



Caring for Claygate Village

DRAFT

PLANNING COMMITTEE MEETING held at 7.30pm on Thursday 17th June 2021 in the Village Hall

Outgoing Chairman of the Committee: Geoff Herbert
New Chairman of the Committee: Gil Bray
Councillors: Michelle Woodward, Xingang Wang, Janet Swift, Jo Lesser
In attendance: Sally Harman (Parish Clerk & RFO)

1. **Apologies for absence**

John Bamford sent his apologies in advance of the meeting.

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

2.1 To receive declarations of interest from Councillors on items on the agenda.

None

2.2 To received written requests for dispensation for disclosable pecuniary interests (if any):

None

2.3 To grant any requests for dispensation as appropriate:

None

3 **Election of the Chairman**

Each year Councillors on the Planning Committee choose the Planning Committee Chairman for the forthcoming year. Cllr Herbert proposed Cllr Swift, seconded by Cllr Swift. Cllr Bray was proposed by Cllr Xingang, seconded by Cllr Woodward.

Cllr Bray was elected Chairman of the Planning Committee by a **majority** decision.

Cllr Bray thanked the Committee and noted that he was keen to make an effective contribution. He was grateful for all the support and help Councillors had already given him and he will be reaching out for further support going forth and their help was much appreciated.

4 **Election of the Vice-Chairman**

Cllr Lessor proposed Cllr Woodward, seconded by Cllr Herbert.

Cllr Woodward was elected Vice-Chairman of the Planning Committee by a **majority** decision.

5 **Appointment of Co-opted Committee Members**

It was **unanimously agreed** to offer Michael Collon and John Bamford Co-opted Committee Member positions for the forth coming year should they wish to join the Planning Committee.

AP1 Clerk to contact Michael Collon and John Bamford regarding the vote decision and ascertain their interest in becoming Co-opted Committee Members.

6 **Review of Remit of the Planning Committee**

Cllr Swift proposed that the Planning Committee move to the same model as Elmbridge Borough Council (EBC) Planning Department with regards to public speaking on a planning application. EBC allow for only 1 objector and 1 supporter to speak per planning application. The Clerk noted that some work had already been done on this a number of months ago.

It was **agreed in a majority decision** that the Planning Committee remit remains as is with no amends and that the consideration of limiting the number of speakers per planning application to 1 objector and 1 supporter be deferred to the next Planning Committee.

AP2 Clerk to review prior work on the subject of number of speakers and speak to SALC and EBC again, if required, and add to next Planning Committee agenda.

7 **Minutes of the last meeting (20th May 2021).**

It was noted that Planning Application 2021/1148 18 Trystings Close was incorrectly noted as 2012/1148 18 Trystings Close. It was noted that Item 18: Matters for information should read: - "John Bamford noted that there are some planning applications where amended documents have been filed that haven't come back to the committee."

It was **agreed in a majority decision** that the minutes of the 20th May 2021 could be signed as a correct record of the meeting with the 2 noted amends.

The Chairman signed the amends in the minutes and then signed the minutes and returned them to the Clerk.

8 **To report on actioning of items from previous meetings.**

AP80 MS to request a cost from the planning consultant to provide advice on the EBC local plan Regulation 19 representation originally planned for 6 weeks Jan/Feb 2021 but now delayed. **IN PROGRESS** Clerk to take this AP

AP87 In addition to AP80 MS to ask the planning consultant for a cost of a meeting between her and the Planning Inspector if required during the year 21/22. **ON HOLD**

AP113 Clerk to contact SCC for an update on verges in Rosehill and Common Road advertised by sale through auction on Rightmove. **DONE** SCC stated that on the advert the listing was removed so it may have been sold but unfortunately, they are unable to confirm this. They did inform the auction house of the highway status here back in Nov '20 and the advert confirmed part of the title is highway. SCC notes that where they are alerted to such sales, they ensure that the sellers (or sellers representatives) are aware that the lot is comprised of (in full, or in part) publicly maintainable highway and that the legal status of publicly maintainable highway will not be affected upon any sale. The surface remains vested in the County Council as highway authority. SCC request that all potential purchasers are made aware and that the advert is updated to reflect this. Under s263 Highways Act 1980 the surface is vested in the County Council as highway authority regardless of subsoil ownership. For its status to cease being highway it would need to go through due legal process for the stopping up of public rights over the land.

AP115 Clerk to get an update on The Dough Shack licensing application. **IN PROGRESS** Further request for update had been sent to EBC Cllr Mike Rollings. He confirmed he is chasing up where things are with the street trading licensing in general and The Dough Shack in particular.

AP116 Clerk to prepare proposed amend to Planning Process and Public Speaking Guidance document and Planning Committee agenda wording and bring to next Planning Committee meeting. **DONE** Discussed under Item 18.

AP117 Cllr Herbert to prepare draft response to the Government Consultation Technical Consultation on the Consequential Changes to the Permitted Development Rights and circulate to Committee by 24th May. Cllrs to send comments to Cllr Herbert by 28th May. Cllr Herbert to send final response for submission to Clerk by 1st June. **REMOVE** Unfortunately the Clerk didn't receive the final submission in time.

AP118 Clerk to add how the Planning Committee tackles the Conservation area to June 17th Agenda. **DONE**

AP119 Clerk to speak to Head of Planning at EBC and set-up a meeting with Cllrs for August/September **DONE** She has proposed 10am on Friday 10th September. Location or virtual meeting TBC.

AP120 Clerk to speak to Vanessa Relleen and get an update on Tree Warden training. **IN PROGRESS** Emailed. Clerk chasing.

AP121 Chairman of Committee to raise the issue of discussion Cllr Planning Applications at the Planning Committee at the Annual Parish Council meeting. **DONE**

AP122 Clerk to seek advice from Head of Planning at EBC and SALC on whether Parish Councillors applications should or shouldn't be discussed at Planning Committee meetings and add to the 17th June Planning Committee and the 8th July Parish Council meeting for discussion. **DONE** Discussed under Item 17

9 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 been liaising with EBC to secure extensions for Parish Council feedback on the following applications: -

2021/1647 - Consultation - Claygate Primary School Foley Road Claygate Esher KT10 0NB

2021/1559 - 2 Foxwarren

2021/1520 - 3 Melbury Close

2021/1273 - 40 Red Lane

2021/1148 18 Trystings Close

2021/1466 - 74 Hare Lane

Cllr Herbert had sent the Clerk the EBC Draft Statement of Community Involvement. EBC are proposing to stop sending letters to residents in the vicinity of a Planning Application relying only on a site notice plus internet notifications. The Committee agreed a response to this consultation was required.

AP3 Cllr Woodward to draft a response to be sent to Cllrs to review and make any amends. Cllr Woodward to collate feedback and make any amends and send the final submission to the Clerk.

John Bamford had sent a few thoughts to the Clerk on an objection to 2021/0846 (6A High Street: Retrospective application to alter roof finish) that included criticism of the Parish Council. John Bamford asked whether Councillors wish to defend the reputation of the Parish Council to the resident at 1 Sims Cottages and explain to the resident who is responsible for decisions and viewings and why CPC could not provide a valid comment.

It was agreed in a **majority decision** to defer the decision on a response to the next Planning Committee on the 15th July.

The Clerk had circulated to the Committee an amended application she had received for 2021/1148 18 Trysting Close ahead of the meeting.

It was agreed in a **majority decision** to keep with the original CPC response that had already been submitted to EBC.

The Clerk had circulated to the Committee 2020/2609 - 21 Day Re-Consultation - Garage Block North of 2 Brookfield Gardens Esher Surrey KT10 0DS which she had received ahead of the meeting

10 Applications and Appeals decided since last meeting.

A report from John Bamford was circulated prior to the meeting (Appendix A).

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It was agreed in a **majority decision** to keep with the original CPC response that had already been submitted to EBC.

Applications from Elmbridge Borough Council weekly lists, including confirmation of comments sent to EBC: -

Application Number	Address	Proposal	Claygate Parish Council Response
2021/1338	74 Hare Lane Claygate Esher Surrey KT10 0QU	Hip-to-gable roof extension, rear dormer window, front roof lights and alterations to fenestration.	LDC. No Comment
2021/1466	74 Hare Lane Claygate Esher Surrey KT10 0QU	Single-storey rear extension and alterations to fenestration following demolition of existing rear projection.	No objection, no comment
2021/1647	Claygate Primary School Foley Road Claygate Esher KT10 0NB	Single-storey pool enclosure and associated access and decking.	No objection, no comment
2021/1559	2 Foxwarren Claygate Esher Surrey KT10 0LB	Single-storey side and rear extensions and front porch.	No objection, no comment
2021/1520	3 Melbury Close Claygate Esher Surrey KT10 0EX	Single-storey rear extension, rear canopy, rear raised patio and front porch.	No objection, no comment
2021/1273	40 Red Lane Claygate Esher Surrey KT10 0ES	Two-storey side extension incorporating garage, front porch and alterations to fenestration following demolition of side garage.	No objection, no comment
2021/0282	25 Vale Road Claygate Esher Surrey KT10 0NL	Vehicular access.	LDC. No Comment
2021/1450	Hillside Mountview Road Claygate Esher Surrey KT10 0UD	Front garage.	LDC. No Comment
2021/1547	Brantwood Mountview Road Claygate Esher Surrey KT10 0UD	Part two/part single-storey front/side and rear extension, two-storey front extension, increase in ridge height incorporating front and rear dormer windows, conversion of garage into living space, alterations to fenestration and external finish following partial demolition of house.	No objection, no comment
2021/1598	65 Foley Road Claygate Esher Surrey KT10 0LY	Part two/part single-storey side/rear extension, front porch, bin and cycle stores and alterations to fenestration following demolition of existing garage.	No objection, no comment

2021/1608	Magpie Manor Church Road Claygate Esher Surrey KT10 0JP	Variation of Condition: 2 (Approved Plans) of planning permission 2020/1338 (Householder extensions) to convert garage into living space and alter fenestration.	No objection, no comment
2021/1761	Narmada House 18 Derwent Close Claygate Esher KT10 0RF	Single-storey rear extension to existing garage, conversion of garage into living space and alterations to fenestration	LDC, no comment
2021/1477	Land at Queen Anne Drive Queen Anne Drive Claygate Esher Surrey KT10 0PP	Tree Preservation Order: EL:143 - Works to various Oak trees.	The six trees referred to in the application have been surveyed by an arborist who has advised on what work needs to be done to protect the trees from high winds and to reduce the risks of injury or damage to neighbouring properties. All six trees will have dead wood removed. Two trees will have their crowns reduced. Two trees will have one limb reduced. No objection.
2021/1801	74 Common Road Claygate Esher Surrey KT10 0HU	Single-storey side and rear extension.	No objection, no comment
2021/1654	16 Glenavon Close Claygate Esher Surrey KT10 0HP	Single-storey rear extension, front porch and alterations to fenestration.	No objection, no comment
2021/1961	9 The Roundway Claygate Esher Surrey KT10 0DP	Rear dormer window and front roof lights.	LDC, no comment
2021/1762	Narmada House 18 Derwent Close Claygate Esher Surrey KT10 0RF	Two-storey side extension, replacement front porch and alterations to fenestration and finish.	No objection, no comment

12. East Area Sub Committee Meeting report.

Nothing to report.

AP3 Cllr Herbert to continue to monitor and submit a written report for the Planning Committee going forth.

13. EBC Planning Committee Meeting Report

Nothing to report.

AP4 Cllr Bray to monitor EBC Planning Committee going forth, attend if required and update the Planning Committee if need be.

14. Licensing Applications in Claygate.

Nothing to report.

AP5 Clerk to request to EBC to formally notify CPC if a Licencing Application affects Claygate in the future.

15. **Compliance issues**

1 Caerleon Close – No further update at this time.

16. **Review and agree an approach to the Claygate Conservation Area.**

The Clerk had contacted the Head of Planning at EBC who confirmed that there is currently no Conservation Committee covering Claygate in Elmbridge. She clarified that she had spoken to the Senior Conservation Manager at EBC on the subject who was going to send through the information they have on the Conservation Area Advisory Committee (CAAC) constitution. She noted that they would need to send a report to one of the EBC Planning Committees and CPC would need a Ward Cllr to be on the board. She saw no reason why a Conservation committee for Claygate could not be reconvened.

AP6 Clerk to get further clarity from EBC and clarify John Bamford as a possible Claygate Conservation Area Liaison.

17. **Review and agree an approach to Parish Councillor Planning Applications going forth.**

The Clerk updated the Committee on the differing advice she had received on the subject of discussing Cllr's own Planning Applications at future Planning Committees from SALC and the Monitoring Officer at EBC. Cllr Swift proposed that Cllr's own Planning Applications should not be discussed at Planning Committee meetings as had been advised by SALC. A number of other Cllrs favoured the view of the EBC Monitoring officer.

It was **agreed in a majority decision** that the Clerk draft a revised Planning Remit to state that Cllr's personal Planning Applications would be discussed at Planning Committees and that the CPC Standing Orders and Code of Conduct Policy would apply to the Cllr concerned.

AP7 Clerk to draft revised Planning remit and circulate to Cllrs for review & consideration at the 8th July CPC meeting.

18. **Consider the adoption of the new Planning Process and Public Speaking Guidance**

documentation The Clerk had circulated a proposed new Planning Process and Public Speaking Guidance document and an example Agenda prior to the meeting. John Bamford had fed back his comments in advance of the meeting to the Clerk.

It was **agreed in a majority decision** that the amends put forward by Cllr Woodward, Cllr Lessor, Cllr Bray and John Bamford be made to the documents and added to the 8th July CPC meeting agenda for approval by the full council.

AP8 Cllr Bray & Cllr Lessor to send amends to the Clerk. Clerk to make all amends from Cllr Bray, Cllr Lessor, John Bamford and Cllr Woodward and add to 8th July CPC meeting for approval.

19. **Elmbridge Local Plan Status and any action arising.**

Cllr Herbert noted that it had been suggested that the EBC Local Plan Consultation was to start in September. CPC would need to hold a public meeting for the community in order to decide what response should be given.

AP9 Cllr Herbert to keep an eye on EBC Local Plan status and update the Committee. Cllr Herbert would manage the response to the Local Plan for CPC.

AP10 Clerk to inform Planning Consultant that the EBC Local Plan consultation is expected to start in September 2021 and check her availability to support a response.

20. RBK Local Plan & Hook Park Development Status and any action arising.

It is anticipated that plans will be available later this year. The Committee noted concern over the possible knock on traffic implications for Claygate.

AP11 Cllr Herbert to monitor going forth.

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

Nothing to report.

AP12 Cllr Herbert to monitor going forth.

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

It was noted that the planned Courier for June was likely to be delayed so that it can include details on the EBC Local Plan.

23. Matters for information purposes only.

The Clerk noted her office hours would change to Wednesday, Thursday and Friday for the week of the 21st June.

24. Date of the next meeting 15th July 2021

Meeting Closed: 21h32

Reserve may be required for the next meeting: -Cllr Marques.

Signed:

Dated:

Appendix A

Report on Planning Applications Decided since the Last Planning Meeting

Applications Refused by Elmbridge Borough Council (EBC)

2021/0846 6A High Street Claygate Esher Surrey KT10 0JG

Retrospective application to alter roof finish.

CPC did not object or comment.

EBC refused permission on the grounds that.

- " The proposed felt roof is out of keeping with the character of the conservation area as the predominant roof material, both in the vicinity of the application site and the wider conservation area, is grey slate tile. In addition, whilst the felt roof is not necessarily fully visible from street level, a number of properties surrounding the site have clear views of the roof from ground floor, first floor and above. In this instance, it is clear that the materials used and the impact of these on the streetscape has not been taken into account and subsequently, the felt roof does not preserve or enhance the character and appearance of the conservation area. Therefore, the proposed felt roof results in harm to the conservation area, the character of the local area and the street scene and would be contrary to ... policies DM2, CS11, CS17."
- The level of harm identified is considered to be less than substantial The NPPF states at paragraph 196 that "Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use." Whilst the benefits to the applicant in terms of providing a watertight roof are noted, the works are to a private property and there would be no public benefits that would outweigh the harm to the designated heritage asset."

Two LDC Applications were refused on technical grounds.

Other Noteworthy Applications Decided: -

2021/1385 Beazleys Farm Littleworth Road Esher Surrey KT10 9PD Prior Approval Schedule 2, Part 16, Class A: The installation of a 25m high telecommunications Swann 30H lattice tower, with 3No. antennas, 2No. 0.6m dish and 2No. ground-based equipment cabinets. To be situated on an 8m x 6m compound with a 2.1m chain link fence along with a planting scheme and ancillary development.

EBC granted prior approval.

CPC did not repeat its comment submitted to the previous Application that was withdrawn and replaced by this Application. Consequently, no consideration was given to protecting the existing trees in the field where the mast is to be located or to protecting the tree at the entrance to the field that is subject to a TPO and very close to the entrance.

Appeals Lodged and/or Decided.

None

No CIL is payable in respect of Planning Applications decided since the last meeting.