

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 25th January 2022, 8pm, The Barnes Wallis Hall.

Statement by Cllr Symes (Chair):

*“Those attending will be encouraged to use hand sanitiser and wear a face covering, both of which are available at the meeting room door.
Please respect other attendees’ personal space by socially distancing.”*

Present:

Councillors: **Cornwell, Hackett, Hogger, Moss, Muscat, Palmer, Pindar** (Vice chair), **Roscoe, Symes** (Chairman), **Thorne**.

Also in attendance:

Parish Clerk &
3 local residents

BUSINESS DONE

001/22	Apologies For Absence: No apologies were received.
002/22	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 doesn't comment on planning applications. Cllr Thorne & Moss declared an interest as a parish council-nominated trustee of the Effingham Village Recreation Trust charity, which provides a village hall and public recreation facilities for the residents of Effingham. Cllr Symes declared an interest in planning application 21/P/02408. (The Spinney, Heath View) Cllr Moss declared an interest in planning application 21/P/02558. (11 Leewood Way)

003/22	<p>Minutes:</p> <p>The minutes of the meeting of the - 30th November 2021. (Ordinary Meeting of the Parish Council) were considered, approved & then signed by Cllr Symes. (Chair)</p> <p>The notes from the meeting of the – 11th January 2022 (Parish Discussion Meeting) were considered an accurate record and signed by Cllr Symes (Chair).</p>
004/22	<p>Matters arising from the Minutes not otherwise on the Agenda, along with noting decisions made between Ordinary parish council meetings:</p> <p>The provisional planning application decisions not made during an Ordinary Meeting of the parish council were ratified. (appendix 3)</p> <p>It was agreed to send a correction to GBC planning, regarding an incorrect statement made regarding planning application 21/P/00428, relating to the location and status of a local path.</p> <p>The parish council discussed the previous decision to object to planning application 21/P/02408, and the conclusion was it was still correct to do so.</p>

GOVERNANCE

005/22	<p>Items relating to governance:</p> <p>None.</p>
--------	--

THE FUTURE OF EVRT

006/22	<p><u>The Future of EVRT</u></p> <p><u>EPC / EVRT Liaison Group</u></p> <p>The Terms of Reference for the EPC/EVRT Liaison Group were considered and then agreed. (see appendix 4)</p> <p>Cllrs Hogger, Muscat & Roscoe were appointed as non-trustee parish councillor members of the Liaison Group.</p> <p>Cllr Paula Moss was appointed as the EVRT-nominated Co-Chair and Cllr Hogger was appointed as non-trustee Co-Chair.</p> <p>The Co-Chairs were invited to organise the first meeting of the Group in early February.</p>
--------	---

	<p><u>Funding bid</u></p> <p>A bid from the Board of EVRT for the 4th year of Management Support Funding was considered and then agreed.</p>
--	---

MATTERS RAISED

007/22	<p>MATTERS raised by Effingham organisations and residents</p> <p>A local resident and Vivien White (chair of EFFRA) spoke regarding the first phase of the Surrey Hills boundary review, being carried out by Natural England. After a prolonged debate it was agreed that the parish council would gather the requested evidence and submit it before the 31st of January 2022 dead-line.</p>
---------------	---

PLANNING APPLICATIONS

008/22	<p>The reports from the Planning Review Group & BH Planning Research Group were received.</p> <p><u>The flowing application responses were agreed:</u></p>
21/P/02558 (27 th Jan)	<p>11 Leewood Way, Effingham, Leatherhead. KT24 5JN Part two storey and part single storey side/rear extension. Canopy over front door. Changes to fenestration and rendered finish. No comment</p>
21/P/02646 (7 th Feb)	<p>Chestnut Beech, 255 Guildford Road, Effingham. KT24 5NP Construction of a two storey building to front of the site and a single storey building to the rear of the site comprising 5no x 1 bed flats along with bin store, 5 parking spaces and landscaping following demolition of the existing building. Objection (see appendix 5)</p>
21/P/02610 (4 th Feb)	<p>Ridge Cottage, High Barn Road, Effingham. KT24 5PX Erection of a single storey rear sunroom extension following demolition of existing conservatory. No comment</p>
21/P/02577 (1 st Feb)	<p>Harken, Orestan Lane, Effingham. KT24 5SN Proposed part conversion of garage to habitable accommodation, additional window to side elevation, new flank wall/door and roof to rear conservatory. No comment</p>

009/22	Previous planning applications: To RECEIVE notification of results set out in <u>Appendix 1</u>
010/22 21/P/02644	Late received planning applications: Effingham Golf Club , Guildford Road, Effingham. KT24 5PY Alterations comprising remodelling of existing putting green and surrounding area to create an improved practice facility, the creation of a run-off area from the 18th green, the provision of two new putting greens and associated soft and hard landscaping. Re-agenda.
011/22 20/P/01708	Other Planning Matters: <u>Inspectorate's Ref : APP/Y3615/W/21/3279752</u> TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED) Land at Wisley Airfield, Hatch Lane, Ockham, GU23 6NU Detailed application for engineering operations to form a new roundabout and stub road. An appeal has been lodged against the Council's non-determination of the above application. The Planning Inspectorate has accepted the appeal and it will be dealt with by way of Written Representations.

GENERAL PLANNING MATTERS

012/22	Neighbourhood / Local Plans Reports on the Neighbourhood & Local Plans: Cllrs Cornwell, Roscoe & Symes agreed to prepare a parish council response to the GBC Local Plan Part 2 Consultation (expiry date 18th Feb 2022). The draft response would be agreed by councillor email exchange and delegated authority was given for the submission of the response before February's parish council meeting.
013/22	Berkeley Homes /Howard Of Effingham Updates on the development: Freedom of Information ref – FOI2021/01163 Internal Review ref – IR2022/00007 The result of the Internal Review, following the refused Freedom of Information request, was that Guildford Borough Council provided the following documents to the parish council:

	<p>1) The 2015 Draft Viability Report prepared by Dr Andrew Gollard for Guildford Borough Council (already in public domain)</p> <p>2) A subsequent briefing note prepared by Dr Andrew Gollard (undated)</p> <p>After careful consideration the parish council decided against any further action regarding The Financial Viability Report provided by the applicants for planning application 14/P/02109, at this time.</p> <p>Updates on the Construction Method Statement (CMS) regarding Berkeley Homes construction HGV's accessing the site from Lower Road:</p> <p>Feedback from councillors & residents suggested that the CMS appeared to be working, with the vast majority of construction traffic now accessing the site from Effingham Common Road.</p>
--	---

WORKING GROUPS

014/22	<p>Matters relating to Effingham Village Recreation Trust (EVRT) Trustee Appointments, Conversion to CIO & other Updates. None.</p>
015/22	<p>Finance & General Purposes Working Group: (AP/KC/IS/JS/CT) Reports and recommendations from the Finance & General Purposes Working Group: None.</p>
016/22	<p>Parish Council Website Working Group Updates: None.</p>
017/22	<p>Climate Change Working Group Updates:</p> <p>Cllr Muscat gave the following updates:</p> <p>The Tree Planting project was progressing well, with the installation of trees and whips planned for February 2022. Effingham Village Recreation Trust Trustees were thanked for supporting the project. A Platinum Queens Jubilee celebratory bench project is being considered for one of the new planting areas.</p> <p>The parish council's Carbon Footprint project has now been completed, and a draft results document produced. Cllr Symes thanked Cllr Muscat & Jess Muscat for their work completing this.</p>

	<p>The current platform being used for this project (Carbon Footprint Calculator) was discussed and will be considered for adoption at a future pc meeting. A presentation of the results is planned for the February 22nd parish council meeting.</p> <p>Cllr Pindar confirmed that he would be attending the “A Route Map to Net Zero” event on the 26th of January and would report back at a future pc meeting.</p>
018/22	<p>Transparency Working Group: Updates: None.</p>

TRANSPORT GROUP

019/22	<p>Transport Group: Reports and recommendations from the Transport & Highways Working Group:</p> <p>Cllr Roscoe confirmed that the parish council were carefully monitoring progress on the agreed road table projects and would hopefully be represented at the next Guildford Joint Committee meeting. (Thurs 3rd March 2022 from 7.00pm)</p> <p>Cllr Palmer spoke regarding HGV weight limits on local narrow roads, and the cost implications of Traffic Regulation Orders (TRO’s).</p>
---------------	---

COUNTRYSIDE ACCESS

020/22	<p>Countryside Access matters: Reports from Parish Councillors and any correspondence relating to Countryside matters: None.</p>
---------------	--

SURREY COUNTY COUNCIL – COUNCILLOR CROSS

021/22	<p>Reports & updates from SCC County Councillor Cross: None.</p>
---------------	---

FINANCIAL MATTERS

022/22	<p>Payments: Council payments for the month of January 2022 were acknowledged. (see appendix 6)</p>
---------------	---

023/22	Bank reconciliation: Cllr Thorne confirmed that he had checked and signed off the latest bank reconciliations (December 2021).
024/22	Other Financial matters:
A246	Expenditure for the following projects were agreed: The trimming and shaping of beech trees on the A246 (£350)
Allotments	Resurfacing of the access track and turning area at the parish council allotments. (£630)
Raised planters	Plant out the Shop Parade raised planters in Spring & Autumn and mulch over. (£350)

COMMUNITY AND ENVIRONMENT

025/22	Community Fund: No new grant requests.
026/22	Concurrent Functions Grant Aid (CFGGA) The new Shop Parade notice-boards are due for delivery early February 2022.
027/22	Other Community Matters Reports from Parish Councillors and any correspondence relating to other community or environmental matters. None.

COUNCIL ADMINISTRATIVE MATTERS

028/22	Updates: None.
---------------	--------------------------

REPORTS

029/22	To RECEIVE reports on: <u>Police and community issues</u> - Appendix 2 November 2021 <u>Allotments</u> The commencement of legal action against a local resident that has moved their boundary fence onto parish council allotment land was considered. It was agreed that the parish council's solicitor should be instructed to send a "letter before action" to the resident.
---------------	--

	<p><u>Burial Ground</u> <u>KGV Hall and Fields</u> <u>Home Farm West - Calvert and Chester Roads</u> <u>Effingham Common</u> <u>Parish Room</u> <u>Shop Parade</u></p>
030/22	<p>Other Parish Matters: Reports from Parish Councillors and any correspondence relating to other parish matters: Various village groups alongside the parish council, were confirmed to be working together to arrange events in celebration of the Queens Platinum Jubilee.</p>

CORRESPONDENCE

031/22	<p>Any Other Correspondence: To RECEIVE and CONSIDER any other correspondence</p> <p>As a result of an email received from Cllr Cornwell, the clerk confirmed that he had reported the stretch of A246 pavement covered with debris to the appropriate authority.</p> <p>Correspondence had been received from a local resident regarding HGV's using Dirtham lane, and damaging road verges. The clerk confirmed that he had spoken to transport company involved and that the problem shouldn't occur again in the future.</p> <p>Correspondence had been received from a local resident regarding AONB boundaries. (see 007/22)</p> <p>Cllr Symes spoke regarding the possibility of an additional bus stop in the centre of the village.</p>
---------------	--

NEXT AGENDA

032/22	To NOTE new items of business for the Agenda of the next meeting
	<p>Next meetings: Ordinary Meeting - Tuesday 22nd February 2022 (8.00pm) Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.</p>
	<p>Next Planning Review Group meeting: Tuesday 15th of February 2022. (7.30pm).</p>

APPENDIX 1

Planning Results

009/22

- 19/P/01726 Land at Church Street, Effingham. KT24**
Proposed erection of 17 dwellings including access, parking and landscaping
Appeal dismissed.
- 21/W/00128 Grass verge near King George V Hall, Browns Lane.**
Prior notification under schedule 2, part 16 of the Town and Country Planning (General Permitted)
REFUSED
- 21/P/01981 Fairways, Beech Avenue, Effingham. KT24 5PJ**
Certificate of Lawfulness for proposed development to establish whether an outbuilding would be l.....
APPROVED
- 21/P/01952 Merrivale, Effingham Common Road, Effingham. KT24 5JG**
Single storey rear extension following demolition of existing conservatory.
APPROVED
- 21/P/01776 10 Manor Gardens, Effingham, Leatherhead. KT24 5PF**
Erection of a single-storey rear extension and a two-storey side extension following demolition
REFUSED
- 21/P/01632 Meadview, Mount Pleasant, Effingham, Leatherhead. KT24 5NS**
Proposal for two-storey side extensions to both sides of an existing single storey detached dwelling
APPROVED

APPENDIX 2

November 2021

029/22

Crime Figures

(x 16)

Barnes Wallis Close	Anti-social behaviour (x4)
Barnes Wallis Close	Criminal damage and arson
Beech Avenue	Violence and sexual offences
Browns Lane	Violence and sexual offences
Calvert Road	Violence and sexual offences
Critten Lane	Violence and sexual offences
Near Lower Road	Bicycle theft
Norwood Close	Anti-social behaviour
Norwood Close	Violence and sexual offences
Norwood Road	Possession of weapons
Salmons Road	Anti-social behaviour (x2)
Yew Tree Walk	Violence and sexual offences

APPENDIX 3**004/22**

To **RATIFY** provisional planning application decisions made at January 11th's Parish Discussion Meeting & other planning decisions made between meetings:

21/P/02322	Eliaia , Lower Farm Road, Effingham, Leatherhead, KT24 5JJ Erection of a dwelling house following demolition of existing detached house and integral garage. No Comment
21/P/02324	Land adjacent to Tollgate Lodge , Guildford Road, Effingham, KT24 5QL Outline application to consider means of access for the erection of a detached three-bedroom dwelling. Objection
20/P/01174	<u>Appeal.</u> Land at the entrance to Effingham Place , Effingham Place, Effingham, Guildford, KT24 5JT Erection of black painted, metal, automated vehicle access gates and separate side pedestrian access gate on Effingham Place, set back a minimum of 15 metres from Lower Road. No Comment
21/P/02451	6 Woodlands Road, Bookham, Leatherhead, KT23 4HF Proposed timber carport. Object
21/P/02452	Lye Cottage , Orchard Close, East Horsley, Leatherhead, KT24 5EZ Raising of the roof to provide a first floor with a two storey rear extension, installation of 5 rooflights and alteration to fenestration Request condition
21/P/02362	West Court , Beech Avenue, Effingham, Leatherhead, KT24 5PJ Conversion and extension of detached garage to ancillary self-contained accommodation. Objection
21/P/01589	9 Beech Close , Effingham, Leatherhead, KT24 5PQ Part two storey, part single storey rear extension with internal alterations to existing house, this includes conversion of existing garage into a utility and office. New obscured glass window on the side elevation together with a front extension creating a remodeled porch (amended plans received on 16/09/2021 showing the removal of first floor rear extension and first floor side window, the addition of front and rear dormer windows, front/side/rear roof lights and additional changes) (description amended on 16/09/2021) Further amended plans received on 06/10/21 showing rear roof enlargement/dormer window. First floor side window (obscured

	glazed), and changes to single storey rear extension roof (description amended on 08/10/21) Request condition
21/P/00428	Howard Of Effingham School , Lower Road, Effingham, Leatherhead, KT24 5JR Reserved matters application pursuant to outline permission 14/P/02109 approved on 21/03/2018, to consider appearance, landscaping, layout and scale in respect of the erection of 99 dwellings. Statement
21/P/02485	High Barn Bungalow , High Barn Road, Effingham, Leatherhead, KT24 5PS Erection of stable block with integral haybarn and tractor store following demolition of existing stable block, haybarn and storage No Comment
21/P/02408	The Spinney , Heath View, East Horsley, Leatherhead, KT24 5ED Erection of a five bedroom detached dwelling with associated access, driveway and landscaping following the demolition of the existing house. Objection
21/P/02285	31 Orchard Gardens , Effingham, KT24 5NR Single storey and first floor front extensions No Comment
21/P/02246	Orchard Walls , Beech Ave, Effingham, KT24 5PG Demolition of the existing property and erection of 8 dwellings with a new access provided onto Beech Close. Objection
21/P/01589	9 Beech Close , Effingham. KT24 5PQ Part two storey, part single storey rear extension with internal alterations to No comment
21/P/00428	Howard of Effingham School , Lower Road, Effingham. KT24 5JR Reserved matters application pursuant to outline planning permission 14/P/02109 approved on 23.03.2018 to consider appearance, landscaping, layout & scale in respect of the erection of 99 dwellings Objection

Effingham Parish Council – EPC/EVRT Liaison Group Terms of reference

1. Purpose

- 1.1. The EPC/EVRT Liaison Group ('the Group') is an informal working group proposed by Effingham Parish Council ('EPC') at the Extraordinary Parish Council meeting on 15th November 2021, and formally set up on 25th January 2022.
- 1.2. The purpose of the Group is to encourage and facilitate a good working relationship between parish councillors and the managing trustees of Effingham Village Recreation Trust ('EVRT'). The Group will enable discussion between, and the provision of information to, both EPC and the EVRT Board of Trustees.
- 1.3. The Group does not make decisions on behalf of either EPC or EVRT. All members of the Group should be mindful that under charity law EVRT trustees must act in the best interests of the charity and make their own decisions on charity matters.

2. Membership and Procedures

- 2.1. Membership of the Group shall consist of all the EVRT trustees who wish to attend, together with three non-trustee parish councillors who are appointed by EPC at a parish council meeting.
- 2.2. EVRT trustees who are also parish councillors should be clear that they are attending Group meetings in their role as trustees.
- 2.3. All meetings of the Group will be held in private, either in person or via Zoom, except that parish councillors who are not members of the Group may also attend meetings if they wish.
- 2.4. There shall be two Co-Chairs of the Group: a non-trustee parish councillor nominated by EPC and a trustee nominated by EVRT.
- 2.5. The Co-Chairs shall be appointed by EPC at a parish council meeting, in accordance with the nominations made by EVRT and EPC..
- 2.6. Meeting dates and agendas shall be agreed between the Co-Chairs, and meetings then convened by the Co-Chairs.
- 2.7. If neither Co-Chair is available for a particular Group meeting, members at the meeting shall decide on a chair for that meeting.
- 2.8. At each meeting, a member of the Group will be selected to make a brief Note of the discussions held. This Note will be provided to EPC and to the EVRT Board, after circulation of a draft for the agreement of all Group members.
- 2.9. At the request of either trustee or parish councillor members, discussions on certain items may be treated confidentially and placed in a separate confidential section of the Note.

- 2.10. Once agreed by Group members, the Note shall be published on the EPC and EVRT websites, excluding any confidential section.
- 2.11. The Group shall ordinarily meet quarterly, or more often at the request of a Co-Chair or any two members.

APPENDIX 5

Planning Decisions

008/22

21/P/02646

Objection

Chestnut Beech, 255 Guildford Road, Effingham, Leatherhead, KT24 5NP

Construction of a two-storey building to the front of the site and a single storey building to the rear of the site comprising 5 No. x 1 bed flats along with bin store, 5 car parking spaces and landscaping following demolition of the existing building.

EPC notes that changes have been made to bring the planning application more closely into line with the Neighbourhood and Local Plans, however there are two outstanding points of objection which have not been addressed.

Firstly, over-development.

The rear building continues to look out of character with the area and giving a cramped appearance as its scale dominates the narrow strip of land on which it is proposed to be positioned.

Secondly car parking.

The Effingham Neighbourhood Plan Policy ENP-R1 states that:

“All new developments within the Effingham Plan Area are required to provide parking within its site boundary, or nearby, off the public highway, to meet the expected demand of the development, without requiring the use of public roads as overflow parking. The following minimum parking standards shall apply to all residential developments, including affordable housing:

Studio apartments and one-bedroom units 1 allocated car parking space.With appropriate additional provision in all new developments for visitors (including disabled visitors) and delivery vehicles to park safely off-road for the duration of their visit.”

In this case 5 parking spaces are provided, one for each flat. But there is no provision for visitors, delivery vehicles or disabled visitors. At least 1 extra parking space should be provided for these reasons but preferably two extra parking spaces.

Given the proximity of the junction of Lindens Close with Mount Pleasant, and the closeness of Mount Pleasant to the junction with Guildford Road, ENP-R1 is especially important, and EPC would appreciate even more spaces.

The car parking standards in ENP-R1 reflect the limited parking availability in Effingham and this area of the village is especially short of parking spaces. With this shortage of parking, housing developments such as Chestnut Beech must be self-sufficient in meeting their own parking requirements for residents and visitors.

APPENDIX 6**Payments****022/22****Standing Orders & Direct Debits Currently In Force**
(approved May 4th, 2021, 112/21 & 113/21)

<u>DATE</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
		STANDING ORDERS		
01.01.2022	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2022	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2022	EVRT	Management Support Funding	5500.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
25.01.2022	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
29.03.2022	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.01.2022	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.01.2022	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		DIRECT DEBITS		
28.01.2021	The Phone Co-op	Parish room broadband & phone	0043.80	LGA 1972 s.111
23.01.2022	SES Business Water	PR Water - supply	0001.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
23.01.2022	SES Business Water	Allotment Water - supply	0008.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22nd of the month</i>
07.12.2022	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.01.2022	Bulb	PR Electricity	0075.00	LGA 1972 s.133 <i>Payments 23rd of month</i>

Previously agreed payments:

	To	Description	£	Authority / Notes
19.01.2021	BTS	PR Photocopier charges	0048.60	LGA 1972 s.111
12.01.2021	Surrey Community Action	Payroll services	0018.00	LGA 1972 s.111
12.01.2021	RBS	Accountancy package annual fee	0148.80	LGA 1972 S.111

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 30.12.2021		0046.29	
15.12.21	Microsoft	Office 365	0005.99	0040.30	LGA 1972 s.111
30.01.22	Zoom	Video Conf	0014.39	0025.91	LGA 1972 s.111
		Balance at 30.01.2022		0025.91	

Monies received:

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
21.01.22	Allotment holder	Allotment fee	0050.00	
		Total	0050.00	

Signed (chairman)

Date 22nd February 2022