



Caring for Claygate Village

DRAFT MINUTES

PLANNING COMMITTEE MEETING held at 7.30pm on Thursday 24th February in Treetops Cricket Pavilion.

Present:-

Vice- Chairman of the Committee: Michelle Woodward
Councillors: Geoff Herbert. Anthony Marques
Co-opted members: John Bamford, Michael Collon
In attendance: Sally Harman (Parish Clerk & RFO)

Under Standing Orders 3p it was **unanimously agreed** that Cllr Woodward be appointed Acting Chair of the Planning Committee meeting in the absence of the Planning Committee Chairman Cllr Bray.

1. **Apologies for absence**
Cllr Bray, Cllr Wang, Cllr Lesser and Cllr Swift sent their apologies in advance of the meeting.
2. **Declarations of Interest in items on the agenda.**
 - 2.1 To receive Declarations of Interest from Councillors in items on the agenda.
None
 - 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 2.2:
None
3. **Minutes of the last meeting (27th January 2022)**

It was **unanimously agreed** that the minutes could be approved with no amends and that the Acting Chair could sign the minutes, witnessed by the Clerk.

4. **To report on actioning of items from previous meetings.**
 - AP41** Clerk to request EBC Compliance Team review 10 Cavendish Drive. **DONE** EBC have requested remedial action to bring this in line with the approved plans or a retrospective application to vary the plans.
 - AP49** Clerk to invite Tree Wardens to Planning meetings bi-annually and Tree Wardens to attend Planning Committees if deemed necessary going forth. **ONHOLD** Next invite June 2022.
 - AP54** Clerk to add to Bi-Annual EBC/CPC Meeting agenda to take the issue of 5G masts and consultation between CPC, EBC and installers to the meeting **DONE**
 - AP55** Clerk to add Planning Remit to next Full CPC meeting for sign-off. **DONE**
 - AP56** John Bamford to send Cllr Bray data he had prepared on conflicting information given on the EBC Constitution document and EBC website. **DONE**
 - AP57** Clerk to add to Bi-Annual EBC/CPC Meeting agenda Local Plan update, 5G Masts and clarification on the rules for when Planning Applications go to Sub-committee. **DONE**
 - AP58** Clerk to prepare a double sided A4 Planning Remit and Public Speaking Guidance Handout for Claygate Community Day on 23rd April. **OUTSTANDING.**
 - AP59** Clerk to circulate the March SALC Planning Course details to the Committee. **DONE**

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

In addition to correspondence shared within Action Points (APs) and further down the agenda the Clerk had received an email from the Tree Wardens Margie Richardson and Vanessa Relleen. They requested that two new Tree Wardens, John Ovenden and Gareth Jones, be able to receive planning notifications and invitations to Planning Meetings from the Planning Committee. The 2 new Tree Wardens had both been involved in the tree maintenance work they had been doing, they are registered Tree Wardens and are undergoing the Tree Warden training.

It was **unanimously agreed** that the Clerk include the new Tree Wardens on communication and meeting invitations going forth.

AP60 Clerk to inform the new Tree Wardens and get them set up on the distribution list.

The Clerk updated the Committee on communication she had received from a resident from Derwent Close with regards to Planning Application 2022/0041 151 Hare Lane. She had communicated the role of the Parish Council vs Elmbridge Borough Council to the resident and had advised that she could come and speak this evening on the planning application if she so wished to.

6. Applications and Appeals decided since last meeting.

A report by John Bamford (Appendix A) had been circulated to the Committee ahead of the meeting. The Planning 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 28th January 4th February, 11th February and 18th February

<u>Application Number</u>	<u>Address</u>	<u>Proposal</u>	<u>Claygate Parish Council Response</u>
2022/0003	19 Woodbourne Drive Claygate Esher Surrey KT10 0DR	Single-storey rear extension, first-floor front and rear infill extensions, conversion of garage into living space, rear dormer windows, front and side rooflights, front porch and alterations to fenestration following partial demolition of existing house.	No Objection, No Comment Unanimously agreed
2021/4393	The Oaks The Causeway Claygate Esher Surrey KT10 0NE	Single-storey front porch following demolition of existing porch.	No Objection, No Comment Unanimously agreed
2022/0143	3 Loseberry Road Claygate Esher KT10 9DQ	Prior Approval Schedule 2, Part 1, Class A: Single-storey rear extension following demolition of existing rear extension.	No Objection, No Comment Unanimously agreed
2022/0079	Braddick House Ruxley Crescent Claygate	Rear and side dormer windows and alterations to fenestration.	LDC. No Comment.

	Esher Surrey KT10 0TZ		
2021/4339	31 Crediton Way Claygate Esher Surrey KT10 0EB	Single-storey rear extension and alterations to fenestration.	No Objection, No Comment Unanimously agreed

2022/0165	Site of Former Claygate House Littleworth Road Esher Surrey KT10 9PN	Non-Material Amendments to planning permission 2020/2095 for approval of an alternative design option for the footway widening scheme along Littleworth Road.	No Objection, No Comment Unanimously agreed
2022/0120	7 Claremont Road Claygate Esher Surrey KT10 0PL	Confirmation of Compliance with Condition: 3 (Noise from Pool Plant and Equipment) of planning permission 2021/3179.	No Objection with Comment. The Council note the recommended mitigation measures under Item 5.5. of the submitted Noise impact assessment. Unanimously agreed
2022/0041	151 Hare Lane Claygate Esher Surrey KT10 0RA	Rear dormer window and front rooflights.	No Objection with Comment. We note the concerns raised in the objections relating to privacy. Unanimously agreed
2021/4383	5 Common Road Claygate Esher Surrey KT10 0HG	Partial conversion of garage into living space and alterations to fenestration.	LDC. No Comment

2022/0199	6 Vale Croft Claygate Esher Surrey Surrey KT10 0NX	Tree Preservation Order EL:304 - Crown clean 1 x Copper Beech.	No comment. Unanimously agreed.
2022/0085	6 Tower Gardens Claygate Esher Surrey KT10 0HB	Tree Preservation Order EL:89/25 - Crown reduce 1 x Tulip.	No Objection with comment. We request that the work on this beautiful tree should be done professionally and sympathetically, and that the maximum height and width reductions are not exceeded. Unanimously agreed.

2022/0162	15 Claremont Road Claygate Esher Surrey KT10 OPL	Single-storey rear extension, rear conservatory, front porch, vehicular access, external alterations and to fenestration following demolition of existing conservatory and porch.	No Objection, No Comment Unanimously agreed
2022/0241	Vellacotts 11 Beaconsfield Road Claygate Esher Surrey KT10 OPN	Claygate Conservation Area - Crown reduce 1 x Maple.	No comment. Unanimously agreed
2022/0204	25 Torrington Road Claygate Esher Surrey KT10 OSA	Single-storey rear extension, conversion of garage to living space and alterations to fenestration.	No Objection, No Comment Unanimously agreed
2022/0354	1 Hermitage Close Claygate Esher Surrey KT10 OHH	Non-Material Amendments to planning permission 2020/2885 for alterations to new and existing windows and door.	Cllrs declared that they know the applicant. No Objection, No Comment Unanimously agreed

2022/0442	Firs Cottage 126 Foley Road Claygate Esher Surrey KT10 ONA	Single-storey rear extension following partial demolition of existing house.	LDC. No Comment
2022/0425	67 Foley Road Claygate Esher Surrey KT10 OLY	Claygate Conservation Area - Fell 1 x Fir and crown reduce 1 x Chestnut.	No comment. Unanimously agreed

8. East Area Sub Committee Meeting report.

Nothing for Claygate.

9. EBC Planning Committee Meeting Report.

A communication plan for EBC Local Plan is coming soon. Cllr Bray is to ask at the Bi-Annual Meeting of EBC/CPC on the 25th February.

10. Licensing Applications in Claygate.

The Clerk noted that she wasn't aware of any licence applications for Claygate. Michael Collon asked if personal licences are including in the alert notice the Clerk receives from EBC e.g. street parties, weddings.

AP61 Clerk to ask EBC where personal licences are recorded and see if she can get sight.

11. Compliance issues.

The Committee noted that there are 2 compliance cases open with Claygate; - 10 Cavendish Drive and 1 Caerleon Close which are currently being handled by EBC.

It was raised that 50 Common Road looked to be building a substantial porch in front of their property but there were no applications on the EBC planning portal.

It was **unanimously agreed** that the Clerk should notify the EBC Compliance team about 50 Common Road's porch construction.

AP62 Clerk to notify EBC Compliance team about 50 Common Road.

12. Update on Elmbridge Local Plan Status.

The Clerk updated the Committee on the EBC website notice that stated the Draft Local Plan will be brought to the Elmbridge Cabinet meeting on 16 March for consideration. If Cabinet agrees, the draft plan will then go to a Special Elmbridge Borough Council meeting on 22 March 2022. She informed the Committee that Cllr Bray had been liaising with Philippa Jarvis, the CPC's Planning Consultant to get her aligned with dates and process for Regulation 19 should CPC need. The Clerk had circulated the Legal Advice Document (Appendix B) to the Committee prepared by Cllr Bray following his discussions with Philippa Jarvis.

13. Torrington Lodge Car Park - EBC Potential Residential Housing Project.

No updates.

14. Communication of key decisions to residents including input to the Courier and the website.

The Clerk noted that the new Courier is being published at the start of April. Local plan updates would be included if they can meet the print deadlines. John Bamford suggested that an insert for a last minute Village Meeting could be included instead of delaying the publication.

15. Matters for information purposes only.

The Clerk noted that the Noticeboard on the Hare Lane by Boots had suffered storm damage so was currently out of action and that Cllrs and Residents should refer to the Noticeboards outside the Village Hall until the new noticeboard arrives mid-April.

16. Date of the next meeting 24th March 2022.

The reserve Councillor who may be required to attend the meeting on 24th March Cllr Marques

Meeting Closed: 20h28

Signed:

Dated:

APPENDIX B – LEGAL ADVICE ON THE DRAFT LOCAL PLAN by Cllr Bray

During the last few weeks, I have been seeking to assure myself that Phillippa [Jarvis] **will** be able to advise us through the coming Regulation 19 process. I am pleased to report that Philippa has indicated that, subject to any significant unforeseen issues which may arise, she will, indeed, be able to do that for us.

Below I attach her initial comments, for our information only, at this stage, as to the coming process.

1. the Draft Local Plan (Regulation 19) (DLP) is 'approved' by Cabinet, then Full Council (March 2022). This is the plan that EBC intends to submit for examination. The plan has to be published in advance of the meetings in accordance with the usual practice, so CPC PC will get an initial view at this stage.
2. The DLP is then subject to a 6 week consultation period (i.e. the plan is published) (likely to start from end March / beginning April - this should be confirmed in the documents provided for Cabinet). This is the official period during which CPC PC will need to fully review the contents, identify main areas of concern etc, hold a public meeting to discuss and then submit comments. Comments at this stage should be focussed on legal compliance, duty to cooperate and soundness tests (i.e. is the plan positively prepared, justified, effective and consistent with national policy).
3. EBC consider Reg.19 comments (and usually provide a schedule of responses) and if necessary prepare an addendum to the plan to identify any proposed changes (which should then be subject to further consultation) - alternatively EBC can submit a list of proposed changes at the examination stage (see 5) which the Inspector may consider as part of the Main Modifications
4. EBC submit the plan to the Planning Inspectorate - at this stage EBC believes that the plan meets all the tests of soundness and legal compliance; EBC should have set up a website by this stage containing all documents that have been submitted (plan and all supporting documents including evidence base)
5. Planning Inspectorate appoint an Inspector(s) - Inspector then takes lead in the examination of the plan. Initial queries may be raised, and / or a date(s) for hearings are set.

I will be asking Kim T to outline her understanding of the coming process in as much detail as she is able to tell us tomorrow morning [ie February 25th]

This – and any other relevant material - will all feature in the agenda of CPC on March 10th.

