

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 25th July 2023, 8pm, The Barnes Wallis Hall.

Present:

Councillors: **Hogger, Moss & Symes** (Chair).

Arrived late: Cllr **Hackett**.

Also in attendance:

Surrey County Cllr Cross, Parish Clerk, 4 local residents.

BUSINESS DONE

228/23	Apologies For Absence: Cllrs Pindar (VC), Rehorst-Smith & Roscoe .
229/23	Review The Register Of Interests & Other Interests Affecting this Agenda: Cllr Hackett declared an interest as a director of Roundabout Facilities CIC (RFC), publisher of the Roundabout Effingham.
230/23	Minutes: The Minutes of the previous meeting of - June 27th, 2023 , were considered, approved and then signed by Cllr Symes . (Chairman)
231/23	Matters arising from the Minutes not otherwise on the Agenda, along with noting decisions made between parish council meetings: None.

GOVERNANCE

232/23	Items relating to governance: None.
233/23	MATTERS raised by Effingham organisations and residents. None.

PLANNING APPLICATIONS

234/23	<p>Reports from the Planning Review Group (PRG) & BH Planning Research Group.</p> <p>Responses to Guildford Borough Council on planning applications, as of Tuesday 18.07.2023</p>
23/P/00987 (18 th July)	<p>East Court, Beech Avenue, Effingham. KT24 5PN Replacement of tennis court fencing and surfacing in revised location, construction of greenhouse, and productive garden. No comment.</p>
23/P/00991 (25 th July)	<p>Queensleigh, Salmons Lane, Effingham. KT24 5QJ Replacement of existing outbuilding with new granny annex / outbuilding. Condition request. (appendix 3)</p>
23/P/01045 (31 st July)	<p>3 Church Cottages, Church Street, Effingham. KT24 5LZ Erection of a garden room to provide additional living/working space following demolition of existing garden room. No comment.</p>
23/P/01088 (31 st July)	<p>Howard of Effingham School, Lower Road, Eff. KT24 5JR Reserved matters application pursuant to outline permission 21/P/01283, approved 15/09/22, to consider appearance, landscaping, layout and scale in respect of the erection of 99 dwellings, on the existing Howard of Effingham School site, Lower Road, Effingham, KT24 5JR. Objection. (appendix 3)</p>
23/P/01008 (31 st July)	<p>Tollgate Farm, Guildford Road, Effingham. KT24 5QL The erection of an array of 100 solar panels. Objection. (appendix 3)</p>
23/T/00182 (2 nd Aug)	<p>Thorncroft, Church Street, Effingham. KT24 5NA T1 Yew Tree – reduce height of canopy by up to 2m and reduce lateral spread by 1m. Cuts will not be greater than 40m. T2 Ash Leaf Maple – carry out crown reduction by a maximum of 2.5m to remove weight on stems and reduce sail effect. No comment.</p>
22/P/02045	<p>Land to the rear of Orchard Walls, Beech Avenue, KT24 5PG Erection of one single storey 2-bed dwelling with access from The Crossroads Appeal started - APP/Y3615/W/23/3315742</p> <p>The parish council considered there was nothing new to add from their original objection.</p>

235/23	<p>Previous planning applications: Notification of results are set out in <u>Appendix 1</u></p>
236/23	<p>Responses to Guildford Borough Council on any late received planning applications: None.</p>
237/23	<p>Other Planning Matters:</p> <p>Enforcement cases: (June 2023) Enforcement cases closed 3. Current enforcement cases 16 of which 10 are classified low priority & 6 are classified medium priority. The oldest case is dated Nov 2011 the latest June 2023.</p> <p>A planning enforcement letter received recently by the parish council was debated. It was agreed that the parish clerk should reply to the letter strongly suggesting that its content was inaccurate and that enforcement action should now take place asap.</p>

GENERAL PLANNING MATTERS

238/23	<p>Neighbourhood / Local Plans Reports on the Neighbourhood & Local Plans: None.</p>
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WORKING GROUPS

239/23	<p>Finance & General Purposes Working Group (F&GP): (AP/KC/IS/JS/CT) Reports and recommendations from the Finance & General Purposes Working Group: It was agreed to hold the first meeting of the F&GP in September / October to consider budget options for 2024/25.</p>
240/23	<p>Climate Change Working Group Updates: It was agreed to request an update from the Chairman of the Climate Change Working Group. (Cllr Merel Rehorst-Smith) Clerk to action.</p>
241/23	<p>Transport Group: Reports and recommendations from the Transport & Highways Working Group: Cllr Moss agreed to look into the recently installed road tables, and other traffic issues on The Street.</p>

242/23	<p>Berkeley Homes /Howard Of Effingham Working Group Updates on the development:</p> <p>Cllr Moss confirmed she was still chasing Freedom of Information requests regarding the Berkeley Homes / Howard of Effingham School Planning Inquiries. (APP/Y3615/W/22/3298341 & APP/Y3615/W/22/3298390)</p> <p>She also briefly reported on a recent meeting Between Effingham Village Recreation Trust & Berkeley Homes (BH) in her role of Chairman of the EVRT Executive Board.</p> <p>The bullet points are:</p> <ul style="list-style-type: none"> • BH hope the Reserve Matters Application will be considered and approved by the end of 2023. • BH hope the project will achieve BH board sign off by Spring 2024. • BH hope the project will progress Summer 2024, with the first tranche of housing completed mid to end 2025. • The new school is hoped to be delivered July 2026 (1st admissions potentially Autumn Term 2026). • It would then follow that the EVRT S106 payment would be triggered mid to end 2025. • It was hoped a good working relationship can be forged between Berkeley Homes and key village organisations during the project.
243/23	<p>Parish Councillor Co-Option Working Group Updates:</p> <p>The clerk confirmed the parish council had permission from GBC Electoral Services to start co-opting councillors, in order to fill the 3 vacancies. Cllr Symes confirmed he had been speaking to a possible candidate, and that he would speak to them asap about progressing their interest into becoming a councillor.</p>

COUNTRYSIDE ACCESS

244/23	<p>Countryside Access matters: Reports from Parish Councillors and any correspondence relating to Countryside matters: Cllr Hackett spoke regarding the outstanding paths to be walked, including FP114 on Effingham Common.</p>
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SURREY COUNTY COUNCIL – COUNCILLOR CROSS

245/23	<p>Reports & updates from SCC County Councillor Cross SCC Cllr Cross confirmed he had requested SCC Highways look into the recently delivered Road Table Project in Effingham, to ensure they had been constructed to the correct specification. Councillors thanked Cllr Cross for his support in achieving 2 grants in support of EVRT & KGV building improvement projects.</p>
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FINANCIAL MATTERS

246/23	<p>Payments Council payments for the month of July 2023 were acknowledged. (see appendix 4)</p>
247/23	<p>Bank reconciliation: Cllr Moss confirmed that April & May’s bank reconciliations had been checked & signed off and now returned to the clerk.</p>
248/23	<p>Other Financial matters: Reports or correspondence relating to other finance matters:</p> <p>The 3 year financial offer from Mulberry & Co was considered and agreed. (Hourly rate for services - £65)</p> <p>The quotations received for maintenance work on parish council owned benches, noticeboards and bus shelters were considered and the most cost effective quotation approved. (£1,700)</p>

COMMUNITY AND ENVIRONMENT

249/23	<p>Community Fund: No new grant requests have been received.</p>
250/23	<p>Concurrent Functions Grant Aid (CFGGA) The clerk was requested to look into and advise the timings of previous years CFGGA applications. Action Clerk.</p> <p><u>VAS project</u> – the clerk was requested to arrange a new date with East Horsley PC, to discuss their new Vehicle Activated Sign project. Action Clerk.</p>
251/23	<p>Other Community Matters Reports from Parish Councillors and any correspondence relating to other community or environmental matters. None.</p>

REPORTS

252/23	<p>Reports received:</p> <p><u>Police and community issues</u> - Appendix 2 May 2023 Cllr Symes confirmed he had been in conversation with local law enforcement officers (including the Borough Commander) regarding anti-social behaviour at various locations in the parish.</p> <p><u>Allotments</u> It was agreed that the parish clerk should seek quotations to reinstate the parish council's boundary at the allotments, by clearing undergrowth and trimming hedges etc.</p> <p><u>Burial Ground</u></p> <p><u>KGV Hall and Fields</u></p> <p><u>Home Farm West - Calvert and Chester Roads</u></p> <p><u>Effingham Common</u></p> <p><u>Parish Room</u> An electricity smart meter has been installed in the parish room, which should hopefully resolve historical issues with billing etc. The clerk has reduced monthly payment to Octopus Energy to £10, due to a surplus credit on the account.</p> <p><u>Shop Parade</u></p>
253/23	<p>Other Parish Matters: To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other parish matters.</p>

CORRESPONDENCE

254/23	<p>Any Other Correspondence:</p> <p>It was agreed to respond to Atkins with ideas regarding the SCC/GBC Local Cycling & Walking Infrastructure Plan (LCWIP) at a later date and ask Cllr Rehorst-Smith to brief the parish council on a GBC LCWIP meeting she recently attended.</p>
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NEXT AGENDA

255/23	<p>New items of business for the Agenda of the next meeting: None.</p>
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	<p>Next meetings: (8.00 pm start unless otherwise stated)</p> <p>Ordinary Meeting of the Parish Council – Tuesday 29th August 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 22nd of August 2023. (7.30pm).</p>

Signed.....

Dated.....

APPENDIX 1

Planning Results

235/23

- 22/P/01175** **Former Wisley Airfield, Hatch Lane, Ockham. GU23 6NU**
(to be considered by appeal APP/Y3615/W/23/3320175)
- GBC’s Planning Committee considered the application on the 10th of June, and decided that (if the application hadn’t gone to appeal) then GBC’s Planning Committee would have been minded to refuse the application.
Refused.
- 22/P/02029** **Fairways, Beech Avenue, Effingham. KT24 5PJ**
Proposed erection of new two storey dwelling following demolition of existing garage & outbuildings.
Refused.
- 22/P/02111** **Moorcroft, The Street, Effingham. KT24 5LQ**
Variation of condition 2 (drawing nos) of 21/P/01248 approved 06/12/2021 to allow changes to the ground floor design.
Withdrawn.
- 23/P/00404** **Beagles Den, Dog Kennel Green, Ranmore Comm. RH5 6SS**
Erection of a single storey rear extension, addition of dormer windows, raising and alterations to roof line, changes to fenestration and application of insulation render.
Approved.

- 23/P/00522** **Browns, Browns Lane, Effingham, Leatherhead. KT24 5NL**
Replacement of existing wooden gates with new electric wooden gate.
Approved.
- 23/P/00796** **10 Manor Gardens, Effingham. KT24 5PF**
Single storey rear and two storey side extension.
Approved.
- 23/P/00587** **6 Orchard Gardens, Effingham, Leatherhead. KT24 5NR**
Certificate of lawfulness for a proposed development to establish whether a front porch extension, conversion of garage to habitable accommodation with single storey side extension additional single storey side extension would be lawful.
Part approved; part refused.

APPENDIX 2

Crime figures (x7)

252/23

May 2023

Barnes Wallis Close	Anti-social behaviour
Church Street	Violence & sexual offences
Effingham Place	Violence & sexual offences
Middle Farm Place	Other theft
Norwood Close	Violence & sexual offences
Orchard Gardens	Criminal damage and arson
White Down Lane	Criminal damage and arson

23/P/00991 **Queensleigh**, Salmons Lane, Effingham. KT24 5QJ
Replacement of existing outbuilding with new granny annex /
outbuilding.

Condition request:

The parish council requests that a condition should be applied, should
planning permission be allowed:

The new granny annex should not be used as a separate dwelling, and
only be auxiliary to the main dwelling.

23/P/01088 **Howard of Effingham School**, Lower Road, Eff. KT24 5JR
Reserved matters application pursuant to outline permission
21/P/01283, approved 15/09/22, to consider appearance, landscaping,
layout and scale in respect of the erection of 99 dwellings, on the
existing Howard of Effingham School site, Lower Road, Effingham,
KT24 5JR.

Objection:

Dear Ms Souter,

**23/P/01088 Howard of Effingham School, Lower Road, Effingham. KT24 5JR
Reserved matters application pursuant to outline permission 21/P/01283**

Effingham Parish Council (EPC) has considered this ‘reserved matters’ application
and decided that it was necessary to make an **OBJECTION** to the application.

The concerns relate to the pedestrian / cycle route on the eastern boundary, the
proposed boundary treatment, the parking arrangements and the level of development.

EPC is also the sole trustee of Effingham Village Recreation Trust (EVRT, charity
number 305018), the charity which owns the King George V Fields (KGV) which
adjoins the application site to the south. In this context, councillors are aware of the
concerns of the KGV Manager about the security of the KGV Fields.

Proposed pedestrian / cycle route

This runs along the eastern boundary of the site and connects the pedestrian crossing
to be constructed on Lower Road to public footpath 118, which runs on KGV land
along the south-eastern boundary of the site. The route is specified in the ‘Movement
and Access Parameter Plan’, drawing 2176-A-1504 L, and condition 1 of the outline
permission for 21/P/01283 requires the reserved matters application to be in general
accordance with this plan.

This route serves two essential purposes. First it provides a safe off-road route for
school children walking or cycling to the new Howard of Effingham School from the
south of Effingham village; children can cross the KGV (as they do now) and use the
new route to take them directly to the pedestrian crossing over Lower Road. Second it

will provide a pedestrian link to the public footpath network, and onto the KGV, for residents of the proposed development.

Although fleetingly mentioned in both the 'Design and Access Statement' and the 'Transport Statement', this pedestrian /cycle route is not marked on the key Site Layout application drawing S857-HE-Q1 rev U. There is a strip of land coloured green in the location of the route, but the access path from the development crosses this strip and appears to connect merely to footpath 75 which runs along that boundary outside of the applicant's ownership. There is no indication that a surfaced pedestrian / cycle route will be provided on that strip. The route is shown on the Landscape Strategy drawing A315 LA01 rev H, but the inconsistency in these drawings is not acceptable.

The pedestrian / cycle route must be shown clearly on all the relevant drawings, together with indications of the material to be used and the boundary treatment. If this application is approved, this route should be constructed first and made available for use while the rest of the site is under construction, in the interests of the safety of children travelling to the new Howard School.

Boundary Treatment

This site borders directly onto the KGV which is in the Effingham Conservation Area, and the view from the Conservation Area, and its setting, must be carefully considered. The boundary treatment, including the fencing to be used, should therefore be specified precisely in the application itself, and not left to be agreed by officers via a planning condition.

The fencing used along the boundary with the KGV should be heritage-appropriate metal fencing, with vertical bars. The fencing suggested with the previous application 21/P/00428, shown in drawing A315-LA02 Rev A of that application, may be appropriate, although the final design must take into account the safety and security requirements relating to the KGV. Similar fencing should be used along the cycle / pedestrian route on the eastern boundary of the site, as this is visible from the Little Bookham Conservation Area.

The fencing along the boundary of the KGV should be such as to ensure the safety of KGV users. It should prevent young children and dogs from running into the proposed road on the application site which runs immediately behind the fence. The spacing of the vertical bars must accord with safety standards, so that young children cannot get through it and cannot get their heads stuck. In addition, the fencing must be robust enough to prevent unauthorised incursions by caravans (there have been three unauthorised traveller incursions on the KGV in recent years.)

The site layout plan S857-HE-Q1 rev U shows a gap in the proposed planting 'to incorporate pedestrian link to public right of way (gate to be provided in proposed fence)'. Such access onto the KGV would need the permission of EVRT as the landowner, and this has not been given. This area of the KGV Fields, being remote from the KGV Hall and including woodland, is especially vulnerable to vandalism and anti-social behaviour and therefore easy pedestrian access from a highway is to be discouraged. This gap and the suggested gate should therefore be removed from the plans.

Parking

EPC notes that the parking spaces provided do generally accord with Neighbourhood Plan policy ENP-R1. However the layout of the parking is of concern.

All the 4-bedroom houses, and the 5-bedroom house at unit 28, are proposed to have two tandem parking spaces with a garage behind those, effectively three parking spaces in a line. This is totally impractical for households owning three cars and will lead in practise to cars being parked on the roadside, contrary to the intention of ENP-R1.

The parking arrangements for units 51 to 60 are generally awkward and impractical, being mainly parking spaces in courtyards accessed by driving underneath units 54 and 59, and at some distance from the units to which they are allocated. This is likely to result in parking on the roadside instead. Five of the proposed 13 visitor parking spaces are located in these courtyards; they are not visible from the roads in the development and will not in practice be used by visitors. The parking spaces provided for the wheelchair accessible units (62, 62, 65, 67 and 70) are poorly laid out, being all at some distance from the entrance doors to the units.

Over-development

The layout of the proposed buildings is very cramped, particularly in the south-eastern area with units 50 to 60. There are very narrow gaps between the two-storey buildings units 53-54, 57-58 and 59-60. Together with the inadequate parking arrangements in this area, and the tandem parking for the larger units on the wider site, this is evidence that the site is over-developed. Fewer, and/or smaller, units would enable a less cramped layout with better parking arrangements.

Housing mix – wheelchair accessible homes

There are no market homes which are wheelchair accessible, since all five wheelchair accessible units (62, 63, 64, 67, 70) are ‘affordable’. This also means there are only 4 ‘ordinary’ affordable family houses with gardens on the site (units 58, 60, 61 and 65), which is insufficient to help meet the need for affordable family accommodation in Effingham.

23/P/01008 Tollgate Farm, Guildford Road, Effingham. KT24 5QL

The erection of an array of 100 solar panels.

Objection:

The sheer number of solar panels suggests that this proposal would provide more energy than needed to serve the property, and would constitute inappropriate development in the Green Belt which by definition is harmful and should not be approved except in very special circumstances. (NPPF paragraph 143)

Appendix 4 Council payments for the month of July 246/23

Standing Orders & Direct Debits Currently In Force
(approved May 16th, 2023, 165/23)

<u>DATE</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
		STANDING ORDERS		
30.06.2023	advansys	Website hosting and support (monthly)	00,090.00	LGA 1972 s.111
01.07.2023 01.10.2023 01.01.2024	EVRT	EVRT Funding Agreement (paid quarterly)	15,000.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
29.09.2023	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
25.07.2023	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
20.07.2023	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
14.07.2023	Beckley Garden Services	PC Burial Ground Mnce (Mar – Oct)	0250.00	Open Spaces Act 1906, ss.9 and 10.
		DIRECT DEBITS		
28.07.2023	1&1 Ionos Ltd	pc emails	0008.40	LGA 1972 s.111
26.07.2023	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111
26.07.2023	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111
23.07.2023	Octopus Energy (Bulb)	PR Electricity	0010.00	LGA 1972 s.133 Payments 23 rd of month
08.12.2023	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
24.07.2023	SES Business Water	PR Water - supply	0012.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
23.07.2023	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>
28.07.2023	The Phone Co-op	Parish room broadband & phone	??	LGA 1972 s.111

Previously agreed payments:

	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority / Notes</u>
July				
14.07.23	Mr J Dobbe	PC Allotment grass cutting (ad hoc)	0215.00	Open Spaces Act 1906, ss.9 and 10.
14.07.23	Surrey Community Action	Payroll fees	0018.00	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 17.06.2023		0140.88	
28.06.23	Amazon	Printer cartridge	0035.49	0085.39	
01.07.23	Zoom	Video Conf	0015.59	0069.80	LGA 1972 s.111
13.07.23	Amazon	Plastic pockets	0012.83	0056.97	
16.07.23	Microsoft	Office 365	0005.99	0050.98	LGA 1972 s.111
		Balance at 17.07.2023		0050.98	

Monies received:

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
		Total		

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