



Caring for Claygate Village

MINUTES

PLANNING COMMITTEE MEETING held at 7.30pm on Thursday 6th October at Claygate Village Hall

Present: -

Chair of the Committee: Michelle Woodward

Committee Member Councillors: Brian Rawson, Sue Grose, Geoff Herbert, Gil Bray, Janet Swift, Mark Sugden

In attendance: Sally Harman (Parish Clerk & RFO), 1 member of the public

1. **Apologies for absence**

Cllr Wang, Michael Collon and John Bamford sent their apologies in advance.

2. **Declarations of Interest in items on the agenda.**

2.1 To receive Declarations of Interest from Councillors in items on the agenda.

Cllr Sugden noted that he was also a Surrey County Councillor. He had no interests in items on the agenda in his role as Surrey County Councillor but if there were Highway matters they can be referred to the County Council and he may be consulted.

2.2 To note written requests for dispensations received 7 days prior to the meeting:

None

2.3 To note decisions made on any dispensation requests noted in agenda item

None

3. **Minutes of the last meeting (8th September 2022)**

It was agreed in a majority decision that the 8th September 2022 Planning Committee Minutes be approved with 1 amend to Item 9 which is to include the sentence 'The paper as presented did not include an EIA (Equalities Impact Assessment) and Cllr Grose raised the issue of whether one should have been included and could have impacted'. 1 Cllr abstained.

Cllr Woodward signed the 8th September 2022 Planning Committee Minutes, witnessed by the Clerk.

AP21 Clerk to upload final minutes on to website.

4. **Actioning of Items from Previous minutes**

AP15 Cllr Bray to organise meeting with the agent of CK Hutchinson as well as the representative for Vodafone/O2s contractors with EBC in attendance. Covered under Item 13. **ONGOING**

AP16 Cllr Bray to circulate a current mast coverage map of Claygate he had prepared to Cllr Grose. **DONE**

AP17 Cllr Woodward to circulate Draft Local Plan Courier article to the Committee. **DONE**

AP18 Clerk to add Planning Committee's application of Planning Policy in Planning Application decisions to next Planning Committee agenda. **DONE**

AP19 Cllr Swift to circulate the notes she had made from the training sessions and slides to Planning Committee members. Cllr Woodward actioned **DONE**

AP20 Clerk to write to Kim Tagliarini, EBC Head of Planning regarding the proposed amends to the publication of Representations on Planning Applications **DONE**

5. **Planning correspondence, notification of applications and outstanding results.**

The Clerk had circulated an email from a resident, and subsequently an e-mail from John Bamford, noting that the legislation had changed for change of usage and as such the response by the Planning Committee to 2022/2527 22 The Parade had been incorrect.

It was **unanimously agreed** that Cllr Bray speak to Paul Falconer to request lower level more detailed Planning training and for Cllr Bray to circulate his Planning Application Refusal Review report.

AP22 Cllr Bray to speak to Paul Falconer regarding training and circulate his Planning Application refusal review report.

AP23 All Committee members to review EBC website on how to respond to Planning Applications.

AP24 Clerk to acknowledge email from resident and refer him to these minutes.

6. **Applications and Appeals decided since last meeting.**

The Clerk had circulated a report from Cllr Bray in advance of the meeting (Appendix A). The Committee noted the report.

7. **Applications from Elmbridge Borough Council Weekly Lists**

(<https://www.elmbridge.gov.uk/planning>) including confirmation of comments sent to EBC: -

w/e 9th September, 16th September, 23rd September and 30th September

Application Number	Address	Proposal	Claygate Parish Council Response
2022/2188	34 Holroyd Road Claygate Esher Surrey KT10 0LG	Single-storey rear infill extension, front canopy and alterations to fenestration.	No Objection with Comment. CPC doesn't object to the single storey infill extension, front canopy and alternations to fenestration however it notes that the dwelling is portrayed as a single dwelling that is contrary to 2021/2931. Majority agreed. 2 Cllrs abstained.
2022/2655	Horrington Farm Vale Road Claygate Esher Surrey KT10 0NN	Change of use from Class R (Farm Buildings) to B8 (Storage) for single-storey detached outbuilding following demolition of existing agricultural buildings.	LDC. No Comment

2022/2712	24 The Avenue Claygate Esher Surrey KT10 0RY	Retrospective application for a single-storey rear extension.	No Objection, No Comment. Unanimously agreed.
2022/2487	17 The Avenue Claygate Esher Surrey KT10 0RX	Two-storey rear extension and alterations to fenestration.	Comment only. The material presented isn't sufficient to allow CPC to take a view. Majority agreed. 1 Cllr abstained.
2022/2395	4 Littleworth Road Esher Surrey KT10 9FP	Variation of Condition: 2 (Approved plans) of planning permission 2020/2095 (Development comprising 62 flats) to alter internal layouts, relocate bin store, alterations to fenestration and removal of internal link on ground-floor to Pavilion Block and alterations to unit mix, changes to internal layouts and terrace to bedroom of plots 1-02 and 2-02 enlarged in the South Block.	No Objection, No Comment.
2022/2726	Highclare 12 Beaconsfield Road Claygate Esher Surrey KT10 0PW	Claygate Foley Estate Conservation Area - Reduce canopy spread over neighbouring garden by 3.0m and crown lift to 3.0m over neighbour's garden of 1 x Oak.	The Tree Wardens report had not been received. It was unanimously agreed that the Clerk should request comment from the Tree Wardens the next day and submit their comments if she receives them. If not, she is to submit 'No Comment'.
2022/2843	15 Forge Drive Claygate Esher Surrey KT10 0HR	Single-storey rear extension.	LDC. No Comment
2022/2452	6 St Leonards Road Claygate Esher Surrey KT10 0EL	First-floor side extension, rooflights and alterations to fenestration.	No Objection, No Comment. Unanimously agreed.

2022/2796	Arbrook Cottage 8 Beaconsfield Road Claygate Esher Surrey KT10 0PW	Claygate Foley Estate Conservation Area - Crown lift 1 x Yew to a height of 2.5m, crown reduce 1 x Oak and 1 x Thuja by 1.5m.	The Tree Wardens report had not been received. It was unanimously agreed that the Clerk should request comment from the Tree Wardens the next day and submit their comments if she receives them. If not, she is to submit 'No Comment'.
2022/2826	Shalford 2 Albury Place Hare Lane Claygate Esher Surrey KT10 0RB	Tree Preservation Order: ELM:40 - Crown reduce 1 x Plane.	The Tree Wardens report had not been received. It was unanimously agreed that the Clerk should request comment from the Tree Wardens the next day and submit their comments if she receives them. If not, she is to submit 'No Comment'.
2022/2824	20 Station Road Claygate Esher Surrey KT10 9DH	Confirmation of Compliance with Condition 3 of planning permission 2021/3885 allowed at appeal.	No Objection, No Comment. Unanimously agreed.

8. East Area Sub Committee Meeting report.

The Committee noted that Planning Application 2022/2031 1 Chadworth Way was going to East Area Sub Committee this coming Monday 10th October.

9. EBC Planning Committee Meeting Report.

The Committee noted that the next EBC Planning Committee was the 18th October.

10. Licensing Applications in Claygate.

No alerts.

11. Compliance issues in Claygate.

2014/4954 – 1 Caerleon Close. Still no update.

AP25 Clerk to chase EBC Compliance officer again.

12. To receive an update on the Draft Local Plan and agree a response from the Council to Elmbridge's Online Design Code Survey (closes 30th October).

The Committee noted that there were currently no further updates on the Draft Local Plan.

It was **unanimously agreed** that Cllrs submit their own personal responses to the EBC's Online Design Code Survey and that a response from CPC would not be submitted.

13. To receive an update on 5G Masts.

A resident's email had been circulated to Committee members ahead of the meeting. Cllr Bray noted that he was continuing to pursue Telecom providers but was struggling to get a committed response.

It was **unanimously agreed** that Cllr Bray continue to pursue Vodafone/O2 and Hutchinson on behalf of the Committee to try and secure their engagement.

It was **unanimously agreed** that the Clerk respond to the resident noting that the Committee had received his letter and acknowledged their comments.

AP26 Clerk to respond to resident.

14. To receive an update on the proposed change to the publication of representations on Planning Applications by Elmbridge Borough Council.

The Clerk had yet to receive a response but the issue had been added to the 14th October Bi-Annual EBC/CPC meeting agenda for discussion.

15. To consider the application of Planning Policy in Planning Application decisions.

The Clerk had circulated EBC's Core Strategy 2019, EBC's Development Plan 2015, EBC's Design and Character Supplementary Character Document 2012 and the Department for Communities and Local Government Technical Standards House Standards Guide provided from John Bamford ahead of the meeting. The Committee noted that they wanted to improve and strengthen their knowledge of Planning Policy through training so to give valid policy lead reasons for the comments they make on Planning Applications.

It was **agreed in a majority** decision that the Planning Committee robustly look at quoting policy from any of EBC's Core Strategy, Development Management Plan or Guidance, Example Design and Character Supplementary Planning Document where possible. 1 Cllr abstained.

Cllr Bray wanted it noted that the above decision was not a mandatory requirement of the Planning Committee.

It was noted that AP22 would help Cllrs achieve this objective.

16. Clarification of the process for Planning Committee meetings and public speaking.

It was raised by a Cllr that at the 11th August Planning Committee some members of the public raised personal comments rather than comments based on planning guidelines and that members of the public spoke for more than 15 minutes on a Planning Application.

It was noted that the Chair will continue to ask speakers to not repeat what has already been said and reiterate that comments need to be based on Planning guidelines not personal comments.

The Clerk reiterated that Planning Committee meetings were open to the public and that the Chair can invite people to speak and can allow them to speak longer than 15 minutes should she choose to.

17. To discuss and agree the key strategic objectives and budget proposal for the Planning Committee for 2022/23 to take the full Council for approval on the 17th November 2022.

The Committee noted that the main focus for 22/23 would be the Draft Local Plan and Training for possible new Cllrs following the May 2023 elections.

It was **unanimously agreed** that Cllr Woodward, Cllr Bray and the Clerk scope out the budget proposal for review at the next Planning Committee on the 3rd November.

AP27 Cllr Woodward, Cllr Bray and Clerk to scope out the budget proposal for the next Planning Committee on the 3rd November.

18. Communication of key decisions to Residents.

The Committee noted that the Courier had been delivered to most of Claygate that week and only a few roads were awaiting deliveries.

19. Matters for information purposes only.

The Clerk noted she was on Jury Service from the 31st October.

20. Date of the next meeting 3rd November 2022.

Meeting closed 20h57

Signed:



Dated:

3/11/22