

6<sup>th</sup> November 2023

**Minutes of the Planning Committee of Claygate Parish Council held in the Small Hall,  
Claygate Village Hall on the 2<sup>nd</sup> November 2023 at 8.00pm.**

**Present:**

**Councillors: Janet Swift (Chair), Michael Collon, Tim Freeborn, Sue Grose, Geoff Herbert, Donna Holt, George Marcall**

**Co-opted Committee Member: Jonathan Stokes**

**In attendance: Kate Biggs (Parish Clerk and RFO) and 2 members of the public**

The Chair noted at the start of the meeting that to assist with the writing of the minutes the proceedings would be recorded. The recording will be destroyed upon approval of the meeting's minutes at the next Planning Committee meeting.

**1) Apologies for absence.**

Apologies were received from Cllr Bray.

**2) Declarations of Interest in items on the Agenda.**

Cllr Collon declared an interest in item 7. Application 2023/2675. He noted he would leave the meeting for this item.

**3) Confirm the minutes of the 5<sup>th</sup> October 2023 Planning Committee meeting.**

It was noted that the date of the previous meeting had been 7<sup>th</sup> September 2023 and not 10<sup>th</sup> August 2023. It was noted that Cllr Bray suggested changes to Item 5. It was discussed that this just duplicated an Action from the previous meeting. The minutes of the previous meeting were amended accordingly, approved and signed by the 5<sup>th</sup> October acting chair Cllr Grose.

Proposed Cllr Grose and seconded by Cllr Holt. Agreed unanimously.

**4) Review actioning of items from previous minutes and agree any further action required.**

Cllr Swift reported the Dough Shack Van had been given the approval to trade by Elmbridge Borough Council (EBC) in June 2023. CPC Planning Committee noted their recommendation was to decline the application.

**5) Review planning correspondence, notification of applications and outstanding results and agree any action required.**

No comments were made.

**6) Review Applications and Appeals decided since last meeting and agree any action required. (Item 6. Appendix A)**

It was reported Cllr Bray had circulated his report detailing the Applications and Appeals decided since the last meeting. Cllr Bray was thanked in his absence.

**7) To receive an update on the EBC Design Code consultation that closes on the 5<sup>th</sup> November 2023. (Item 7. Appendix B)**

Cllr Grose reported she had received a hard copy of the draft Design Code. Cllr Herbert reported he had put together a series of questions for EBC. It was agreed Cllr Herbert's document should be circulated to full council and form the basis for a Claygate Parish Council (CPC) response. It was agreed Councillors should respond to the draft document and the Clerk should send this over to EBC first thing Monday morning.

**Proposed by Cllr Grose and seconded by Cllr Swift. Agreed unanimously.**

7. Action 1: Councillors to respond to Cllr Herbert's draft response to the EBC Design Code consultation.

7. Action 2: Clerk to send confirmed response to EBC Design Code consultation first thing Monday morning.

**8) Discuss planning applications from Elmbridge Borough Council (EBC) Weekly Planning Lists (<https://www.elmbridge.gov.uk/planning>) for the following weeks and agree responses required: Week ending: 6<sup>th</sup> October, 13<sup>th</sup> October, 20<sup>th</sup> October, 27<sup>th</sup> October.**

Application Number	Address	Proposal	Ward	Details	Result
2023/2416	97A Hare Lane Claygate Esher Surrey KT10 0QX	Variation of Condition 2 (Approved Plans) of planning permission 2022/2866 Roof extension and rear extension with terrace) to reduce the size of rear extension/terrace.	Claygate Ward	<a href="#">View Details</a>	No objection, no comment. Proposed Cllr Marcall and seconded Cllr Grose. Agreed unanimously
2023/2616	5 Kilnside Claygate Esher Surrey KT10 0HS	Two storey rear extension, single-storey side extension incorporating garage, roof replacement from flat to pitched roof over existing front projection and alterations to fenestration following demolition of existing detached garage.	Claygate Ward	<a href="#">View Details</a>	No objection, no comment. Proposed Cllr Collon and seconded Cllr Swift. Agreed unanimously

2023/2617	56 The Roundway Claygate Esher Surrey KT10 0DW	Single-storey rear extension and alterations to fenestration following demolition of existing garden room.	Claygate Ward	<a href="#">View Details</a>	No objection, no comment. Proposed Cllr Swift and seconded Cllr Grose. Agreed unanimously
2023/2621	56 The Roundway Claygate Esher Surrey KT10 0DW	Front porch infill extension	Claygate Ward	<a href="#">View Details</a>	No objection, no comment. Proposed Cllr Grose and seconded Cllr Swift. Agreed unanimously
2023/2675	Station House The Parade Claygate Esher Surrey KT10 0PB	Retrospective application for landscaping works to the rear garden.	Claygate Ward	<a href="#">View Details</a>	It was noted this application was made retrospectively. It was agreed a Land Stability Assessment should be requested. No objection, no comment. Proposed Cllr Grose and seconded Cllr Swift. Agreed unanimously
2023/2812	2 Brookfield Gardens Claygate Esher Surrey KT10 0DS	Part two/part single-storey rear/side extension incorporating rear and front dormer windows, front extension and alterations to fenestration.	Claygate Ward	<a href="#">View Details</a>	No objection, no comment. Proposed Cllr Holt and seconded Cllr Swift. Agreed unanimously
2023/2721	Morwenna The Causeway Claygate Esher Surrey KT10 0NE	Retrospective application for single-storey detached outbuilding incorporating terrace.	Claygate Ward	<a href="#">View Details</a>	No objection, no comment. Proposed Cllr Swift and seconded Cllr Holt. Agreed by majority 4 for 2 abstentions.

**9) Receive a report on EBC's East Area Sub Committee Meeting and agree any action required.**

It was reported the last meeting took place on 9<sup>th</sup> October 2023. There had been no issues raised concerning Claygate. The next meeting takes place on 6<sup>th</sup> November 2023.

**10) Receive a report on EBC's Planning Committee Meeting and agree any action required.**

It was noted Cllr Bray would report at the next meeting.



**11) Review any Licensing Applications in Claygate and agree any action required.**

*Callie  
Capital*

It was reported EBC had received an application WK/2023 05754 by the Bagel Café (the Old Capital Café) for an alcohol license through to 9pm. It was noted this application could have restaurant implications. It was discussed the current application included a Challenge 21 policy.

It was agreed CPC should comment on this application requesting the Challenge 21 policy be revised to a Challenge 25 policy.

Proposed Cllr Holt and seconded Cllr Grose. Agreed Unanimously.

11 Action 3: Clerk to report the CPC Planning Committee comment to EBC Planning Department about application WK/2023 05754.

**12) Review any Compliance issues in Claygate and agree any action required.**

Cllr Marcall reported the Caerleon, Ruxley Heights was now boarded up to prevent intruders, however there had been an incident where people had tried to gain access and the police had been called. This remains an area of concern. He noted planning permission had now been granted to demolish the garages. It was noted there was a water leak but it had not been possible to switch off the water. Cllr Marcall noted it was hard to obtain a demolition order on a residential property. It was agreed to monitor and report back at the next meeting.

**13) Discuss any Communication of key decisions to Residents and agree any action required.**

Cllr Grose welcomed Caroline and David Hill to the meeting.

It was reported Crown House had been requested to remove trees as they were situated too close to a residential property.

**14) Matters for information purposes only.**

Cllr Swift reported Paul Falconer will be running Councillor planning training from 7pm prior to the next Planning Committee meeting at 7.30pm.

14 Action 4: It was agreed Cllrs would send questions to Paul Falconer prior to the training in order for him to prepare relevant explanations.

**15) Date of the next meeting**

7.30pm Thursday 30<sup>th</sup> November 2023 in the Main Hall, Claygate Village Hall.

Meeting close 8.47pm

Chairman.....*JHK*.....

Date.....*30-11-2023*.....