

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 24th November 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. Recordings will be deleted in accordance with Effingham Parish Council's Standing Orders.

Present:

Councillors Cornwell, Hackett, Hogger, Moss, Muscat, Palmer, Pindar (Vice Chairman), Symes (Chairman) & Thorne.

Also in attendance:

Parish Clerk, Surrey County Councillor Iles & 10 local government electors

BUSINESS DONE

356/20	Absence: Apologies for absence: Cllr Roscoe .
357/20	Declarations of Interest: 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. Cllr Symes declared an interest in planning application 20/P/01879.
358/20	Minutes: The minutes of the previous meeting of 27th October 2020 were approved, and will be duly signed by the chairman.
359/20	Matters arising from the Minutes not otherwise on the Agenda: Cllr Symes recommended to councillors, that the parish council should agree to a "no comment", to planning application 20/P/01770 (Hooke Farm, Effingham Common – single storey rear & side extension to garage). This was agreed.

<p>360/20</p>	<p>MATTERS raised by Effingham organisations and residents:</p> <p>Cllr Symes gave a tribute on behalf of the parish council, to Tony & Jessica Page both sadly recently deceased. A transcript of the tribute can be found at Appendix 5.</p> <p><u>Orchard Walls planning application 20/P/00737</u> Tom Grimshaw from Claremont Finesse property developers attended the meeting and took questions from councillors, and then local residents regarding their revised planning application.</p>
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GOVERNANCE

<p>361/20</p>	<p>Items relating to governance:</p>
<p>361a/20</p>	<p>The Interim Internal Audit report from Mulberry & Co was received and approved.</p>
<p>361b/20</p>	<p>The clerk recommended that the parish council's policy (8) Retention and Disposal of Records and Documents Policy be updated to include the electronic recordings created from parish council meetings. Councillors requested that the clerk request legal advice from Surrey & Sussex Association of Local Councils (SSALC), and then report back to councillors.</p>
<p>361c/20</p>	<p>Cllr Pindar agreed to look into a parish council response to the Committee on Standards in Public Life consultation. (dead-line 04.12.2020)</p>

PLANNING APPLICATIONS

<p>362/20</p>	<p>The report from the Planning Review Group was received. Responses to Guildford Borough Council on new planning applications, as at Tuesday 17th November 2020 were debated and agreed:</p>
<p>20/P/01708</p>	<p>Land at Wisley Airfield, Hatch Lane, Ockham. GU23 Detailed application for engineering operations to form a new roundabout & stub road. Re-agenda 05.01.2021</p>
<p>20/P/01709</p>	<p>Land at Wisley Airfield, Hatch Lane, Ockham. GU23 6NU Detailed application for enabling works (engineering operations in the form of landform alterations) to facilitate part phase 1 SANG works. Re-agenda 05.01.2021</p>

20/P/01842	<p>Taplow Farm, Salmons Road, Effingham, Leatherhead. KT24 5QH Single storey rear extension, changes to fenestration and raised terrace, following demolition of existing conservatory. No comment.</p>
20/P/01873	<p>Penny Copse, Dirtham Lane, Effingham, Leatherhead. KT24 5SD Erection of oak framed front porch, single storey side extension to bungalow and side extension to detached garage, along with changes to fenestration. No comment.</p>
20/P/01879	<p>Greenwood, Orestan Lane, Effingham, Leatherhead. KT24 5SN Erection of part single and part two storey rear extension following demolition of existing conservatory. No comment.</p>
20/P/01891	<p>Greenboughs, Heath View, East Horsley, Leatherhead. KT24 5ED Enlargement of rear dormer. No comment.</p>
20/P/01892	<p>Meadview, Mount Pleasant, Effingham, Leatherhead. KT24 5NS Two storey side extension and raising of the roof to an existing single-storey detached building. No comment.</p>
20/P/01893	<p>Grand View, Salmons Road, Effingham, Leatherhead. KT23 4HF Single storey rear extension. No comment.</p>
363/20	<p>Previous planning applications: Notification of results are set out in <u>Appendix 1</u></p>
364/20	<p>Late received planning applications:</p> <p>20/P/00737 Orchard Walls, Beech Avenue, Effingham. L/head. KT24 5PG Demolition of existing property and erection of 6 dwellings with a new access provided onto Beech Close. (amended description with amended plans rec'd 18th November 20) Request extension to comment.</p> <p>20/T/00346 The Old Vicarage, Church Street, Effingham. L/head. KT24 5LX T1 (Mature oak tree) - Crown lift to leave a 5.3m clearance over adjacent road and 2.5m clearance over adjacent foot path and remove major dead wood. T2 (Mature Holme oak tree) - Crown lift to leave 5m clearance over driveway. T3 (Yew tree) - Fell. T4 (Quince tree) - Lightly thin and crown clean. T5 (Dead pear tree) - Fell. T6 (Mature variegated ivy) - Crown clean by removing ivy from the tree. T7 (Purple-leaf plum) - Crown clean tree. T8 (Mature Beech tree) - Crown lift by removing low branches to leave a 4.5m clearance. (Effingham Conservation area).</p>

	No comment.
365/20	<p>Other Planning Matters:</p> <p><u>Former Wisley Airfield</u> It has now been confirmed that EPC / EFFRA have been invited by Taylor Wimpey/Cratus to join the Former Airfield Community Liaison Group. (CLG) Cllr's Cornwell & Roscoe along with Ian Smith from Effingham Residents Association (EFFRA) have joined the CLG, and Cllr Cornwell agreed to provide an update shortly.</p> <p><u>Current Enforcement Cases</u> There are currently 15 open cases, the earliest from Nov 2012 the latest from Sept 2020. (6 medium priority & 9 low priority) One enforcement case was closed from Oct 2020.</p> <p><u>Planning Appeals</u> APP/Y3615/D/20/3258126 An appeal has been made to the Secretary of State against the Council's decision to refuse the proposed application described below: 20/P/00605 Hillrise, Orestan Lane, Effingham, Leatherhead. KT24 5SN Single storey rear extension and insertion of 2 roof lights.</p>

GENERAL PLANNING MATTERS

366/20	<p>Neighbourhood / Local Plans A report from Cllr Moss was received regarding preliminary steps taken in the review of Effingham's Neighbourhood Plan. The full report can be found at <u>Appendix 6.</u></p> <p>Cllr Hogger agreed to progress chase the revised Conservation Area Appraisal with Guildford Borough Council's Planning Services Department, as its publication was now very overdue.</p>
367/20	<p>Berkeley Homes /Howard Of Effingham It is understood that Berkeley Homes are keen to complete the process of "discharge of conditions" and submit a pre-application. It is further understood that Berkeley Homes intend to physically start the project early in 2021. The parish council have some concerns regarding the route for construction, and consider it essential this should be from the north (Effingham Common Road), and not the south via the A246 & The Street.</p>

WORKING GROUPS

368/20	<p>EVRT Trustee Appointment Working Group: (IS/PM/AP/LH/CH/BR) Updates from the Trustee Appointments Working Group, including any new applications. None.</p>
369/20	<p>Finance & General Purposes Working Group: (AP/KC/IS/JS/CT) Updates from the Finance & General Purposes Working Group: None.</p>
370/20	<p>Transport Group: Reports and recommendations from the Transport & Highways Working Group. None.</p>
371/20	<p>Parish Council Website Working Group Cllr Hogger confirmed that she had added an Effingham Climate Change page (ECC) to the new parish council website.</p>
372/20	<p>Climate Change Working Group Updates:</p> <p>The parish council considered 5 possible Electric Vehicle charging point sites within the parish and decided upon 2 to promote to Surrey County Council. (Norwood Road car-park & The Laurels/The Street)</p> <p>Effingham Parish Council has provisionally joined Guildford Environmental Forum (GEF), membership is free until March 2021 & then £25 per annum thereafter.</p> <p>The Working Group continues to expand its membership on a local & parish level.</p> <p>Other topics discussed – electric scooters, recycling, biodiversity, roadside planting & footpath 131 regarding a cycleway.</p>

COUNTRYSIDE ACCESS

373/20	<p>Countryside Access matters: None.</p>
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SURREY COUNTY COUNCIL – COUNCILLOR ILES

374/20	Reports & updates from SCC County Councillor Iles: Cllr Iles confirmed that the earth moving project at the Drift Golf Club had now been completed, at that resurfacing work to damaged roads should start soon, and that the HGV movements should now stop. She went on to report that SCC's Top Lines Brief had started again, and would offer up to date information on the COVID-19 pandemic. (statistics, vaccinations, testing etc) She then went on to update the parish council on the proposed cycle path alongside Effingham Common Road, which is unlikely to go ahead due to land ownership and cost issues.
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FINANCIAL MATTERS

375/20	Payments: Council payments for the month of October 2020 were acknowledged.
376/20	Bank reconciliation: The procedure of the clerk leaving bank reconciliations for Cllr Thorne to collect from the parish room, and then check and sign off, was confirmed as working well.
377/20	Other Financial matters: The clerk gave a quick report on how local parish councils financed their professional planning support.

EPC 2021/22 BUDGET (for November & Jan 5th only)

378/20	Budget 2021/22: The clerks 2nd draft of the 2021/22 budget was thoroughly discussed, and recommendations for amendments received by the clerk. It was agreed to assume normal levels of spend for utilities (pre-pandemic), and to add a budget of £4k for the Legal Contingency Ear Marked Reserve. The future boundary change (2023) that will take 50 properties from the precept was discussed, and it was agreed this should be part of budget planning in the future.
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COMMUNITY AND ENVIRONMENT

379/20	Community Fund: <u>Requests received:</u> A request from Effingham Village Recreation Trust (EVRT) for a grant to part-fund the installation of added security barriers surrounding the KGV car park, to deter unauthorised access to the fields was considered.
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	The parish council agreed to immediately provide a grant for £3k and then to match-fund up to a further £2k. It is hoped installation will start in mid-December.
380/20	Concurrent Functions Grant Aid (CFGGA) Updates: None.
381/20	Other Community Matters: A discussion on whether the parish council should have a presence on social media e.g.: Facebook was deferred until the next parish council meeting.

COUNCIL ADMINISTRATIVE MATTERS

382/20	Updates: None.
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REPORTS

383/20	<p>Reports:</p> <p><u>Police and community issues</u> - September 2020 Appendix 2</p> <p><u>Allotments</u> Cllr Pindar confirmed the water supply had been shut off to the parish council allotments. (winter precaution)</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> The clerk confirmed a contractor had been booked to service the parish room front doors.</p>
	Other Parish Matters: None.

CORRESPONDENCE

384/20	Any Other Correspondence: A Freedom of Information request has been received from a local resident. The clerk will respond to the request in line with Effingham Parish Council's (7) Freedom of Information Policy.
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NEXT AGENDA

385/20	To NOTE new items of business for the Agenda of the next meeting
	Next meeting – Ordinary Meeting of the Parish Council: Tuesday 5 th of January 2021 (8.00pm)
	Next Planning Review Group meeting: Monday 4th of January 2021 (7.30pm).

APPENDIX 1 **Planning Results** 363/20

- 20/P/01513** **Greenhow**, Lower Farm Road, Effingham, L/head. KT24 5JJ
Part two storey / part single storey rear extension, two storey
Approved.
- 20/P/01523** **Sorrel**, Lower Farm Road, Effingham, Leatherhead. KT24 5JL
Erection of a single storey side and rear extension.
Refused.
- 20/P/01546** **Flat 5**, Ranmore Place, Ranmore Common, Dorking. RH5 6SX
Installation of like for like double glazed replacement windows.
Approved.
- 20/P/01547** **Flat 5**, Ranmore Place, Ranmore Common, Dorking. RH5 6SX
Listed Building Consent for the installation of like for like repl...
Approved.
- 20/P/01576** **Vine Cottage**, The Street, Effingham, Leatherhead. KT24 5LQ
Replacement of existing (unlisted) garage in the grounds of a ...
Refused.
- 20/P/01577** **Vine Cottage**, The Street, Effingham, Leatherhead. KT24 5LQ
Listed building consent for replacement of existing (unlisted) ...
Refused.
- 20/T/00276** **Woodstock**, Orestan Lane, Effingham, Leatherhead. KT24 5SP
T1 (Silver Birch) – reduce crown by 5m in height and by 3m in ...
Approved.
- 20/T/00282** **38 Middle Farm Place**, Effingham, Leatherhead. KT24 5LA
T1 – Acer reduce crown height by 3.6m and spread by 3m leav ...
Approved.

APPENDIX 2**383/20****Crime Figures****(x19)****September 2020**

Barnes Wallis Close	Public order (x1)
Browns Lane	Public order (x2)
Calvert Road	Anti-social behaviour
Champion Down	Anti-social behaviour (x2)
Chester Road	Anti-social behaviour
Crossways	Violence and sexual offences
Dirtham Road	Vehicle crime
Heathway	Anti-social behaviour
Links Way	Violence and sexual offences (x2)
Lower Farm Road	Drugs
Middle Farm Place	Anti-social behaviour
Middle Farm Place	Other theft
Mount Pleasant	Vehicle crime
Norwood Road	Vehicle crime
Salmons Road	Anti-social behaviour
Strathcona Avenue	Violence and sexual offences

APPENDIX 3**Planning Applications****362/20**

There were no OBJECTIONS for planning applications considered.

APPENDIX 4**Payments approved:****375/20**

Standing Orders & Direct Debits Currently In Force
(approved May 2020 161/20)

<u>DATE</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
		STANDING ORDERS		
01.01.2021	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2021	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 Mncc (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

20.11.2020	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
27.12.2020	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.11.2020	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.11.2020	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		DIRECT DEBITS		
28.11.2020	The Phone Co-op	Parish room broadband & phone	0045.70	LGA 1972 s.111
	SES Business Water	PR Water - supply	0000.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
23.11.2020	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>
23.11.2020	Bulb	PR Electricity	0010.00	LGA 1972 s.133 <i>Payments 23rd of month</i>

Previously agreed payments:

	To	Description	£	Authority / Notes
04.11.20	Norbury Park Wood Products	CFGA/CF KGV Playing Fields circuit project	7791.00	Charities Act 2011 s.297 LGA 1972 s.139(1)(b)
31.10.20	Beckley Garden Services (Dobbe)	Burial Ground Maintenance (October 2020)	0215.00	Contract is £225 per calendar month, from March to October, 2 visits per month. Open Spaces Act 1906, s.9 and 10
03.11.20	Dyer & Son	CFGA/CF KGV Playing Fields circuit project	0026.40	Charities Act 2011 s.297 LGA 1972 s.139(1)(b)
11.11.20	Mulberry & Co.	Interim Internal Audit 2020/21	0144.00	n/a

Purchases using pre-charged debit-card:

<u>Date</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Balance</u>	<u>Authority</u>
		Balance brought forward at 24 th September 2020		£0051.06	
31.09.20	Zoom	Video conferencing software	0014.39	0036.67	LGA 1972 s.111
01.10.20	Unity Trust	Credit transfer (198.94)		0235.61	
02.10.20	Apple	Replacement key-board	0129.00	0106.61	LGA 1972 s.111

07.10.20	Royal British Legion	Poppy wreath	0021.98	0084.63	Charities Act 2011 s.297 LGA 1972 s.139(1)(b)
15.10.20	Microsoft	Microsoft 365	0005.99	0078.64	LGA 1972 s.111
22.10.20	Amazon	Envelopes	0006.95	0071.69	LGA 1972 s.111
		Balance as of 26/10/ 20		<u>£0071.69</u>	

Monies received:

Date	From	Description	£	Authority
03.11.20	HMRC	VAT refund	1164.15	n/a
			1,164.15	

APPENDIX 5

Tribute

360/20

It is with great sadness that we have learnt of the death of our past parish council chairman Jessica Page. This has come very shortly after the death of her husband, Tony Page, who died only a few weeks ago.

Jessica was born and brought up locally and was a formidable fighter for Effingham. She was an Effingham Parish Councillor and Guildford Borough Councillor for Effingham Ward, and was Chairman of Effingham Parish Council from 2000 to 2004. Jessica was elected to Tony's Borough Council seat after his retirement in 1995 and served in that role from 1995 to 1999.

One of Jessica's great interests was preserving Effingham Common from development. She, and Tony, fought to have the Common protected from development. She had the prescient belief that the Common was primarily an area for nature and that its use by residents and visitors should be balanced against the needs of wildlife. Jessica's opinion is now in the mainstream and her view was the one adopted when Effingham formed its Neighbourhood Plan, and it was discovered that Effingham Common is an important local wildlife corridor.

Our thoughts and prayers are with Jessica's family and friends at this time.

Tony Page, who died a few weeks ago, was an Effingham Parish Councillor, and Chairman of the Effingham Parish Council from 1968 to 1980. Tony served as the Surrey County Councillor for the Horsley's Division, as a Guildford Rural District Councillor (1966-68) and as Guildford Borough Councillor (1983 -95) for Effingham Ward until he retired from the Borough Council in 1995.

Tony was Mayor of Guildford in 1992-93 and served on the Planning Committee between 1983-84 and 1995 and was Vice-Chairman of that Committee between 1987-88 and 1990-91. He represented the Council as a Governor of Trinity Hospital and also on the Yvonne Arnaud Theatre Trust for a number of years. On 1 October 2003, the Council conferred the title of Honorary Alderman on Tony in recognition of his eminent service rendered to the Council both as a councillor and as past Mayor of the Borough.

APPENDIX 6

366/20

Neighbourhood Plan Review, update from Cllr **Moss**:

Background

Following October EPC meeting a number of preliminary steps have been taken to kick start the review of our Neighbourhood Plan:

- Core group of councilors (PM/IS/LH/AP/KC/JP) met to discuss first steps and the potential approach on the project.
- PM identified the key requirements set out by Locality as:
 - Monitor use of plan policies on an ongoing basis.
 - Identify any policies that require clarification, amendment, updating, elimination or replacement
 - Locality highlight that 3 types of review are possible
 - Minor – corrections and clarifications. These reviews are submitted but no formal consultation or examination is required.
 - Moderate – extensions to policies that are within the spirit of the policy (Dark Skies policy update would be an example) Formal consultation and examination would be required.
 - Substantial – new policies and or site allocations. This would require consultation, examination and a referendum.
- Following the meeting a number of actions were agreed:
 - PM to make contact with DK of GBC to discuss scope and timing. This was completed and feedback from DK is that no immediate review is required (The plan runs to 2030) Ongoing monitoring is desirable. DK also confirmed that we did not need to specifically change the NDP area but could do so in conjunction with East Horsley should we want the Plan to reflect updated boundary changes.
 - LH to make a list of existing decisions on planning and these to be subject to analysis to consider how policies were applied and what learning derived.
 - PM to make contact with EFFRA to discuss cooperation and involvement. VW has indicated support to undertake policy reviews (Environment, Dark Skies and housing mix in particular) EFFRA unlikely to support additional site allocations (EPC unlikely to recommend in any event as a process for considering future sites is already included within delivery principles of the plan.
 - PM to contact JM to seek input on Environment. The Climate Team are very stretched currently but with support from EFFRA we will be able to link into the climate group and consider necessary updates to the Environment policies.
 - KC to consider car parking policies and the impact of recent proposals for tandem parking.

- **Summary of next steps**

- Further meeting in early January to agree group composition on policy working groups which will be put to EPC February meeting.
- Template to be agreed by PRG which can be used to assess all future planning applications of any significance

draft