

# MINUTES OF THE ORDINARY MEETING OF

## Effingham Parish Council

Tuesday 28th February 2023, 8pm, The Barnes Wallis Hall.

**Present:**

Councillors **Cornwell, Hackett, Hogger, Muscat, Palmer, Pindar** (Vice Chair), **Roscoe, Symes** (Chair) & **Thorne**.

**Also in attendance:** Four local residents

### BUSINESS DONE

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| <b>059/23</b> | <b>Apologies For Absence:</b><br><br>Councillor <b>Moss</b> , SCC Councillor Cross & Jon Short, Parish Clerk.   |
| <b>060/23</b> | <b>Review of the Register Of Interests &amp; Other Interests Affecting this Agenda:</b><br><br><u>Statement read by Cllr Symes:</u><br><br>Effingham Parish Council as sole trustee of Effingham Village Recreation Trust, EVRT, the charity that manages the KGV Hall and Fields, acts as a corporate body, and holds meetings of the Trustee separately from meetings of the Council. Individual councillors are not individual trustees. Individual councillors, therefore, do not have disclosable pecuniary interests or other interests to declare in relation to the EVRT charity at meetings of the Council.<br><br>Cllr <b>Hogger</b> declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications.<br><br>Cllr <b>Hackett</b> declared an interest as a director of Roundabout Facilities CIC (RFC), publisher of the Roundabout Effingham. |
| <b>061/23</b> | <b>Minutes:</b><br>The Minutes of the previous meeting of - <b>January 31st of 2023 (Ordinary meeting)</b> were considered, approved and then signed by Cllr <b>Symes</b> (Chair).  |

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| 062/23 | <p><b>Matters arising from the Minutes not otherwise on the Agenda, along with noting decisions made between parish council meetings:</b></p> <p>The response to GBC regarding the Queen Stage ACV that had been agreed by Councillor email exchange, was ratified. GBC had requested that EPC seek agreement with the Queen Stage on the way forward. Cllrs <b>Muscat, Pindar &amp; Symes</b> would seek a meeting with the Queen Stage.</p> <p style="text-align: right;">(See Jan 10<sup>th</sup> minute 028/23)</p> |
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## GOVERNANCE

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| 063/23 | <p><b>Items relating to governance:</b></p> <p>None</p> |
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## MATTERS RAISED

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| 064/23 | <p><b>MATTERS raised by Effingham organisations and residents:</b></p> <p>A resident congratulated EPC on the Annual Report but was concerned about the cost of supporting EVRT, complaining that the village had lost Village Days and the EPFA bar. In reply it was noted that EVRT was working hard on future improvements to KGV facilities for residents.</p> <p>Another resident complained about the advice he had received from GBC on his planning application, which he considered to be erroneous. (22/P/02158).</p> <p>Cllr Hogger offered to follow this up with the planning officer concerned and suggested the resident emailed GBC with the details and copied her in.<br/>(See EPC decision on the application 65/23 below)</p> <p>The same resident also raised concerns about the failure of transport to follow the 7.5 ton limit on The Street, noting that his railings had been damaged. It was reported that SCC Cllr Cross had that day emailed EPC offering a meeting with the new SCC Highways Officer (10th, 13th or 15th March). The resident would supply a library of photos of large vehicles illegally driving through The Street. Although a police matter, this would be taken up with the Highways Officer.</p> |
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## PLANNING APPLICATIONS

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| <p><b>065/23</b></p> <p><b>22/P/02136</b></p> <p><b>23/P/00136</b></p> <p><b>23/P/00033</b></p> <p><b>22/P/02125</b></p> <p><b>22/P/02158</b></p> | <p><b>Responses to Guildford Borough Council on planning applications received, as of Tuesday 21.02.2022:</b></p> <p><b>Three Acre Barn</b>, Guildford Road, Effingham. KT24 5QQ<br/>Outline application to consider access, appearance, layout and scale for proposed residential dwelling.<br/><b>Objection</b> <span style="float: right;"><b>Appendix 3</b></span></p> <p><b>Orchard Walls</b>, Beech Avenue, Effingham. KT24 5PG<br/>Variation to condition 2 (drawing numbers) of planning permission 21/P/02246 approved 05/08/2022 to revise the position of the garages to plot 3.<br/><b>Objection</b> <span style="float: right;"><b>Appendix 3</b></span></p> <p><b>Hillside Farm</b>, Salmons Road, Effingham. KT24 5QH<br/>Proposed single storey side extension following the demolition of existing single garage and side extension. Proposed front extension.<br/><b>No comment</b></p> <p><b>25 Orchard Gardens</b>, Effingham. KT24 5NR<br/>Proposed single storey front extension and open porch canopy.<br/><b>No comment</b></p> <p><b>Vine Cottage</b>, The Street, Effingham. KT24 5LQ<br/>Listed building consent for the replacement of an existing window installed circa 1968 with an effectively identical window of timber frame, colour and pane size.<br/><b>No comment</b></p> |
| <p><b>066/23</b></p>  | <p><b>Previous planning applications:</b></p> <p>Notification of results set out in <b><u>Appendix 1</u></b></p>   |
| <p><b>067/23</b></p>  | <p><b>Responses to Guildford Borough Council on any late received planning applications:</b></p> <p>None</p>   |
| <p><b>068/23</b></p>  | <p><b>Other Planning Matters:</b></p> <p><b><u>January 2023 Enforcement cases:</u></b><br/>Enforcement Cases Closed x1<br/>Current Enforcement Cases x13<br/>(5 x medium priority &amp; 8 low priority cases)<br/><b>Noted</b></p>   |

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|  | <p><b><u>Effingham Conservation Area:</u></b></p> <p>It was noted that the Guildford Borough Council conservation area appraisal was not progressing.</p> |
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## GENERAL PLANNING MATTERS

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| <b>069/23</b> | <p><b>Neighbourhood / Local Plans</b></p> <p>Reports on the Neighbourhood &amp; Local Plans:<br/><b>None</b></p>   |
| <b>070/23</b> | <p><b>Berkeley Homes /Howard Of Effingham</b></p> <p><u>Updates on the development:</u></p> <p>SCC Cllr Cross had emailed stating that the question to SCC Education department about why they had supported the expansion of The Howard School would be tabled at the SCC Council meeting in March. Cllr Hogger to circulate the email to Cllrs.</p> <p>It was also reported by a resident that the reply to an FoI request to the Department for Education had stated that the Howard of Effingham School had not submitted a business case to expand the school as is required.</p> <p><u>Updates from the Appeal Task Group:</u></p> <p><b>None.</b></p> |

## WORKING GROUPS

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| <b>071/23</b> | <p><b>Finance &amp; General Purposes Working Group (F&amp;GP):<br/>(AP/KC/IS/JS/CT)</b></p> <p>Reports and recommendations from the Finance &amp; General Purposes Working Group:<br/><b>None</b></p>   |
| <b>072/23</b> | <p><b>Parish Council Website Working Group</b></p> <p>Updates: The Clerk was now updating the website</p>   |
| <b>073/23</b> | <p><b>Climate Change Working Group</b></p> <p>Updates: Cllr Muscat reported on the success in reducing the EPC carbon footprint and proposed actions to maintain and reduce it further. There were mixed views on the best path to take. It was agreed to take option (a) on the report prepared by Cllr Muscat and</p> |

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|               | <p>pay £21.64 to Global Portfolio as a one-off payment to offset the CO2e generated by the parish council for 2021/22.</p> <p>It was discussed that EPC would look for a local solution to offsetting its Carbon Footprint in future years.</p> <p>The parish council have taken advice on the “20 is plenty” campaign and found that it is far from straightforward to reduce speed limits on Effingham Streets. It was agreed that we were not yet ready to take forward.</p> |
| <b>074/23</b> | <p><b>Transparency Working Group:</b></p> <p>Updates: None</p>  |

### **TRANSPORT GROUP**

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| <b>075/23</b> | <p><b>Transport Group:</b><br/>Reports and recommendations from the Transport &amp; Highways Working Group:</p> <p>SCC Cllr Cross confirmed that the delay in the Road Table Project was being investigated by his colleague Soe Hein. (PDP Traffic Engineer)</p> <p>The letter received from SCC, regarding the reduction of speed limits on local roads (dated 6<sup>th</sup> Feb) was considered. The letter confirmed current speed limits.</p> <p>Parking at the Effingham shops at weekends had been raised by a resident with a suggestion that parking times outside the shops should be limited to e.g. one hour. This had been considered in the past and not taken forward as such a move would result in further issues.</p> |
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### **COUNTRYSIDE ACCESS**

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| <b>076/23</b> | <p><b>Countryside Access matters:</b></p> <p>Reports from Parish Councillors and any correspondence relating to Countryside matters:<br/>It was noted that next edition of Roundabout Effingham was planned for March.</p> |
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## SURREY COUNTY COUNCIL – COUNCILLOR CROSS

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| <p><b>077/23</b></p> <p><b>(EVRT)</b></p> | <p><b>Reports &amp; updates from SCC County Councillor Cross:</b><br/>See:<br/>070/23 Howard School/Berkeley Homes<br/>075/23 Road tables</p> <p>Funding for an EVRT Man Shed Project is now with Cllr Moss to initiate with Cllr Cross ready to add his support to ensure its progress at Surrey County Council .</p> |
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## FINANCIAL MATTERS

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| <p><b>078/23</b></p> | <p><b>Payments:</b><br/>Council payments for the month of February 2023 were acknowledged. <b>Appendix 4</b></p>  |
| <p><b>079/23</b></p> | <p><b>Bank reconciliation:</b><br/>The December 2022 bank reconciliation was confirmed as checked and signed by Cllr Thorne. In Cllr Moss’s absence Cllr Thorne took the January 2023 bank reconciliation to review.</p>  |
| <p><b>080/23</b></p> | <p><b>Other Financial matters:</b><br/>Reports or correspondence relating to other finance matters:<br/>It was reported that EPC had received a donation of £5000 to support the second opinion for the BH appeal. The donor had agreed that the balance could remain for any additional costs.</p> |

## COMMUNITY AND ENVIRONMENT

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| <p><b>081/23</b></p>                              | <p><b>Community Fund:</b><br/><br/>A grant request from Age UK Surrey was considered and it was agreed to send them the community fund rules, explaining that under the terms for the fund requests should be specific and for the benefit of Effingham residents.</p>                                       |
| <p><b>082/23</b></p>                              | <p><b>Concurrent Functions Grant Aid (CFGGA)</b><br/>Updates:<br/>The EPC application had been approved but not yet confirmed.</p>   |
| <p><b>083/23</b></p> <p><b><u>Housing</u></b></p> | <p><b>Other Community Matters</b><br/><br/>Reports from Parish Councillors and any correspondence relating to other community or environmental matters:</p> <p>Cllr Roscoe reported that she had been working on behalf of a local family who lives in a Clarion property that has serious and extensive</p> |

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|  | <p>damp and mould problems. The family from Bookham in Surrey had repeatedly asked Clarion to make the necessary repairs since first reporting the problem in December 2022.</p> <p>She went on to report that – “such is the extent of the mould, that one of the children's bedrooms had to be sealed off, rendering the property unfit for occupation, given the circumstances, Clarion appeared to be in breach of its repairing obligations under section 11 of the Landlord and Tenant Act 1985, which imposes statutory minimum obligations to ensure that homes are structurally safe and that faults are repaired within a reasonable period of time”.</p> <p>She was pleased to report that following her intervention, Clarion agreed to act swiftly to make the necessary repairs, which are now underway and she is in discussions with Clarion about what appear to be wider and more systematic issues with its properties.<br/>Updates to follow.</p> <p>Cllr Hogger commented that Mount Green Housing Association who own affordable housing in Effingham had been very helpful and responsive when she had raised problems with them, and it was disappointing that Clarion were not similarly helpful.</p> |
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## REPORTS

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| <p><b>084/23</b></p> | <p>To <b>RECEIVE</b> reports on:</p> <p><b><u>Police and community issues</u></b> - Appendix 2</p> <p><b><u>Allotments</u></b><br/>Cllr Pindar noted that the water should be turned on in March.</p> <p><b><u>Burial Ground</u></b></p> <p><b><u>KGV Hall and Fields</u></b></p> <p><b><u>Home Farm West - Calvert and Chester Roads</u></b></p> <p><b><u>Effingham Common</u></b></p> <p><b><u>Parish Room</u></b></p> <p><b><u>Shop Parade</u></b></p> |
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| <b>085/23</b> | <p><b>Other Parish Matters:</b></p> <p>Reports from Parish Councillors and any correspondence relating to other parish matters:</p> <p>The Chairman was actioned to write to the Chief Constable following a number of complaints about antisocial behaviour in several parts of the village.</p> |
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**CORRESPONDENCE**

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| <b>086/23</b> | <p><b>Any Other Correspondence:</b></p> <p>None</p> |
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**NEXT AGENDA**

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| <b>087/23</b> | <p>New items of business for the Agenda of the next meeting:</p> <p>None recorded</p>  |
|               | <p><b>Next meetings:</b> (8.00 pm start unless otherwise stated)</p> <p>Ordinary Meeting of the Parish Council– <b>Tuesday 28th March 2023</b></p> <p>Venue – KGV Hall &amp; Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.</p> |
|               | <p>Next Planning Review Group meeting:</p> <p><b>Tuesday 21st of March 2023</b> (7.30pm).</p>  |

**Signed .....**

**Date .....**



**APPENDIX 1**

**Planning Results**

**066/23**

**Feb 2023**

- 22/P/01370** **Pinewood**, Guildford Road, Effingham. KT24 5QF  
Proposed single storey rear extension, following demolition of existing conservatory and part retrospective erection of detached single storey garage.  
**Refused.**
- 22/P/01396** **Lower Farm**, Effingham Common Road, Effingham. KT24 5JG  
Erection of agricultural barn with new access and drive.  
**Refused.**
- 22/P/01546** **Low Rigg**, Lower Farm Road, Effingham. KT24 5JL  
Certificate of lawfulness for existing development to confirm works were commenced on application 06/P/00354 (approved 23.03.2006) within the required time period and therefore remain Extant.  
**Approved.**

**APPENDIX 2**

**Crime figures**

**084/23**

**December 2022** (x13)

|                   |                                   |
|-------------------|-----------------------------------|
| Nr Beech Avenue   | Burglary                          |
| Nr Beech Avenue   | Public order                      |
| Calvert Road      | Vehicle crime                     |
| Dirtham Lane      | Public order                      |
| Effingham Place   | Public order                      |
| Leewood Way       | Public order                      |
| Middle Farm Place | Violence and sexual offences (x2) |
| Norwood Road      | Violence and sexual offences (x5) |

**22/P/02136**    **Three Acre Barn**, Guildford Road, Effingham. KT24 5QQ  
Outline application to consider access, appearance, layout and scale for proposed residential dwelling.

Effingham Parish Council (EPC) **OBJECTS** to the planning application.

Please note that the applicant appears to have started the development before the planning application has been agreed and before planning permission has been granted. This is a clear breach of planning rules.

EPC also notes the results of the Appeal Ref 18/P/00209/Appeal; Ref 19/P/01247 for the conversion of the original barn into habitable accommodation.

The appeal was dismissed with the Planning Inspector writing:

*“I give little or limited weight to each of the considerations cited in support of the proposal by the appellant. I conclude that, taken together, the substantial weight to be given to Green Belt harm and the harm caused to the character and appearance of the area, is not clearly outweighed by the other considerations, sufficient to amount to very special circumstances necessary to justify the development. The proposal would therefore be contrary to Policy P2 of the GBLP and Chapter 13 of the Framework. Therefore for the reasons given above I conclude that the appeal should be dismissed.*

In relation to the lawful use of the previous occupation the inspector said:

*The main parties are agreed that the lawfulness of the previous residential use was not formally established and that the residential use has ceased”.*

EPC’s reasons for objection are:

1. This proposed development is the erection of a new building in the Green Belt which by definition harms and reduces the openness of the Green Belt. No special circumstances are submitted that would out-weigh the harm to the Green Belt from the proposed development. Therefore the proposed development is in conflict with Policy ENP-G1 of the Neighbourhood Plan, Policy P2 of the Local Plan, and Para 149 of the Framework.
2. The proposed development would have a harmful impact on the character and appearance of the local area and be in conflict with Policy ENP-G2 of the Neighbourhood Plan.
3. The proposed development has the potential to impact and harm protected trees which add to the character of the area and to harm the overall visual amenity of the area. This is in conflict with ENP-G2 of the Neighbourhood Plan and saved Policy NE5 of the LP 2003.
4. The location of the proposed development is in an area where there is starting to be ribbon development between the neighbouring villages of Effingham and East Horsley on the north side of the A246. This proposal if allowed will

increase the ribbon effect and sprawl and contribute to the closing of the gap between the two villages.

5. GBC, with the Local Plan, can demonstrate a five-year housing land supply, and EPC can demonstrate over 425 dwelling that have already been build or have planning permission during the current Neighbourhood Plan period. Effingham does not need an extra dwelling in its Green Belt which cannot demonstrate the very special circumstances that are required.

For these reasons EPC opposes this planning application.

The parish council also notes that there are un-resolved Enforcement Cases being investigated by Guildford Borough Council at this site relating to alleged building and material change planning infringements.

**23/P/00136 Orchard Walls**, Beech Avenue, Effingham. KT24 5PG  
Variation to condition 2 (drawing numbers) of planning permission 21/P/02246 approved 05/08/2022 to revise the position of the garages to plot 3.

### **Objection**

Variation of condition 2 (drawing numbers) of planning permission 21/P/02246 approved 05/08/2022 to revise the position of the garages to plot.

Effingham Parish Council (EPC) is very concerned about the loss of two visitor spaces caused by this variation of condition. This development needs to be self-sufficient with enough parking spaces for residents and visitors so that parking does not routinely spread out on to Beech Close or Beech Avenue.

EPC feels that the loss of these parking spaces is so serious that we need to

**OBJECT** to this application.

**APPENDIX 4      Financial Matters – Payments (Feb)****049/23****Standing Orders & Direct Debits Currently In Force**  
(approved May 31st, 2022, 148/22)

| <b><u>DATE</u></b> | <b><u>To</u></b>                 | <b><u>Description</u></b>                   | <b><u>£</u></b> | <b><u>Authority</u></b>   |
|--------------------|----------------------------------|---|-----------------|---|
|                    |                                  | <b>STANDING ORDERS</b>                      |                 |   |
| 31.02.2023         | advansys                         | Website hosting and support (monthly)       | 0090.00         | LGA 1972 s.111  |
| 01.04.2023         | EVRT                             | EVRT Funding Agreement (paid quarterly)     | 15000.00        | The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023                  |
| 29.03.2023         | HMRC                             | Clerk TAX/NI (Quarterly)                    | xxxxxx          | LGA 1972 s.112  |
| 25.01.2023         | Jon Short                        | Clerk Salary (Monthly)                      | xxxxxx          | LGA 1972 s.112  |
| 20.01.2023         | The Surrey Pension Fund          | Clerk / Employer Pension Payments (Monthly) | xxxxxx          | LGA 1972 s.112  |
|                    |                                  | <b>DIRECT DEBITS</b>                        |                 |   |
| 28.02.2023         | 1&1 Ionos Ltd                    | pc emails                                   | 0008.40         | LGA 1972 s.111  |
| 26.02.2023         | 1&1 Ionos Ltd                    | pc emails                                   | 0030.00         | LGA 1972 s.111  |
| 26.02.2023         | 1&1 Ionos Ltd                    | pc emails                                   | 0030.00         | LGA 1972 s.111  |
| 23.02.2023         | Octopus Energy (Bulb)            | PR Electricity                              | 0198.43         | LGA 1972 s.133 Payments 23 <sup>rd</sup> of month   |
| 08.12.2023         | Information Commissioners Office | Data protection registration                | 0035.00         | LGA 1972 s.111<br><i>Payments to be taken annually on the 8th December</i>                                      |
| 24.02.2023         | SES Business Water               | PR Water - supply                           | 0010.00         | LGA 1972 s.133<br><i>Payments to be taken on 22<sup>nd</sup> of the month</i>                                   |
| 23.02.2023         | SES Business Water               | Allotment Water - supply                    | 0048.00         | Small Holdings & Allotment Act 1908, ss.23, 25 & 42<br><i>Payments to be taken 22<sup>nd</sup> of the month</i> |
| 28.02.2023         | The Phone Co-op                  | Parish room broadband & phone               | 0043.82         | LGA 1972 s.111  |

**Previously agreed payments:**

|                 | <u>To</u>        | <u>Description</u>   | <u>£</u> | <u>Authority / Notes</u> |
|-----------------|------------------|----------------------|----------|--------------------------|
| <b>February</b> |                  |                      |          |                          |
|                 |                  |                      |          |                          |
| 10.02.2023      | Cllr Moss        | Expenses – BH Appeal | 0081.80  | LGA 1972 s.111           |
| 10.02.2023      | Surrey Hills Soc | Membership           | 0030.00  | 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 <b>17.01.2023</b> |          | <b>0160.50</b> |                  |
|             |                          |   |          |                |                  |
| 17.02.23    |                          | Top up                                    | 0250.00  | 0410.50        |                  |
| 24.01.23    | Amazon                   | Utility keys                              | 0005.44  | 0405.06        | LGA 1972 s.111   |
| 31.01.23    | Zoom                     | Video Conf                                | 0014.39  | 0394.67        | LGA 1972 s.111   |
| 01.02.23    | Amazon                   | Loo rolls, toilet brush & glass cleaner   | 0046.48  | 0344.19        | LGA 1972 s.111   |
| 14.02.23    | Amazon                   | C5 Envelopes                              | 0008.99  | 0335.20        | LGA 1972 s.111   |
| 16.02.23    | Microsoft                | Office 365                                | 0005.99  | 0329.21        | LGA 1972 s.111   |
| 16.02.23    | The Shop at Strood Green | Postal stamps                             | 0050.40  | 0278.81        | LGA 1972 s.111   |
|             |                          |   |          |                |                  |
|             |                          | <b>Balance at 17.02.2023</b>              |          | <b>0278.81</b> |                  |
|             |                          |   |          |                |                  |

**Monies received:**

| <u>Date</u> | <u>From</u> | <u>Description</u> | <u>£</u> | <u>Authority</u> |
|-------------|-------------|--------------------|----------|------------------|
|             |             |                    |          |                  |
| 12.01.2023  |             | Gift               | 5000.00  | LGA 1972, s.139  |
|             |             |                    |          |                  |
|             |             |                    |          |                  |
|             |             | <b>Total</b>       |          |                  |

**Total expenditure for 2022/23 on LGA 1972 s.137 = £88.51 (excl vat)**

**Section s.137 limits - £8.82 (2022/23) & £9.93 (2023/24) per elector.**