommodation nearby, and has turned down offers of suitable accommodation offered by GBC, would set a dangerous precedent for land everywhere and especially protected land in the Green Belt and AONB.

This development detracts and would continue to detract from the character and appearance of this part of the Surrey Hills AONB. The development can be seen from the nearby right of way. The current appearance of the site is poor, with a fence that is unsightly, and insufficient screening that causes annoyance to the neighbours. Development proposals within the AONB are required to demonstrate how they will conserve the AONB. No such document has been provided, and present evidence shows that conservation of the AONB is not a priority of the applicant.

NPPF 172

This development is and would continue to be unacceptable in the AONB. Great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to planning matters.

ENP-G2

The pitch is, and would continue to be, out of character with this rural residential road.

ENP-G5

This development causes and would continue to cause significant harm to the Green Belt and to a wildlife corridor.

ENP-ENV2

The development causes and would continue to cause significant harm to wildlife using the Western Wildlife Corridor, as defined in the Effingham Neighbourhood Plan. No evidence of mitigation of harms has been produced, as required by the policy. New developments bordering a wildlife corridor within the neighbourhood area must demonstrate how they will mitigate any significant harm to wildlife using

the corridor or stepping-stone. Harm is likely to be caused by the introduction or enlargement of barriers such as buildings, roads, hard landscaping and artificial lighting.

Highways

The development increases and would continue to increase the danger at the junction between Outdowns and the A246, which is particularly dangerous, because of the poor sight lines for traffic joining the A246 from Outdowns. This needs to be considered carefully before any decision to allow additional accommodation in Outdowns is allowed. This planning issue was also identified by Surrey Highways and was considered as a concern by the Inspector, at the time of the last application on this site

For the above reasons EPC opposes this retrospective application.

20/P/00723 **Walton House**, Ranmore Common, Dorking. RH5 6SX

Erection of ground floor and first floor extensions with alterations together with a detached dou.....

Objection:

This property lies in the green belt. Buildings in the green belt should not be extended by more than 40% over their original size. It appears from the drawing that the proposals will increase the footprint of this building by well over 40% of its original size.

20/P/00737 **Orchard Walls**, Beech Avenue, Effingham. KT24 5PG

Demolition of the existing property and erection of 8 dwellings with a new access provided onto B.....

Objection:

Effingham Parish Council (ENP) thanks the developers for sending EPC plans before the planning application was submitted to Guildford Borough Council (GBC). EPC was able to ask a number of questions and recognises some alterations made to comply with Effingham Neighbourhood Plan (ENP) policies.

However, EPC feels that the planning application proposals will represent an over-development of the site and therefore opposes this planning application.

Many of the objections in this response are caused by 8 dwellings being proposed and not the 6 proposed in the ENP. Effingham Parish Council (EPC) has considered compliance with policies ENP-SA3, ENP-G2 and ENP-R1.

Specifically, EPC objects to this planning application for the following reasons:

- a) Over-development of the site. Policy ENP-SA3 supports development of 6 new homes on this site replacing the existing house (a net increase of 5). The application shows 8 new homes (a net increase of 7).
- b) The proposals are out of character with the surrounding area. Policy ENP-G2 states that proposals should respect the setting of Effingham as defined within the GBC Landscape Character Assessment. The proposed site is in the green belt and abuts the Conservation Area, and the over-development would result in the proposed development being out of character with the Beech Ave and Beech Close area, and out of character with the nearby Conservation Area.
- c) Policy ENP-G2 states that development proposals should maintain the character of the built environment by ensuring the scale and height of new buildings are proportionate with their surroundings. The buildings proposed are higher than surrounding buildings and because of the lack of space on the site are

build too close to their neighbours, for example, to houses in Crossways where they dominate and overshadow neighbouring properties.

d) EPC are concerned about the access road being closer to the Beech Ave/Beech Close junction than it should be and prejudice road safety.

e) There are no parking spaces for visitors and for disabled visitors as also required by ENP-R1. The result of insufficient visitor parking is going to be parking over-spilling onto nearby roads, Beech Close and Beech Avenue.

EPC welcome proposals to maintain the shared red-brick boundary wall which runs along the boundary of Effingham Conservation Area, and the beech hedging along the boundary and that there are plans in place to maintain the hedge and the character it affords to the local area of Beech Avenue and Beech Close.

Most of the above objections are caused by the over-development of the site. With six houses there is more space to site the properties without overbearing neighbouring properties, create suitable visitor parking provision, have a more suitable access road on to Beech Close without causing road safety problems and a more suitable layout that will not be out of character with the surrounding area.

20/P/00803 Old Post Office Cottages, The Street, Effingham. KT24 5LS

Part single-storey and part two-storey rear extensions, first floor extension to front of side ele.....

Objection:

1. The rear extension is still an over development, and looks to be increasing the footprint by nearly a third. (previous application 19/P/01870)
2. There is a large glass dormer proposed which although it can not be seen from the street, is not justification for an inappropriate modern addition to an original 1800s roof scape.
3. The new side entrance is modern and the full height windows are out of keeping with the cottage.

APPENDIX 4

179/20

Payments Approved

	To	Description	£	Authority / Notes
14.05.2020	St.Lawrence Church	C/F Grant – Temporary Village Store	5000.00	Charities Act 2011 s.297 Local Government Act 1972 s139(1) (b)
05.05.2020	KS&S Air Ambulance	C/F Grant – air ambulance operating costs	0250.00	Charities Act 2011 s.297 Local Government Act 1972 s139(1) (b)
04.05.2020	Mulberry & Co	Internal Audit	0144.00	LGA 1972 s.111

04.05.2020	Beckley Garden Services	Burial Ground Maintenance April 2020	0215.00	Open Spaces Act 1906, s.9 and 10

Regular agreed payments - (standing orders)

<u>DATE</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
01.07.2020	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.07.2020	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
T.B.C	Dobbe Garden Services	Burial Grounds Mnce (Monthly)	0225.00	Contract is £225 per calendar month, from March to October, 2 visits per month. Open Spaces Act 1906, s.9 and 10
20.05.2020	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111 (from pre-charged debit card)
27.06.2020	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.05.2020	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.05.2020	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112

Direct Debit Payments:

	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
28.05.2020	The Phone Co-op	Parish room broadband & phone	0045.70	LGA 1972 s.111
22.05.2020	SES Business Water	PR Water - supply	0000.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
22.05.2020	SES Business Water	Allotment Water - supply	0005.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42

				<i>Payments to be taken 22nd of the month</i>
07.12.2020	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.05.2020	Bulb	PR Electricity	0079.42	LGA 1972 s.133 Payments 23 rd of month

Purchases using pre-charged debit-card:

<u>Date</u>	<u>To</u>	<u>Description</u>	<u>£ (vat)</u>	<u>Balance</u>	<u>Authority</u>
		Balance brought forward at 01.04.2020		0235.61	
13.04.20	Amazon	Ink cartridges	0035.49	0200.12	LGA 1972 s.111
13.04.20	Amazon	Copier paper	0021.00	0179.12	LGA 1972 s.111
15.04.20	Microsoft	Office 365	0005.99	0173.13	LGA 1972 s.111
18.04.20	Amazon	A4 Ring Binders	0013.98	0159.15	LGA 1972 s.111
04.05.20	Zoom	Video conferencing software	0014.39	0144.76	LGA 1972 s.111
08.05.20	Amazon	A4 Lever Arch files / Staples (gun)	0026.18	0118.58	LGA 1972 s.111
13.05.20	Amazon	A4 Laminating pouches	0013.98	0104.60	LGA 1972 s.111
13.05.20	Amazon	Staples - table top	0006.39	0098.21	LGA 1972 s.111
15.05.20	Microsoft	Microsoft 365	0005.99	0092.22	LGA 1972 s.111
		Balance		<u>0092.22</u>	

Appendix 5

192/20

Correspondence

Effingham Local History Group

10th Birthday of Effingham Local History Group

Effingham Local History Group is proud to announce that it has just reached its tenth birthday, as dated from the formal establishment of the Group on 10 May in 2010. In fact, activities started a good year before that with the researches that resulted in the publication of the book on Effingham Common.

The following pages present a summary of what we have achieved - so far! We are still pressing on with our mission, to share the results of our researches freely to residents wherever possible. The recent establishment of the new website is allowing more information than ever before to be uploaded for everyone to enjoy, and new material is being uploaded now at a brisk rate. Naturally our meetings are curtailed at present by the coronavirus situation, but we are continuing with monthly presentations of material for our members.

The reason for writing is to thank the Parish Council for its support during these years. This has included for instance use of the Parish Room and its projection facilities in the early days, space on the website, loan of display boards, help with checking data, and of course some Community Fund grants. All these helped our enthusiasm establish its firm roots, and we are very grateful.

Yours sincerely

Sue Morris

Susan Morris
Hon. Sec.
ELHG

elhistorygroup@gmail.com
<https://elhg.org.uk>

ELHG 2010-20 : What it has done

GROUP MEETINGS

Held over 100 members' meetings, including one field trip, one film evening and five with invited external speakers

BOOKS

Studies in Local History – Effingham Common (2011)

Effingham in Wartime (2011, 2016)

Effingham – A History in Photographs (2012, 2015)

John Hassell's Watercolours of Effingham, Surrey (2013)

Edwardian Effingham (2016)

BULLETINS

Issues 1-16 printed biannually since September 2012

EXHIBITIONS

Effingham In Wartime (2011)

Edwardian Effingham (2013)

The People of Effingham during World War I (2016)

DISPLAYS

At Commoner's Days in 2010, 2011, 2012, 2014, 2016 and 2018

At Village Days in 2010 and 2012

At Queen's 90th Birthday Celebration in St Lawrence Church, 2016

At *Surrey in the Great War* Meeting, Old Barn Hall, Bookham, 2017

At "Harvest Festival", Tithe Barn, Little Bookham, 2017

At "Harvest Supper", Tithe Barn, Little Bookham, 2018

Wall-cabinet displays at the KGV Hall on several different themes

CHRISTMAS CARDS

Produced for sale in the village; four images, 2014 and 2015

MEMBERS' CONTRIBUTIONS TO OTHERS' DISPLAYS & RESEARCHES

The Art of Effingham, KGV Hall, 2017

Sir Barnes Wallis exhibition, Tithe Barn, Little Bookham, 2018

Book Launch, Effingham Golf Club, 2020

Contributions to Effingham Parish Council's Neighbourhood Plan, 2014 and onward

Review of Effingham's Local List, and Effingham Conservation Area, 2015 and ongoing

Collaboration in producing Effingham Cricket Club's history of ECC

Setting up and participating in test pitting run in Effingham by Surrey Archaeological Society

Corrections or contributions to information on Effingham-related items held by The Royal Collection, the Historic England Archive, *The Oxford Dictionary of National Biography*, the National Portrait Gallery, Art UK, The Victoria and Albert Museum, The National Trust, The College of William and Mary at Colonial Williamsburg, USA.

EXTERNAL TALKS & ARTICLES

"The Effingham Local History Group" – to EFFRA, 2011

"ELHG: a Selection of Topics" – to EFFRA, 2013

"Remarkable Residents of Effingham" – to Effingham W.I., 2017

Several items contributed to "Surrey in the Great War" website

Articles for *Roundabout*, 2019 and 2020

WEBSITE AND ENQUIRIES

Not one but two websites, which have made extensive material available to the public across the world and resulted in many requests for help and information

FACEBOOK PAGE

Effingham Memories, 2015

ORAL HISTORIES

Recorded over a dozen 'new' oral histories from residents and transcribed older recordings of several more

ARCHIVES & COLLECTIONS

Tracking down and acquiring or borrowing at least 10,000 items pertaining to Effingham's history and formally filing and cataloguing half of these to date.

