

MINUTES OF THE ANNUAL MEETING OF

Effingham Parish Council

Tuesday 16th May 2023, 8pm, The Barnes Wallis Hall.

Present:

Councillors **Hogger, Rehorst-Smith, Roscoe, Symes.** (Chair)

Also in attendance: Surrey County Cllr Cross, Parish Clerk, PC Smale, & 2 local residents.

BUSINESS DONE

146/23	<p><u>Election of Chairman</u></p> <p>Cllr Symes was elected chairman for the forthcoming year, proposed by Cllr Hogger and seconded by Cllr Roscoe. All councillors voted in favour of the appointment.</p>
147/23	<p><u>Election of Vice-Chair</u></p> <p>In his absence, Cllr Pindar was provisionally elected vice-chairman for the forthcoming year, proposed by Cllr Hogger and seconded by Cllr Symes. All councillors voted in favour of the appointment, which will be ratified at the next parish council meeting. (June 27th)</p>
148/23	<p><u>Declaration of Acceptance of Office</u></p> <p>Attending councillors signed the Declaration of Acceptance of Office book. (2023/24)</p> <p>It was agreed that Cllrs Hackett, Moss & Pindar should be permitted to sign the “Declaration of Acceptance of Office” book at the June 27th Ordinary parish council meeting. (LGA 1972, s83(4).</p>
149/23	<p>Apologies For Absence:</p> <p>Apologies were received from Cllrs Hackett, Moss & Pindar.</p>

150/23	<p>Review of the Register Of Interests & Other Interests Affecting this Agenda:</p> <p>Cllr Rehorst-Smith declared an interest as a Guildford Borough Council Councillor and didn't comment on planning applications during this meeting.</p>
151/23	<p>Minutes: The Minutes of the previous meeting of - April 25th, 2023 (Ordinary meeting) were considered, approved and then signed by Cllr Symes (Chair).</p>
152/23	<p>Matters arising from the Minutes not otherwise on the Agenda, along with noting decisions made between parish council meetings:</p> <p>The following decisions agreed by councillor email exchange were ratified:</p> <p>Planning objections: 22/P/01175 former Wisley Airfield & 23/P/00417 Land adjacent to Ockham Lane &</p> <p>The revised Terms of Reference for the Planning Research Group. (Appendix 5)</p>

GOVERNANCE

153/23	<p>Items relating to governance (AGAR):</p> <p>The Annual Governance Statement 2022/23 was approved by all councillors then signed by the Chairman and Clerk & RFO.</p>
154/23	<p>The Accounting Statement 2022/23 was approved by all councillors then signed by the Chairman and Clerk & RFO.</p>
155/23	<p>Items relating to governance:</p> <p>To was agreed to review the parish council's policies, procedures and Terms of Reference in September 2023.</p> <p>To include:</p> <ol style="list-style-type: none"> 1) Standing Orders 2) Financial Regulations & 3) Code of Conduct
(11/22)	
(11/22)	
(10/20)	

	and the parish council's policies:
(07/22)	1) Bribery
(07/22)	2) Acceptance of Gifts and Hospitality
(07/22)	3) Fraud and Corruption
(07/22)	4) Whistleblowing
(07/22)	5) Complaints procedure
(07/22)	6) Equality
(07/22)	7) Freedom of Information
(07/22)	8) Retention and Disposal of Records and Documents
(10/18)	9) Press and Media
(07/22)	10) Data Protection and Information Security
(07/21)	11) Employees' Code of Conduct
(07/21)	12) Dealings with Members of the Public
(07/20)	13) Website & Electronic Communication
(07/21)	14) Co-option
(11/22)	15) Risk Management
	also parish council Terms of References for:
	The Planning Review Working Group & The Finance and General Purposes Working Group

156/23	The following dates for future parish council meetings were agreed:
<u>2023</u>	June 27th (Ordinary Meeting) July 25th (Ordinary Meeting) August 29th (Ordinary Meeting) September 26th (Ordinary Meeting) October 31st (Ordinary Meeting) November - no meeting December 5th – (Ordinary Meeting)
<u>2024</u>	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>)

157/23	Parish Council Auditors:
	<u>Auditors:</u> External Auditor (allocated) - PKF Littlejohn (to note) Internal Auditor - Mulberry & Company

	<p>It was agreed to appoint Mulberry & Company as Internal Auditor for 2023/24.</p>
<p>158/23</p>	<p>Parish Council banking providers & signatories:</p> <p>It was agreed to retain the parish council's current banking providers:</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> <p>It was agreed to appoint Cllr Hogger as a signatory on the parish councils Unity Trust current account.</p> <p>It was acknowledged that former parish council Keith Cornwell would be removed asap as a signatory.</p>
<p>159/23</p>	<p>Rates charged by the parish council for:</p> <ol style="list-style-type: none"> 1) Allotment Plots fees & 2) Burial Ground fees <p>It was agreed that the Finance & General Purposes Working Group would review these fees and make recommendations to full council. (September 2023)</p>
<p>160/23</p>	<p>Parish Council Insurance provider – (to note)</p> <p>Broker BHIB Councils Insurance Insurer Aviva Insurance Ltd</p> <p>(3 year agreement from 01.04.2022 to 31.03.2025)</p>
<p>161/23</p>	<p>Service contracts and suppliers of utilities:</p> <p>Parish Council Burial Ground maintenance – James Dobbe</p> <p>Parish Council Allotment maintenance – James Dobbe</p> <p>Parish Council domain provider - HCI Data (effinghamparishcouncil.gov.uk)</p>

	<p>Parish Council email provider – Ionos / Microsoft365</p> <p>Parish Council email support – HMS Training</p> <p>Parish room phone/broadband provider - Phone Coop</p> <p>Parish room photocopier contract – BTS</p> <p>Courtyard security – Cornwell</p> <p>Parish room fire equipment – ADT</p> <p>Electricity provider to parish room – Octopus (Bulb)</p> <p>Clean/Wastewater provider to parish room / allotments - SES B.W</p> <p>Payroll services – Surrey Community Action</p> <p>It was agreed that the Finance & General Purposes Working Group would review these contracts and providers and make recommendations to full council. (Sept. 2023)</p>
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162/23	<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> <p>It was agreed to renew memberships with the noted organisations for 2023/24.</p>
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163/23	<p>Councillor representatives to liaise with outside organisations:</p> <p>Surrey Association of Local Councils (SALC) (Voting representative) - TBC</p> <p>Henry Smith Charity - TBC</p> <p>Surrey Police - Cllr Symes</p> <p>Friends of Effingham Common - Cllr Symes</p>
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	<p>Surrey Community Action - no longer required.</p> <p>Protection of Home Farm Estate - no longer required.</p> <p>Open Spaces Society - no longer required.</p> <p>Howard of Effingham - no longer required.</p> <p>Youth & Community initiatives - no longer required.</p> <p>Guildford Borough Council Corporate Governance and Audit Committee. - no longer required.</p>
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164/23	<p>Members of advisory groups:</p> <p>Planning – (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 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>Advansys / HMS Training</p> <p><u>Allotment Management -</u></p> <p>Philip Vallis.</p> <p><u>Countryside Access –</u></p> <p>Cllr Hackett TBC</p>
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165/23	<p><u>Financial Arrangements:</u></p> <p>It was agreed 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><u>It was agreed to continue to pay the following by direct debit:</u></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>
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166/23	<p><u>Working Groups memberships (provisional TBC):</u></p> <p>Planning Review (all councillors) + local residents Keith Cornwell & Jeremy Palmer.</p> <p>Finance and General Purposes - Cllrs Hogger, Moss, Pindar & Symes</p> <p>Climate Change (all councillors) – Cllr Rehorst-Smith (chair)</p> <p>Transport – TBC</p> <p>Councillor Co-option – see EPC Policy (14) Co-option</p>
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167/23	To REVIEW progress on projects in hand, and future plans:
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168/23	<p>MATTERS raised by Effingham organisations and residents.</p> <p>A local resident stood and thanked Cllr Hogger for representing Effingham as Borough Councillor for the last 24 years. All those present acknowledged this and her tireless efforts on behalf of local residents.</p>
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PLANNING APPLICATIONS

169/23	<p>Reports from the Planning Review Group & BH Planning Research Group.</p> <p>None.</p> <p>Responses to Guildford Borough Council on planning applications, as of Tuesday 09.05.2023</p>
23/P/00596 (23 rd May)	<p>7 Lindens Close, Effingham, Leatherhead. KT24 5NZ Erection of garage and store following demolition of existing garage. No comment.</p>
23/P/00500 (26 th May)	<p>Little Vineries, Lower Road, Effingham. KT24 5JP Erection of two-storey house following demolition of existing chalet bungalow and garage. No comment.</p>
170/23	<p>Previous planning applications: Notification of results set out in <u>Appendix 1</u></p>
171/23	<p>Responses to Guildford Borough Council on any late received planning applications: None.</p>
172/23	<p>Other Planning Matters:</p> <p>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.</p> <p>New information, regarding a local Dog Boarding Business and planning application 21/P/01849 was received. It was agreed to write to the GBC planning officer considering this application, regarding this new information.</p>

GENERAL PLANNING MATTERS

173/23	<p>Neighbourhood / Local Plans Reports on the Neighbourhood & Local Plans: None.</p> <p>A review of Effingham's Neighbourhood Plan was considered. It was agreed to re-agenda this item for June's parish council meeting.</p>
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WORKING GROUPS

174/23	<p>Finance & General Purposes Working Group (F&GP): (AP/KC/IS/JS/CT) Reports and recommendations from the Finance & General Purposes Working Group: None.</p>
175/23	<p>Climate Change Working Group Updates: None.</p>
176/23	<p>Transport Group: Reports and recommendations from the Transport & Highways Working Group. None.</p>
177/23	<p>Berkeley Homes /Howard Of Effingham Working Group</p> <p><u>Updates on the development:</u> It was reported that the site entrance on Lower Road has become an eyesore, due to litter etc. It was agreed that the clerk should contact Berkeley Homes with a request to resolve the issue.</p>
178/23	<p>Parish Councillor Co-Option Working Group Updates: It was agreed that the clerk should advertise the new 3 parish councillor vacancies in the usual manner.</p>

COUNTRYSIDE ACCESS

179/23	<p>Countryside Access matters: Reports from Parish Councillors and any correspondence relating to Countryside matters:</p>
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	Cllr Hackett asked for the following to be reported in his absence. “The majority but not all the councillors and volunteers that had been allocated Footpaths and Bridleways have acknowledged that they expect to complete their walks”.
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SURREY COUNTY COUNCIL – COUNCILLOR CROSS

180/23	<p>Reports & updates from SCC County Councillor Cross:</p> <p>The Wisley Planning Application (22/P/01175) which has recently gone to appeal for non-determination was debated. Councillors discussed the apparent lack of detail provided by the applicant (Taylor Wimpey) regarding highways and transport modelling.</p> <p>Cllr Symes confirmed that Effingham PC were working with Ockham & other PC’s regarding the appeal and other issues.</p> <p>Cllr Hogger enquired regarding the record number of potholes in the county. Cllr Cross agreed to take this up at a senior level with SCC Highways.</p> <p>Cllr Rehorst-Smith confirmed she’d like to discuss speed signs at a later date with Cllr Cross.</p>
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FINANCIAL MATTERS

181/23	<p>Council payments: Payments for the month of May 2023 (up to 11th of May) were acknowledged. (appendix 4)</p>		
182/23	<p>Bank reconciliation: The latest bank reconciliations (April 2023) were not available and will be brought to the next pc meeting. (June 27th)</p>		
183/23	<p>Other Financial matters:</p> <p>The clerks gave his end of year analysis of pc finances. (appendix 3)</p> <p>It was agreed to carry over Ear Mark Reserve end of year balances, into the new financial year:</p>		
	<u>EMR code</u>	<u>2022/23 Year-end figures</u>	<u>2023/24 Year-start figures</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: Grant requests: None.
185/23	Concurrent Functions Grant Aid (CFGGA) Updates: The clerk reported that he had received confirmation 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 Reports from Parish Councillors and any correspondence relating to other community or environmental matters: The clerk reported that he had received a negative reply from Post Office Ltd regarding Effingham being provided an Outreach (mobile) Service whilst a replacement village Postmaster is sort.

COUNCIL ADMINISTRATIVE MATTERS

187/23	Council Administration Matters: Updates: None.
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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>
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	<p><u>Effingham Common</u></p> <p><u>Parish Room</u></p> <p><u>Shop Parade</u></p>
189/23	<p>Other Parish Matters: Reports from Parish Councillors and any correspondence relating to other parish matters: None.</p>

CORRESPONDENCE

190/23	<p>Any Other Correspondence: The clerk reported that he'd received multiple emails from a local resident concerned about the inappropriate use of Dirtham lane by large HGV's. Councillors suggested that the clerk should contact SCC Cllr Cross and request "Unsuitable for HGV's" street signs be erected, to discourage HGV's entering the road from the A246.</p>
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NEXT AGENDA

191/23	<p>New items of business for the Agenda of the next meeting: None.</p>
	<p>Next meetings: (8.00 pm start unless otherwise stated)</p> <p>Ordinary Meeting of the Parish Council – Tuesday 27th June 2023</p> <p>Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.</p>
	<p>Next Planning Review Group meeting: Tuesday 20th of June 2023. (7.30pm).</p>

APPENDIX 1

Planning Results

170/23

23/P/00250

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

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

<p>183/23</p>	<p>Other Financial matters:</p> <p>The clerks gave his end of year analysis of pc finances:</p> <div data-bbox="443 1137 1337 2016" style="border: 1px solid black; padding: 5px;"><p>The parish council’s major event of the financial year ending 31.03.2023 was the financing of an expert planning Barrister, supporting the parish council at the Berkeley Homes planning appeal. This unexpected expenditure resulted in a reduction of parish council General Reserves.</p><p>The following is a brief summary and will be expanded upon within the 2022/23 Annual Governance Accountability Return (AGAR).</p><p><u>Summary:</u></p><p>During the 2022/23 financial year the parish council spent £39,327 more than it received in receipts.</p><p>At the end of 2021/22, the parish council’s total cash was £117,830 – (comprising of £85,296 General Reserves & £32,534 EMR’s).</p><p>At the end of 2022/23, the parish council’s total cash was £78,503 – (comprising of £52,924 General Reserves & £25,579 EMR’s).</p><p>Comparing 2021/22 to 2022/23 there was a reduction of £32,372 of General Reserves. It is considered good practice to have</p></div>
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	<p>reserves of 50% of budget, which during 2023/24 should be £65,671.</p> <p>This equate to the parish council potentially having a £35k shortfall of recommended General Reserves. (£40k less £5k in the new budget to “Replenish General Reserves”).</p> <p>Clerk</p>
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APPENDIX 4 Council Payments for May 2023

181/23

Standing Orders & Direct Debits Currently In Force

(approved May 31st, 2022, 148/22)

DATE	To	Description	£	Authority
		STANDING ORDERS		
30.05.2023	advansys	Website hosting and support (monthly)	00,090.00	LGA 1972 s.111
01.04.2023 01.07.2023 01.10.2023	EVRT	EVRT Funding Agreement (paid quarterly)	15,000.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
29.06.2023	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
25.05.2023	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
20.05.2023	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
14.05.2023	Beckley Garden Services	PC Burial Ground Mnce (Mar – Oct)	0250.00	Open Spaces Act 1906, ss.9 and 10.
		DIRECT DEBITS		
28.05.2023	1&1 Ionos Ltd	pc emails	0008.40	LGA 1972 s.111
26.05.2023	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111
26.05.2023	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111
23.05.2023	Octopus Energy (Bulb)	PR Electricity	0100.00	LGA 1972 s.133 Payments 23 rd of month
08.12.2023	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 Payments to be taken annually on the 8th December
24.05.2023	SES Business Water	PR Water - supply	0012.00	LGA 1972 s.133

				<i>Payments to be taken on 22nd of the month</i>
23.05.2023	SES Business Water	Allotment Water - supply	0040.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22nd of the month</i>
28.05.2023	The Phone Co-op	Parish room broadband & phone	0043.82	LGA 1972 s.111

Previously agreed payments:

	To	Description	£	Authority / Notes
April/May				
28.04.2023	BTS	PR Photocopier	0055.43	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 17.04.2023		0236.85	
01.05.23	Zoom	Video Conf	0015.59	0221.26	LGA 1972 s.111
		Balance at 17.05.2023		t.b.c.	

Monies received:

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
04.05.23	Kassapian	Allotment plot fees	0025.00	
		Total	0025.00	

Total expenditure for 2023/24 on LGA 1972 s.137 = £000.00 (excl vat)
Section s.137 limits - £9.93 (2023/24) per elector.

Ratified 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.

Ratified 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