



Effingham Parish Council



To all Councillors

Publication date: 25th May 2022

**I HEREBY GIVE YOU NOTICE
that The Annual Meeting of Effingham Parish Council will be held
on Tuesday May 16th, 2023, at 8pm, at**

**KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham.
KT24 5ND.**

**All members of the Council are hereby summoned for the purpose of considering
and resolving upon the business to be transacted at the meeting, as set out
hereunder.**

Members of the public are welcome to attend and observe. At the Chairman's discretion they may be invited to speak during any item. Additionally, at the beginning of the meeting under 'Matters raised by Effingham organisations and residents', members of the public may address the Parish Council for up to two minutes each on matters within the Parish Council's scope. **(168/23)**
To do this, please give details to the Clerk as below, **BEFORE THE MEETING.**

Jon Short, Clerk and Responsible Financial Officer

BUSINESS TO BE DONE

146/23	To ELECT the chairman for the forthcoming year.
147/23	To ELECT the vice-chairman for the forthcoming year.
148/23	SIGNING of the declaration of acceptance of office. (2023/24) All Councillors to sign. To CONSIDER & AGREE that Cllr Pindar should be permitted to sign his "Declaration of Acceptance of Office" document at the June 27 th Ordinary parish council meeting. (LGA 1972, s83(4)).
149/23	To RECEIVE Apologies For Absence:
150/23	To REVIEW The Register Of Interests & Other Interests Affecting this Agenda:

151/23	To CONFIRM The Minutes of the previous meeting of April 25th, 2023 (Ordinary Meeting of the Parish Council).
152/23	<p>To CONSIDER any matters arising from the Minutes not otherwise on the Agenda, along with noting decisions made between parish council meetings:</p> <p>To RATIFY decisions made between meetings, if any:</p> <p>To RATIFY the planning objections agreed by councillor email exchange, relating to planning applications: 22/P/01175 former Wisley Airfield & 23/P/00417 Land adjacent to Ockham Lane (Appendix 5)</p> <p>To RATIFY the revised Terms of Reference for the Planning Research Group. (agreed by councillor email exchange)</p>

GOVERNANCE

153/23	<p>Items relating to governance:</p> <p>To APPROVE the Annual Governance Statement 2021/22. Chairman and Clerk RFO to sign. (clerk notes)</p>
154/23	<p>To APPROVE the Accounting Statement 2021/22. Chairman and Clerk RFO to sign. (clerk notes)</p>

155/23	<p>To RECEIVE and CONSIDER items relating to governance:</p> <p>To REVIEW the parish council's:</p> <ol style="list-style-type: none"> 1) Standing Orders 2) Financial Regulations & 3) Code of Conduct <p>To also REVIEW 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
---------------	---

	<p>12) Dealings with Members of the Public 13) Website & Electronic Communication 14) Co-option 15) Risk Management</p> <p>To REVIEW the parish council's Terms of Reference for the Planning Research Group & the Finance & General Purposed WG.</p>
--	---

156/23	To CONFIRM meeting dates for future parish council meetings:
<u>2023</u>	<p>June 27th (Ordinary Meeting) July 25th (Ordinary Meeting) August 29th (Ordinary Meeting) September 26th (Ordinary Meeting) October 31st (Ordinary Meeting) November 28th (Ordinary Meeting) December – no meeting</p>
<u>2024</u>	<p>January 9th (Ordinary Meeting) January 30th (Ordinary Meeting) February 27th (Ordinary Meeting) March 26th (Ordinary Meeting) April 9th (<u>Annual Meeting of the parish of Effingham</u>) April 30th (Ordinary Meeting) May 28th (<u>Annual meeting of Effingham Parish Council</u>)</p>

157/23	<p>To REVIEW Parish Council Auditors.</p> <p><u>Auditors:</u></p> <p>External Auditor (allocated) - PKF Littlejohn (to note) Internal Auditor - Mulberry & Company</p> <p>To AGREE to appoint Mulberry & Company as Internal Auditor for 2023/24</p>
---------------	--

158/23	<p>To REVIEW and AGREE Parish Council banking providers & signatories:</p> <p>Parish Council Current Account provider - Unity Trust Bank Parish Council Savings Account provider - Unity Trust Bank</p> <p><u>other -</u> Parish Council pre-charged Debit Card provider – Tesco / Royal Bank of Scotland (Clubcard Pay +)</p>
---------------	--

	To APPOINT councillors as signatories to the parish council's Unity Trust current & savings bank accounts.
159/23	To REVIEW the rates charged by the parish council for: 1) Allotment Plots fees & 2) Burial Ground fees Finance & General Purpose Working Group to review these fees and make recommendations to full council.
160/23	Parish Council Insurance provider – (to note) Broker BHIB Councils Insurance Insurer Aviva Insurance Ltd (3 year agreement from 01.04.2022 to 31.03.2025)
161/23	To REVIEW and AGREE for 2022/23: <u>Service contracts and suppliers of utilities:</u> Parish Council Burial Ground maintenance – James Dobbe Parish Council Allotment maintenance – James Dobbe Parish Council domain provider - HCI Data (effinghamparishcouncil.gov.uk) Parish Council email provider – Ionos / Microsoft365 Parish Council email support – HMS Training Parish room phone/broadband provider - Phone Coop Parish room photocopier contract – BTS Courtyard security – Cornwell Parish room fire equipment – ADT Electricity provider to parish room – Octopus (Bulb) Clean/Wastewater provider to parish room / allotments - SES B.W Payroll services – Surrey Community Action

	Finance & General Purpose Working Group to review these contracts and providers and make recommendation to full council.
--	---

162/23	<p>To REVIEW and AGREE for 2023/24:</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 SPFA – Surrey Playing Fields Association SHS – Surrey Hills Society GEF – Guildford Environmental Forum ICO – Information Commissioners Office (to note)</p>
---------------	--

163/23	<p>To APPOINT representatives to liaise with outside organisations:</p> <p>Surrey Association of Local Councils (SALC) (Voting representative)</p> <p>Henry Smith Charity</p> <p>Surrey Police</p> <p>Friends of Effingham Common</p> <p>Surrey Community Action</p> <p>Protection of Home Farm Estate</p> <p>Open Spaces Society</p>
All cllrs	<p>Howard of Effingham</p> <p>Youth & Community initiatives</p> <p>Guildford Borough Council Corporate Governance and Audit Committee.</p>

164/23	<p>To APPOINT members of advisory groups:</p> <p>Planning – (currently all councillors)</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 <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 <p>Finance & General Purpose Working Group to review parish council risk on an annual basis and make recommendations to full council. (December 23)</p> <p><u>Web Master IT support -</u></p> <p>Currently – Advansys / HMS Training</p> <p><u>Allotment Management -</u></p> <p>Currently - Philip Vallis.</p> <p><u>Countryside Access –</u></p> <p>Currently councillor Hackett</p>
--	--

<p>165/23</p>	<p>To REVIEW and AGREE for 2023/24:</p> <p><u>Financial Arrangements:</u></p> <p>To continue to pay the following by standing order:</p> <p>Effingham Village Recreation Trust – EVRT Funding</p> <p>James Dobbe - Parish Council Burial Ground & Allotment 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>
----------------------	--

	<p>To continue to pay the following by direct debit:</p> <p>The Phone Co-op - Parish Room broadband & phone payments</p> <p>SES Business Water - Parish Room & Allotment water supply payments.</p> <p>SES Water – Wastewater provision to parish room and allotments</p> <p>Information Commissioners Office - Data protection registration payments.</p> <p>Bulb Energy – Parish Room electricity provider</p>
--	--

166/23	<p>To REVIEW and AGREE for 2023/24:</p> <p><u>Working Groups memberships:</u></p> <p>Finance and General Purposes Climate Change (all councillors) Berkeley Homes/Howard of Effingham Development Planning Review (all councillors) Transport Councillor Co-option</p>
---------------	--

167/23	To REVIEW progress on projects in hand, and future plans:
---------------	--

168/23	<p>MATTERS raised by Effingham organisations and residents. (UP TO 15 MINUTES)</p> <p>Effingham organisations and residents can ask the Chairman and Councillors for updates of particular items, or explain matters of concern within the Parish Council's scope. Councillors may deal with matters or questions straightaway or follow up by letter or email after the meeting.</p>
---------------	---

PLANNING APPLICATIONS

169/23	<p>To RECEIVE reports from the Planning Review Group & BH Planning Research Group.</p> <p>To CONSIDER responses to Guildford Borough Council on planning applications, as of Tuesday 09.05.2023</p>
---------------	---

23/P/00596 (23 rd May)	7 Lindens Close , Effingham, Leatherhead. KT24 5NZ Erection of garage and store following demolition of existing garage.
23/P/00500 (26 th May)	Little Vineries , Lower Road, Effingham. KT24 5JP Erection of two-storey house following demolition of existing chalet bungalow and garage.
170/23	Previous planning applications: To RECEIVE notification of results set out in <u>Appendix 1</u>
171/23	To CONSIDER responses to Guildford Borough Council on any late received planning applications: (clerk notes/late items)
172/23	Other Planning Matters: Enforcement cases: (April 2023) Enforcement cases closed 2. Current enforcement cases 17 of which 12 are classified low priority & 5 are classified medium priority. The oldest case is dated 28.11.2012 the latest 17.04.2023. (clerk notes) To CONSIDER new information, regarding a local Dog Boarding Business and planning application 21/P/01849. (clerk notes)

GENERAL PLANNING MATTERS

173/23	Neighbourhood / Local Plans To RECEIVE reports on the Neighbourhood & Local Plans: To CONSIDER if a review of Effingham's Neighbourhood Plan might be necessary during the new council year.
---------------	---

WORKING GROUPS

174/23	Finance & General Purposes Working Group (F&GP): (AP/KC/IS/JS/CT) To RECEIVE and CONSIDER any reports and recommendations from the Finance & General Purposes Working Group:
175/23	Climate Change Working Group To RECEIVE updates:
176/23	Transport Group: To RECEIVE and CONSIDER reports and recommendations from the Transport & Highways Working Group.

177/23	Berkeley Homes /Howard Of Effingham Working Group To RECEIVE and CONSIDER any updates on the development:
178/23	Parish Councillor Co-Option Working Group To RECEIVE updates:

COUNTRYSIDE ACCESS

179/23	Countryside Access matters: To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to Countryside matters:
---------------	---

SURREY COUNTY COUNCIL – COUNCILLOR CROSS

180/23	To RECEIVE reports & updates from SCC County Councillor Cross
---------------	--

FINANCIAL MATTERS

181/23	To ACKNOWLEDGE council payments for the month of May 2023 (up to 11 th of May) (clerk notes/late items)																																				
182/23	Bank reconciliation: To CONFIRM that the latest bank reconciliations (April 2023) have been checked and signed by Cllr Thorne .																																				
183/23	<p>Other Financial matters: To RECEIVE and CONSIDER any reports or correspondence relating to other finance matters:</p> <p>To RECEIVE the clerks end of year analysis of pc finances. (clerk notes)</p> <p>To AGREE to carry over Ear Mark Reserve end of year balances, into the new financial year :</p> <table border="1"> <thead> <tr> <th><u>EMR code</u></th> <th><u>Year-end figure</u></th> <th></th> <th><u>Year-start figure</u></th> </tr> </thead> <tbody> <tr> <td>320</td> <td>Community Fund £13,742</td> <td>(+ budget £3,000)</td> <td>£16,742</td> </tr> <tr> <td>321</td> <td>Elections £02,420</td> <td></td> <td>£02,420</td> </tr> <tr> <td>323</td> <td>Office equipment £01,708</td> <td>(+budget £0,200)</td> <td>£01,908</td> </tr> <tr> <td>332</td> <td>Village Plan £01,662</td> <td></td> <td>£01,662</td> </tr> <tr> <td>334</td> <td>Spruce up / Trees £04,763</td> <td></td> <td>£04,763</td> </tr> <tr> <td>335</td> <td>Legal Conting. £00,000</td> <td>(+budget £5,000)</td> <td>£05,000</td> </tr> <tr> <td>338</td> <td>Climate Change £01,284</td> <td>(+ budget £0,200)</td> <td>£01,484</td> </tr> <tr> <td></td> <td>Balance £25,579</td> <td></td> <td></td> </tr> </tbody> </table>	<u>EMR code</u>	<u>Year-end figure</u>		<u>Year-start figure</u>	320	Community Fund £13,742	(+ budget £3,000)	£16,742	321	Elections £02,420		£02,420	323	Office equipment £01,708	(+budget £0,200)	£01,908	332	Village Plan £01,662		£01,662	334	Spruce up / Trees £04,763		£04,763	335	Legal Conting. £00,000	(+budget £5,000)	£05,000	338	Climate Change £01,284	(+ budget £0,200)	£01,484		Balance £25,579		
<u>EMR code</u>	<u>Year-end figure</u>		<u>Year-start figure</u>																																		
320	Community Fund £13,742	(+ budget £3,000)	£16,742																																		
321	Elections £02,420		£02,420																																		
323	Office equipment £01,708	(+budget £0,200)	£01,908																																		
332	Village Plan £01,662		£01,662																																		
334	Spruce up / Trees £04,763		£04,763																																		
335	Legal Conting. £00,000	(+budget £5,000)	£05,000																																		
338	Climate Change £01,284	(+ budget £0,200)	£01,484																																		
	Balance £25,579																																				

COMMUNITY AND ENVIRONMENT

184/23	Community Fund: To RECEIVE grant requests, if any:
185/23	Concurrent Functions Grant Aid (CFGGA) To RECEIVE updates, if any: Confirmation has now been received from GBC, that a one year's extension request by the parish council to complete the Notice Board project has been allowed. (extended to 31.03.2024 / CFGGA grant value £1,237)
186/23	Other Community Matters To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other community or environmental matters

COUNCIL ADMINISTRATIVE MATTERS

187/23	To RECEIVE updates, if any:
--------	------------------------------------

REPORTS

188/23	To RECEIVE reports on: <u>Police and community issues</u> - Appendix 2 March 2023 <u>Allotments</u> <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>
189/23	Other Parish Matters: To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other parish matters

CORRESPONDENCE

190/23	Any Other Correspondence: To RECEIVE and CONSIDER any other correspondence
---------------	--

NEXT AGENDA

191/23	To NOTE new items of business for the Agenda of the next meeting:
	Next meetings: (8.00 pm start unless otherwise stated) Ordinary Meeting of the Parish Council – Tuesday 27th June 2023 Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.
	Next Planning Review Group meeting: Tuesday 20th of June 2023. (7.30pm).

APPENDIX 1

Planning Results

154/23

23/P/00250

Effingham Garage, Guildford Road, Effingham. KT24 5PE
Advertisement consent for two illuminated freestanding
“Suzuki Welcome” signs.
Approved.

APPENDIX 2

Crime figures (x11)

188/23

March 2023

Crossways	Public order
Effingham Place	Public order
Effingham Place	Violence & sexual offences
Lindens Close	Public order
Lower Farm Road	Burglary
Orestan Lane	Public order
Outdowns	Violence & sexual offences (x3)
Outdowns	Drugs
The Crossroads	Criminal damage and arson

To **RATIFY** the planning objections agreed by councillor email exchange relating to planning applications:

22/P/01175 former Wisley Airfield &

23/P/00417 Land adjacent to Ockham Lane

Planning Review Group Addendum for 18 April 2023**Planning Application 22/P/01175**

Planning permission for a Hybrid planning application for part of a new settlement and Suitable Alternative Natural Greenspace (SANG) (within LPSS Policy A35 Allocation) with new vehicular and pedestrian/cyclist accesses, comprising: a) Full Planning Application incorporating; i. a realigned section of the proposed Wisley Lane Diversion, to include a roundabout with a stub road as the primary access to serve the new settlement from Ockham Interchange; ii. a road junction access into the proposed employment area from the proposed Wisley Lane Diversion; iii. a new road junction as a secondary access to serve the new settlement from Old Lane; iv. SANG and associated infrastructure, including SANG car parks. v. Restricted access from Ockham Lane b) Outline Planning Application (all matters reserved) for the phased development of part of a residential-led, new settlement comprising up to 1,730 dwellings (Class C3 use), 8 gypsy and travellers pitches, up to 100 units of housing for older people (Class C2 use) , a mixed-use commercial local centre with public square, community hub and employment area alongside other commercial mixed-use neighbourhood centres located throughout and an employment area, (Classes E, F2(b), B2/B8, and sui-generis uses subject to specific planning permissions), a secondary school, a primary school, (Class F1(a)), up to 2 nurseries,(Class E (f)), also incorporating green infrastructure (including parks, neighbourhood greens and sports pitches (Class F2(c) and associated pavilion (Classes E(b) and (d), F2(b)), SANG other infrastructure, (Class E(b)), part of Wisley Lane Diversion between Ockham Interchange roundabout and realigned section of Wisley Lane Diversion, a vehicular / cycle / pedestrian sustainable transport corridor (linking the proposed Wisley Lane Diversion roundabout to Old Lane) and associated infrastructure and earthworks at land at the former Wisley Airfield (with construction access from Ockham Interchange and Elm Corner). | Land At Wisley Airfield, Hatch Lane, Ockham, GU23 6NU.

Effingham Parish Council (EPC) continues to OBJECT to planning application 22/P/01175. EPC's objection relates to those aspects that will affect Effingham and its residents. In particular that this huge development is proposed for an area without proper thought being given to its rural nature and whether it can support the numbers of people and vehicles who will be settled here.

EPC's objections are:

1. The quantum of development at the proposed site of the new settlement comprising up to 1,730 dwellings (Class C3 use), 8 gypsy and travellers pitches, up to 100 units of housing for older people (Class C2 use) is an over development both of the site itself and also of the local area. A development of this magnitude in a rural area will cause congestion of local roads, the overloading of roads around and parking at Effingham Junction station, the provision of local services such as medical centres, dental surgeries, and

schools. We note that there is a provision by the developer for a secondary and a primary school, which are absolutely required if this proposal is to go ahead, but EPC is aware there has been discussions in the past about whether or not the development of these schools will go ahead. This sort of uncertainty adds to the feeling that this development is not being properly planned.

2. EPC considers that Effingham residents will also be greatly affected by over congested roads and road safety issues. Congestion at the Old Lane, Effingham Common Road and Forest Road junction will be a major congestion and road safety issue as will parking and access to Effingham Junction station over an aged bridge on Effingham Common Road with a dangerous right-hand turn to access the station. Effingham Common Road is presently heavy congested at rush hours and many drivers come up the road to use Old Lane to gain access to the A3. Many of these are Effingham residents.
3. EPC has also seen a Transport Review by the consultancy motion. The findings of this report have caused concerns that the sustainable transport accessibility of the development has been overestimated, and that the impact of vehicle trips in the surrounding area has been greatly underestimated.
 - a. The report states that the poor inter-visibility between cyclists and drivers mean that cycle routes depended on by the developer as being safe cycle routes are not safe and will put off cycling and increase the use of the car. Old Lane in particular, that used to be seen by the developer as a safe route to Effingham Junction Station, is seen as problematic for cyclists.
 - b. The proposed new bus route to the stations is seen as not being commercially viable and other routes are also seen as being not commercially viable.
 - c. The impact of vehicle trips from the development is seen as underestimated due in part to unrealistic car sharing assumptions and also the overestimated use of cycling.
 - d. Peak traffic flows to and from the site have been underestimated.
 - e. Underestimating the use of vehicles on local rural roads and the affect they will have when existing, non-site, traffic flows are taken into account will increase markedly traffic congestion.
 - f. Motion conclude by saying that the findings of their report show that the proposed development will result in cumulative residual impacts on the road network which are severe and unacceptable impacts on road safety. These are tests set out in para 109 of the NPPF for refusing planning permission for a development. Subsequently planning permission should not be granted for the development at Wisley Airfield.
4. EPC notes that this development proposes new primary and secondary schools on the site. EPC seeks confirmation that these schools will be built in a timely manner, so that there is no shortage of primary and secondary school places, at the Howard of Effingham or St Lawrence schools to accommodate children from Effingham or the surrounding villages.

If the primary and secondary schools are not built in a timely manner, or not built at all, additional places will be required to accommodate demands for schooling represented by this development. This would be in conflict with the Government home-to-school transport policy that stipulates children should be

provided with access to good schools within a 3 mile radius of their home. In addition, it is in conflict with the design principles upon which this development was promoted within the Local Plan as a sustainable garden village. Around 1 million additional home-to-school miles will arise from children travelling from this development into Effingham for schooling. This is not sustainable and will create an unsupportable burden on Effingham residents, exacerbating existing issues with parking and access around The Street, Lower Road and Effingham Common Road.

Planning application 23/P/00417

Outline application for construction of up to 70 new homes (C3), the formation of a new means of access onto Ockham Lane, new footpaths and cycle routes, the creation of areas of open space, including play space and allotments, new surface water drainage, new landscaping and habitat creation, ground works and other infrastructure. | Land adjacent to, Ockham Lane, Ockham, GU23 6NT

Effingham Parish Council (EPC) objects to planning application 23/P/00417. EPC's objection relates to those aspects that will affect Effingham and its residents.

Effingham Parish Council (EPC) continues to OBJECT to the over development of the former Wisley Airfield and surrounding land. This development as mentioned in the Design and Access Statement is part of three developments at Wisley Airfield numbering around 2000 dwellings in total. This new development is proposed for an area without proper thought being given to its rural nature and whether it can support the numbers of people and vehicles who will be settled here.

EPC's objections are:

1. The information provided is incomplete, for example on the Application Form, as to housing mix, parking, and number of bedrooms. This information needs to be provided before full consideration can be given to the application.
2. As this development is along a rural lane, Ockham Lane, the site needs to be self-sufficient for its entire parking. There should be no parking on Ockham Lane. The indicative parking standards proposed in the Design and Access Statement do not seem to be sufficient for this site to be self-sufficient. Ockham Lane is a route taken by many vehicles coming down Old Lane to access the roundabout at the junction of Ockham Road North with the A3 slip road. It should not be blocked by overflow cars unable to park at the site.
3. EPC considers the access route for the 70 dwellings, 140 plus vehicles, on to Ockham Lane to be inadequate. This is a rural road and to have this level of extra traffic will cause congestion and road safety issues.
4. The quantum of development at the proposed triple developed site will comprise around 2000 dwellings. The 70-dwelling proposed in the planning application for this rural area will contribute to a severe over-development of Wisley Airfield and surrounding land. This will contribute to congestion of local roads, the over-loading parking at Effingham Junction station, the provision of local services such as medical centres, dental surgeries, and schools.
5. EPC considers that this planning application will contribute to over congested roads and road safety issues. Congestion at the Old Lane, Effingham Common Road and Forest Road junction will be a major congestion and road safety

issue as will parking and access to Effingham Junction station over an aged bridge on Effingham Common Road with a dangerous right-hand turn to access the station. Effingham Common Road is presently heavy congested at rush hours and many drivers come up the road to use Old Lane to gain access to the A3. Many of these are Effingham residents.

6. EPC has also seen a Transport Review by the consultancy motion. The findings of this report have caused concerns that the sustainable transport accessibility of the development has been overestimated by the three developers, and that the impact of vehicle trips in the surrounding area has been greatly underestimated.
 - a. The report states that the poor inter-visibility between cyclists and drivers mean that cycle routes depended on by the developer as being safe cycle routes are not safe and will put off cycling and increase the use of the car. Old Lane in particular, that used to be seen by the developers as a safe route to Effingham Junction Station, is seen as problematic for cyclists.
 - b. There is silence as to whether this site will use the proposed new bus route to the stations. Motion maintain the bus route is not commercially viable, and will this developer contribute to a permanent bus route.
 - c. Peak traffic flows to and from the site need to be assessed.
7. EPC notes that this development proposes does not propose any new primary and secondary schools on the site. EPC seeks confirmation that primary and secondary schools will be built in a timely manner under planning application 22/P/01175, so that there will be no shortage of primary and secondary school places, at the Howard of Effingham or St Lawrence schools to accommodate children from Effingham or the surrounding villages.

If the primary and secondary schools are not built in a timely manner, or not built at all, additional places will be required to accommodate demands for schooling represented by this development. This would be in conflict with the Government home-to-school transport policy that stipulates children should be provided with access to good schools within a 3 mile radius of their home. In addition, it is in conflict with the design principles upon which this development was promoted within the Local Plan as a sustainable garden village. Around 1 million additional home-to-school miles will arise from children travelling from this development into Effingham for schooling. This is not sustainable and will create an unsupportable burden on Effingham residents, exacerbating existing issues with parking and access around The Street, Lower Road and Effingham Common Road.

To **RATIFY** the revised Terms of Reference for the Planning Research Group.
(agreed by councillor email exchange)

EFFINGHAM PARISH COUNCIL

STATEMENTS OF GUIDANCE AND POLICY

Planning Research Group, Terms of Reference

Remit of the Planning Research Group, PRG

The Planning Research Group (PRG) has delegated powers to research and assess planning applications and to make recommendations to Effingham Parish Council (EPC). These will be considered by Council at its meetings and EPC will make the final decision on all recommendations. The scope of PRG discussions will include but not be limited to:

- Guildford Borough Council planning applications
- Neighbouring Authority planning applications.
- Surrey County Council planning applications
- All matters on planning, environment, transport, infrastructure etc.

Purpose

The purpose of the PRG is to consider in detail, more detail than can be given at EPC meetings, all planning applications that come before Council. This is especially important as EPC has a Neighbourhood Plan.

Constitution of the PRG

Membership of the PRG shall be all councillors of Effingham Parish Council. Ex-councillors and other non-councillors, with an interest or expertise in planning matters, may be co-opted. Co-option to the PRG shall be by decision of EPC. There will be no quorum as all decisions of the PRG have to be decided by Council.

The Chairman of EPC shall be Chairman of the PRG, in the absence of the Chairman the Vice Chairman will preside. The term of office for members of the PRG shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year. The PRG shall endeavour to meet before every EPC meeting. The next meeting of the PRG will be shown in the agendas of EPC meetings.

Function of the PRG

The agenda of the PRG will be prepared by the Clerk. The PRG will consider all items on the agenda and report actions and decision to the Clerk. The Clerk will then report PRG recommendations to Council for decision at its next meeting.

In the event of a deadline for comment on a planning application, before the next EPC meeting, PRG recommendations may be circulated to all EPC councillors for an email vote. This vote will then be confirmed at the next EPC meeting.

Dated 1 May 2023