



The Planning Committee, comprising of both elected Councillors and Co-opted members, meets on a regular basis to consider planning applications within the village. Copies of planning applications made to Elmbridge Borough Council that will be reviewed at the Parish Council Planning Committee meetings can be viewed at www.elmbridge.gov.uk/planning.

Remit of the Planning Committee

A. Responsibilities: -

- 1. Commenting on relevant planning guidelines and legislation.**
- 2. Obtaining professional support on planning matters when deemed necessary.**
- 3. Commenting on planning applications**
- 4. Commenting on applications under the Licensing Act 2003**
- 5. Commenting on applications under the Gambling Act 2005**

a. Relationship with the Planning Authority

- i. The Parish Council has no power either to grant or to refuse an application for planning permission: these powers reside with Elmbridge Borough Council.
- ii. The Parish Council does have the right to have its views considered by the Borough Council.

In the event that the Parish Council objects to the application, Elmbridge Borough Council will send the application to either East Area Planning Sub-Committee or Planning Committee for consideration depending on the number of objections and size of development.

b. Policies

- i. Green Belt and open spaces -The Parish Council will object to any reduction in the designated Green Belt and to any proposed development that detracts from its amenity value. It will ensure that existing and potential open spaces and greens within the village are protected.
- ii. Trees – The Parish Council attaches importance to the preservation of trees of significant amenity value, both on private land and on the highway. It will press for the granting of Tree Preservation Orders in appropriate circumstances. It will consider the advice of its Tree Wardens on any planning application affecting trees.
- iii. New Housing- The Parish Council recognises the pressure for housing development. However, it expects the Borough to exercise effective control over the type and density of such development, and to implement design guide standards in order to avoid incongruous housing development.
In particular: -
It is important that all types of housing are catered for.
There will be a presumption against the demolition of character houses throughout the village and not only in the conservation areas.
New development should be in harmony with its immediate environment in terms of street scene, scale, type, number of storeys, roof heights, architecture and garden size.
The size of rear gardens should adhere to the Elmbridge design guide standard.

In considering applications for residential development, the Parish Council will expect the Borough to be satisfied that the proposed development, on its own or in combination with others, would not place unacceptable pressure on local infrastructure and services such as schools, medical service and highways. Where development occurs, the Borough Council must ensure that appropriate funding is raised through CIL or otherwise to augment existing services and are committed to release such funding as raised in the Claygate area twice yearly directly to Claygate Parish Council.

- iv. Conservation Areas -The Parish Council will look critically at all proposed development and change of use in the conservation areas and liaise with the Claygate Conservation Area Advisory Committee to promote the maintenance and enhancement of the conservation areas. The sympathetic use of materials and design will be required.
- v. Small Works -Applications for small works on domestic properties, outside the conservation areas, will not normally be opposed, but they should ensure that there is no adverse impact on the street scene or the issues of concern described in this remit; the impact on the amenity of neighbours will usually be left to the Planning Authority, whose attention may be drawn to the relevant rules.
- vi. Backland development - The Parish Council will look critically at any proposals for backland development. It will seek to ensure that such proposals are integrated with existing development and do not detract from the appearance and character of the surrounding area.
- vii. Boundaries to properties – The Parish Council when considering applications will pay due attention to proposals for hedges, walls, fencing and gates. It will seek to ensure that these are in keeping with the character of the area. The Council is in principle opposed to gated developments.
- viii. Traffic and transport – The Parish Council in considering applications will assess the likely effect on the volume and nature of traffic in the vicinity, the implications for parking and the access to public transport.
- ix. Commercial -Applications will be viewed with regard to their benefit to the community, quality of design and visual impact on the area.
- x. Notices and Representations- The Parish Council will advise residents on its noticeboards and website to refer to the weekly planning list published on Elmbridge Borough Council’s website. We will consider any representations made.
- xi. Contacts with Developers and Applicants – Except in respect of applications for tree works, Parish Councillors will not normally speak to people regarding planning permission. Should such contact arise unavoidably, discussion shall be limited to procedural matters and avoid considering the merit of the application. In such a case a note shall be made of the contact and reported to the next Planning Committee meeting.

In the event that an interested party wishes to talk to a Parish Councillor prior to an application being heard at a meeting, this must be done by appointment with the Clerk. It should be immediately prior to a planning meeting, with a minimum of two Parish Councillors and the Parish Clerk present and a record taken of the discussion and included in the minutes.

Records of such meetings with interested parties should be agreed with the applicant if at all possible.

Councillors may attend publicly advertised open meetings about applications and proposed applications but should not enter into any discussion unless arranged as above.

If a member of the public wishes to make representations at a Parish Council Planning Committee meeting, this must be done in accordance with Standing Orders and the Planning Process and Public Speaking Document. Members of the public who make arrangements prior to a meeting will be given priority.

- xii. Councillor’s own Planning Applications – Councillor’s own personal applications will be discussed at Planning Committee meetings. The Councillor whose application it is must adhere to Standing Orders and the Code of Conduct and withdraw from the meeting when it is considering a

matter in which he/she has a disclosable pecuniary interest unless he/she has been granted a dispensation. Consideration of the matter begins when the agenda item is moved and includes any public representations and discussions relating to the planning application concerned and/or a vote.

c. Licensing Act 2003

The Parish Council will consider applications relating to the retail sale of alcohol, the supply of alcohol in clubs, the provision of regulated entertainment, late night refreshment and street trading and, if appropriate, make representation to Elmbridge Borough Council.

d. Gambling Act 2005

The Parish Council will consider all applications that could affect Claygate relating to the operation of premises for the purposes of gambling and, if appropriate, make representation to Elmbridge Borough Council.

In line with Elmbridge Borough Council policy decision, the Parish Council will oppose any application for casinos.

B. Organisation

The quorum of this Committee is three councillors in accordance with Standing Orders. In order to prevent the attendance of Councillors falling below the quorate number, it may be necessary to call upon the services of a councillor not on the Planning Committee to attend and vote at a meeting.

This may be achieved in the following ways: -

- i. The attendance of the Chairman or Vice- Chairman who are ex-officio members.
- ii. The attendance of a substitute councillor who will be invited by the Chairman of the Planning Committee to attend the meeting in question, and for that meeting and that meeting only, will have voting rights.

Amended January 2019

Amended July 2019

Amended August 2020

Web Accessibility Checked Sept 2020

Amended December 2020

Amended July 2021