



**Draft Minutes of the Claygate Parish Council Extraordinary Meeting  
held on Thursday 8th June 2023.  
at 19h30 at Claygate Village Hall.**

**Present:**                    **Chairman:** Sue Grose  
                                  **Councillors:** Geoff Herbert, Hadleigh Moon, Bob Twells, Donna Holt, Tim Freeborn  
                                  **Parish Clerk and RFO:** Sally Harman  
                                  **Members of the Public:** 4

The Clerk noted at the start of the meeting that she would be recording the meeting to assist her with her minutes, and that the recording would be destroyed upon approval of the meeting's minutes at the next Council meeting.

**34/1    To accept Apologies for Absence.**

Cllr Bray, Cllr Marcall, Cllr Collon sent their apologies in advance of the meeting. Cllr Grose raised Cllr Swift's apology at the meeting.

**35/2    To receive Declarations of Interest in items on the agenda.**

None

**36/3    To confirm the minutes of the Parish Council meeting held on 18<sup>th</sup> May 2023.**

The Draft Minutes of the 18<sup>th</sup> May 2023 Parish Council meeting were circulated by the Clerk ahead of the meeting.

The minutes from the Parish Council meeting of the 18<sup>th</sup> May 2023 were **unanimously approved** with 1 amend to Item 26 end of paragraph 5 sentence to be added '...in order that Councillors can support future events'. They were signed by the Chair, witnessed by the Clerk.

It was **agreed in a majority decision** to destroy the recording from the 18<sup>th</sup> May 2023 meeting .1 Cllr abstained.

**AP33** Clerk to upload final minutes to website and destroy recording.

**37/4    To consider a motion brought by Cllr Grose, Cllr Swift, Cllr Moon, Cllr Holt and Cllr Marcall that the Parish Council revokes the decision to send the letter of response Claygate Parish Council (drafted by Cllr Bray) to Elmbridge Borough Council's letter of 11th April which was agreed under Item 29 of the full Council meeting held on the 18th May 2023.**

Both Cllr Bray and Cllr Collon had requested statements (Appendix A and Appendix B) be circulated to Cllrs via the Clerk ahead of the meeting and for those statements to be included in the minutes. A member of the public had also called the Clerk ahead of the meeting asking for copies of these statement be brought to the meeting for members of the public to review. The statements were handed out at the meeting.

A number of Cllrs requested that the votes taken during the meeting be recorded votes.

Cllr Moon, Cllr Holt and Cllr Twells confirmed they were fully up to speed on the subject of communications from EBC and between CPC and EBC regarding the Claygate Community Centre following the publication of the EBC's Elmbridge Community Support Service Final Report. Cllrs debated the tone of EBC's Ray Lee's 11<sup>th</sup> April 2023 response to CPC. Cllr Herbert noted that he believed that the review of Elmbridge Community Support Service Final Report looked to have been removed from the EBC website.

It was **agreed in a majority decision** to revoke the decision to send the letter of response Claygate Parish Council (drafted by Cllr Bray) to Elmbridge Borough Council's letter of 11th April which was agreed under Item 29 of the full Council meeting held on the 18th May 2023 (Appendix A). Cllr Grose, Cllr Holt, Cllr Moon and Cllr Twells voted for. Cllr Herbert and Cllr Freeman voted against.

It was **unanimously agreed** that a key agenda item for the 23<sup>rd</sup> June EBC/CPC meeting be the Claygate Community Centre including concerns raised over the removal of the Elmbridge Community Support Service Final Report from the EBC website.

**38/5** To consider a motion brought by Cllr Grose, Cllr Swift, Cllr Moon, Cllr Holt and Cllr Marcall as to whether to send the letter of response Claygate Parish Council (drafted by Cllr Bray) to Elmbridge Borough Council's letter of 11th April which was agreed under Item 29 of the full Council meeting held on the 18th May 2023 or not to send it.

The Chair noted that there were 3 options for Cllrs to consider. Firstly to send Cllr Bray's original letter from the 18<sup>th</sup> May meeting unedited (Appendix A), secondly to send Cllr Collon's proposed letter (Appendix B) and thirdly to send nothing until after the 23<sup>rd</sup> June 2023 meeting between EBC and CPC. Cllrs debated the options.

It was **agreed in a majority decision** to not send anything to EBC on the subject of the Claygate Community Centre until after the EBC/CPC meeting on the 23<sup>rd</sup> June. Cllr Holt, Cllr Grose and Cllr Twells voted for. Cllr Herbert and Cllr Freeman voted against. Cllr Moon abstained.

It was **agreed in a majority decision** that Cllr Grose draw bullet points from Cllr Collon's letter (Appendix B) into a clear agenda item for the EBC/CPC meeting and to circulate to Cllrs at the start of week of the 12<sup>th</sup> June. Cllr Herbert abstained.

**AP34** Cllr Grose to prepare agenda item over the weekend and circulate to Cllrs for review at the start of week starting 12<sup>th</sup> June.

**39/6** To consider a response drafted by Cllr Bray to a pre-Consultation from WHP Telecoms on behalf of Cornerstone for a proposed base station installation upgrade at Cornerstone 14440852 Horingdon Farm, Vale Road, Claygate KT100LF.

It was noted that there was now a full planning application in by WHP Telecoms for a proposed base station installation upgrade at Cornerstone 14440852 Horingdon Farm, Vale Road, Claygate KT100LF and as such the response drafted by Cllr Bray (Appendix C) now needed to be revised.

It was **unanimously agreed** that Cllr Bray revise his letter and bring to the 6<sup>th</sup> July meeting for approval or the 29<sup>th</sup> June HT&E meeting if the Planning Application consultation deadline closed before this date.

**AP35** Cllr Bray to revise his letter and bring it to the 6<sup>th</sup> July 2023 Parish Council meeting for approval or the 29<sup>th</sup> June HT&E Committee meeting if the Planning Application consultation deadline closes before the 6<sup>th</sup> July date.

**AP36** Cllr Moon to confirm the Planning Applications consultation period end date to Cllrs.

**40/7** Matters for information purposes only.

The Clerk noted that she had resigned from her position as Parish Clerk and Responsible Financial Officer earlier that week and her last day would be midday on the 6<sup>th</sup> July 2023.

Cllr Holt sent her apologies for the 6<sup>th</sup> July Parish Council meeting.

To confirm that the next meeting of the Claygate Parish Council is planned to be held on Thursday 6<sup>th</sup> July 2023 at 20:15 pm

Signed.....as a true and fair record of the meeting.

Date.....

## Appendix A

### **CLAYGATE PARISH COUNCIL – EXTRAORDINARY MEETING – JUNE 8<sup>TH</sup> 2023** **ITEMS 4 & 5 - Community Centre Issue**

#### **Statement by Cllr Bray**

Dear Fellow Councillors

I am sorry not to be able to be with you this evening, so am submitting this Statement instead.

A lot has been said about SO's since the Annual Meeting, and I daresay we have all learned a good deal from having [re-]read them. For my part, I believe that one of the most important, going forward, is SO 1[s], [sufficient debate etc].

But, I also note, in the context of Cllr Swift, who was clearly intent on preventing me speaking at all, shouting, when I indicated that I wished to speak on Item 29, that I was too late to speak, given that she had already seconded the proposal. SO 1[b] makes clear that there was no basis for such an assertion; on the contrary, debate can only begin if and when a motion has been seconded.

All that aside, in starting to speak on this issue in the PC meeting of May 18<sup>th</sup>, I made the following points: -

1. This issue is the most contentious one which has arisen between EBC and CPC in my 2 years as a Cllr
2. It is unfortunate that the origins of the issue lie in the time before the new Cllrs became so, and that they have to pick it up, now, so early in their terms of office.

This second point was intended to convey that it was unavoidably the case that some Cllrs were less well-sighted on the matter than others. But, we were where we were, and the need to reply to Ray Lee's letter was then – rather than in 2 months time [ie the next full CPC meeting] - so we had to address it in that meeting.

I thus tried to explain fully – and would have done so as many times as I might have been asked – to outline the reasons why I, and a significant majority of Cllrs in the previous PC, believed, in our meeting of March 9<sup>th</sup>, that an implied threat of closure of the Community Centre existed.

These were, and remain:

1. The Regulation 19 Draft Elmbridge Local Plan 2037 [June 2022 version] on p 94 has a table of data identifying Site Allocations in Claygate which includes the Community Centre site in Elm Road, listing it for development of 14 residential units [and reprovision of community use] in a 6 -10 year time frame.

There is an additional nuance to this point which is important.

Back in Summer 2022, shortly after the Draft Local Plan was published, we were told not to worry too much about sites appearing in the Site Allocations List because “normal planning procedures will apply” and that we could oppose any development plans in the normal way. Subsequently, however, I have been given to understand that, when a local authority puts a site into its Site Allocations list, it is effectively saying to developers “Reasonable proposals for this site will be approved”. This adds considerably to the threat posed to the Community Centre by its appearing in the Site Allocations list – and might explain, for instance, why Planning Application 2023/0798 re: Crown House appeared just recently, when the development was listed for a 11 – 15 year time frame in the Draft Local Plan.

2. The Final Report by Collaborate [consultants] on its Review of Community Support Service [provision in the borough] [January 2023] states the view, a number of times, that there are too many buildings engaged in this service currently [implying that fewer are needed] and, on Slide 30, states that Claygate is not in “a highest need area”.

Having made these points, I was asked if I had a proposal. Knowing, from experience [as some new CPCllrs will now also know, having attended their first Planning Committee on May 24<sup>th</sup>] how very difficult it is for a Committee to draft quality text in a meeting – still less a complete letter – I had come to the meeting with a proposal in the form of a letter, for use only in the event it was called for. I see no need to apologise for this. I read this draft letter to the meeting.

You will all, by now, have had ample time to have read the Draft Local Plan and Collaborate’s report and I believe that anyone who has the best interests of Claygate residents – as opposed to those of any other group or organisation - at heart can only conclude that there was, on March 9<sup>th</sup>, and still is – insofar as official documents are concerned, at least - an implied threat of closure to the Claygate Community Centre. As such, I believe Ray [Lee] was wrong to state that we had made an error in saying there was an implied threat of closure. I thought, then, that we were obliged to tell him so, and that remains my view. I therefore believe you should vote, even at this stage, to send the letter [though amended, in para 2, line 5, from page “78” to “94” and possibly in other respects to make it “current”]. To do otherwise, I believe, would be a betrayal of our residents.

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I have one final point, inspired by, as much as anything, by B Cllr Coomes’ statement in his video on the matter “...let me reassure you again that this Centre will not be closed.”

It is that it seems highly possible to me that a solution to the Borough’s financial issues with Community Support will be devised in which there will indeed be fewer buildings involved going forward, but that Claygate’s will be one which survives. And, if this, indeed, comes about, while others will claim credit, as they normally do, let there be no doubt that this will have been due, as much as anything, to the early intervention made by the Cllrs of the last CPC on March 9<sup>th</sup> 2023, endorsed, I hope, by this CPC at this meeting of 8<sup>th</sup> June 2023.

Regards  
Gil [Bray]

Appendix B

**Claygate Parish Council Extraordinary Meeting, 8 June 2023, Agenda Items 4 and 5**  
**Claygate Community Centre**  
**Note by Councillor Michael Collon**

**Introduction**

1. At the Annual Meeting on 18 May 2023 the Council decided by a 4 – 3 majority, 3 Councillors abstaining, to write to Ray Lee, the strategic director of Elmbridge Borough Council, explaining that it maintained its previously expressed concerns that there was an implied threat of closure of the Claygate Community Centre, and that the Parish Council would resist any attempts at closure.
2. When 5 Councillors applied to have an Extraordinary Meeting to seek to reverse this decision, they did not consult other Councillors on the date. On the chosen date I am away for reasons arranged many months ago. I hope that all who attend the meeting will consider these views carefully before reaching a decision.

**The Community Centre**

3. I hope we can all agree that the Community Centre is currently an invaluable asset to Claygate, performing many functions unavailable elsewhere in the village, and of particular value to the more elderly residents, those who are lonely, and those unable to travel far.

4. I hope it can also be agreed that if any proposals were to be made either for the closure of the Centre or for the downgrading of its work, whether in the short or long term, all those with the interests of Claygate at heart would do everything in their power to oppose this. Foremost among them should of course be the Parish Council.
5. It does not need saying that party politics should have no place in this decision. I take no account of anything said in the political arena.

### **Is there a threat?**

6. It is argued that there is currently no threat of closure, not even an implied threat, because no decision has been taken to that effect. It is true that EBC has taken no action, nor yet decided to do so. It is however incontrovertible that it is considering the possibility of doing so, as two documents demonstrate.
7. The latest draft of the Elmbridge Local Plan (June 2022), in Chapter 9 (site allocations), lists a number of sites in the borough as allocated for new housing. Seven sites are listed for Claygate: Crown House, where an application for new housing has already been made; three car parks; garages behind Foxwarren and Holroyd Road; and “Claygate Centre, Elm Road”, allocated over 6-10 years for “14 residential units and re-provision of community use”. The meaning of “re-provision of community use” is not explained, but there is no way 14 residential units could be built on this site without destruction of the Community Centre.
8. In his reply of 11 April 2023 to the Council’s letter of 27 March 2023, Ray Lee said that there was “no mention in the Community Support Services review of the possible closure of the Claygate Centre for the Community.” He added: “There are no further immediate actions as part of our connected communities approach. Suggestions that we are closing Centres for the Community are baseless ...”. Looking at the actual text of the Review, Option 1 (the preferred option) states that “Instead of 7 community centres plus the civic, there would be fewer buildings in total .... Some of the buildings may change location and be entirely redeveloped to include affordable housing and office space.” Options 2 and 3 make similar suggestions.
9. If there are to be “fewer buildings”, with some “entirely redeveloped”, those most at risk must be those that are least needed. Slide 30 of the Review states that the Claygate Centre is not in a highest need area. While this is not an explicit threat to close the Centre, it is a statement that this is a possible option.

### **When should the Parish Council make its views known?**

10. It has been argued that it would be premature for the Parish Council to make its views known at this stage, since no firm decisions have been taken. I believe this is precisely the reason why the Parish Council needs to make its views known now. The Local Plan is still in draft, and EBC can still amend it. The next stage is for it to go to the Inspectors for approval on behalf of the Secretary of State. Once it is approved, it becomes the fixed policy of EBC. Certainly, nothing could be done without planning permission, but the planning authority is EBC, whose policy this would be.
11. This is why in March the Parish Council decided to make known to EBC the views of the majority of the then Parish Councillors. It is why I believe that the present Councillors should endorse that view. In the hope that other Councillors will share my view, I attach a draft of a letter which the Parish Clerk might send to Ray Lee. Its reasoning is the same as that put forward by Cllr Bray on 18 May 2023.
12. Once this has been discussed and a decision reached under Agenda Item 4, I do not see that there is anything left to discuss or decide under Agenda Item 5, which simply duplicates Item 4.

Michael Collon  
31 May 2023

## **Draft of a letter for the Clerk to send to Ray Lee, Strategic Director, Elmbridge Borough Council**

Claygate Centre, Elm Road

In my email of 13 April 2023 I thanked you for your letter of 11 April 2023 and told you that I would circulate it to Councillors and get back to you. I have done so. The Councillors considered it at their annual meeting on 18 May 2023 and again at an extraordinary meeting on 8 June 2023. They have asked me to reply to you to make the following points.

They accept that no immediate action is planned by Elmbridge Borough Council, and in particular that there are no current plans to close the Claygate Community Centre in Elm Road. Nevertheless there are documents which suggest that this is among the possibilities being considered by EBC – hence the Parish Council’s use of the term “implied threat”. The draft Local Plan (June 2022, chapter 9) considers possible site allocations for new housing, and one suggestion (page 94) is the allocation of the Centre for “14 residential units and re-provision of community use”. In the Review of Elmbridge Community Support Service Final Report, Option 1 (the preferred option) states that “Instead of 7 community centres plus the civic, there would be fewer buildings in total .... Some of the buildings may change location and be entirely redeveloped to include affordable housing and office space.” Options 2 and 3 make similar suggestions. If there are to be “fewer buildings”, with some “entirely redeveloped”, those most at risk must be those that are least needed. Slide 30 of the Review states that the Claygate Centre is not in a highest need area. These are the reasons why in March the then Parish Councillors believed there was an implied threat of closure of the Centre, and they thought that it would be helpful to let you know at an early stage what their reaction would be if this implied threat were to become a reality. The current Councillors endorse that view. The Centre performs a very valuable function in Claygate, and they would be entirely opposed to any proposals to close it or downgrade it. Clearly it is much easier for changes to be made to the Local Plan while it is still in draft, before it goes to the Inspectors. Councillors very much hope that no future plans will make any reference to the possibility of such closure.

## Appendix C

### **CPC EO Meeting, Thursday, June 8<sup>th</sup> 2023**

#### **ITEM 6 – Proposed Draft Letter to Cornerstone prepared by Cllr Bray**

FAO: Shell Kelly  
WHP Telecoms Ltd  
1a Station Court  
Station Road  
Guiseley  
Leeds  
LS20 8EY

<Date - tbd>

Dear Shell

**Re: PROPOSED BASE STATION INSTALLATION UPGRADE AT CORNERSTONE 14440852, HORRINGDON FARM, VALE ROAD, CLAYGATE, VALE ROAD, KT10 0LF, NGR: E: 515275 N: 162480**

I write in reply to your letter of 16<sup>th</sup> May 2023, which was considered by Claygate Parish Council's Planning Committee at its meeting of 24<sup>th</sup> May 2023 and by the full Parish Council on 8<sup>th</sup> June 2023.

They asked me to make the following points:-

1. Thank you for reaching out to consult with us. We appreciate it.
2. We note your overall aims as below:-
  - promote shared infrastructure
  - maximise opportunities to consolidate the number of base stations
  - significantly reduce the environmental impact of network development

and note that we share them, insofar as installations in our village are concerned.

3. In your letter, you state "....we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter." Given that the date at the top of your letter is 16<sup>th</sup> May 2023, this suggests that you were giving us until, at least, 30<sup>th</sup> May. However, I note that Prior Notifications 2023/1429 and 2023/1427 were registered with Elmbridge yesterday – only 8 days after the date of your letter. Could you comment, please?
4. Notwithstanding [3] above, we do not object to the proposals in your letter. But, please do not take this as a lack of objection to other proposals you may bring forward.
5. Your letter states: "There is a specific requirement for a radio base station upgrade at this location to provide improved technical provisions, greater capacity and coverage in the area." but does not identify which services [ie 4G, 5G, other?] are to be improved. Could you tell us more on this, please? Equally, we understand that the Horringdon Farm mast provides services for Vodafone. Could you confirm that this is so, and whether another provider [O2, perhaps] is also serviced there?
6. While writing, we note, from previous contact, that you also provide services to Vodafone and O2 via the mast at Elm Farm, Claygate. Would you care to update us as to the status of that mast and any coming developments?
7. Finally, could you update us as regards any possibly forthcoming proposals regarding 5G in Claygate?

Thank you again for reaching out. We look forward to hearing from you.

Yours sincerely

Sally Harman

Clerk & RFO, Claygate Parish Council