



## Caring for Claygate Village

### DRAFT MINUTES

### PLANNING COMMITTEE MEETING held at 7.30pm on Thursday 24<sup>th</sup> March in Treetops Cricket Pavilion.

Present: -

Chairman of the Committee: Gil Bray  
Councillors: Geoff Herbert, Michelle Woodward, Janet Swift, Xingang Wang  
Co-opted members: John Bamford, Michael Collon  
Tree Warden: John Ovenden  
In attendance: Sally Harman (Parish Clerk & RFO), 1 member of the public

1. **Apologies for absence**

None

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

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

Cllr Bray noted that he knew the owners of 5 Beaconsfield Gardens and 26 The Avenue. John Bamford noted that he knew the owners of 1 Beaconsfield Gardens.

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 (24<sup>th</sup> February 2022)**

Cllr Swift noted that she wasn't present at the last Planning Committee meeting and as such couldn't comment on the accuracy of the minutes. It was raised that the house with the Compliance issue in Item 11 had been incorrectly identified as No. 50 Common Road and was in fact No.52 Common Road.

It was **agreed in a majority decision** that the minutes could be approved with the 1 amend and that Chair could sign the minutes, witnessed by the Clerk. 1 Cllr abstained.

The Chairman asked John Ovenden, new Tree Warden, to introduce himself to the Committee which he did.

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

**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.

**AP58** Clerk to prepare a double sided A4 Planning Remit and Public Speaking Guidance Handout for Claygate Community Day on 23<sup>rd</sup> April. **OUTSTANDING.**

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

**AP61** Clerk to ask EBC where personal licences are recorded and see if she can get sight. **DONE**  
Discuss under Item 10

**AP62** Clerk to notify EBC Compliance team about 50 Common Road. Clerk notified EBC but then was subsequently informed it was 52 Common Road which was passed on to EBC with apologies **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 secured extension from EBC Planning Department for CPC feedback until the 25<sup>th</sup> March for 2022/0166 - Consultation - 1 Beaconsfield Gardens & 2022/0265 - 5 Beaconsfield Gardens. She had also received notice of an Elmbridge User Group meeting which took place at 5pm that evening. The aim of the EBC User Group was to inform regular users of the Planning service at Elmbridge of any updates to the way they are working and to share information on common planning issues. Cllr Swift had circulated her invite to Committee members.

The Clerk noted that the final piece of planning correspondence she had received was that she had been copied in on correspondence between Cllr Bray and Rob Robb (South of the Borough Neighbourhood Resident Royal Borough of Kingston Surrey). In it Rob Robb has noted his concerns to SCC Cllr Sugden, who had also been on the email, over the protection of the Green Belt Land that abuts RBK especially the land along the A309 slip road. Rob Robb had expressed that he was keen to meet with SCC Cllr Sugden, Cllr Bray along with local Councillors of Hook, Chessington, Malden Russet and Oxshott. Cllr Bray had responded saying any attendance of meetings would have to be approved by the full CPC Planning committee. Rob Robb had subsequently contacted Tim Naylor the Director of Strategic Planning & Infrastructure Royal Borough of Kingston, copying in the Clerk and Cllr Bray requesting slides from a presentation he had given to South of the Borough which referenced that the RBK Local Plan meets housing targets without having to release Green belt.

**AP63** Cllr Bray to circulate slides if he receives them.

**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 25<sup>th</sup> February 4<sup>th</sup> March, 11<sup>th</sup> March and 18<sup>th</sup> March**

Application Number	Address	Proposal	Claygate Parish Council Response
2022/0265	5 Beaconsfield Gardens Claygate Esher Surrey KT10 0PX	Single-storey rear extension following demolition of existing conservatory.	Cllr Bray noted that he wouldn't participate in the discussion as he knew the owners.  No Objection, No Comment.  Majority decision, 1 Cllr abstained.
2022/0587	5 Marilyn Close Claygate Esher Surrey KT10 0EQ	Prior Approval Schedule 2, Part 1, Class A: Single-storey rear extension.	No Objection, No Comment  Unanimously agreed.
2022/0166	1 Beaconsfield Gardens Claygate Esher Surrey KT10 0PX	Rear extension, raised decking and alterations to fenestration following demolition of existing conservatory.	No Objection, No Comment  Unanimously agreed.
2022/0576	Land at Claygate House 4 Littleworth Road Claygate Esher KT10 9FP	Tree Preservation Order EL:19/38 - Fell 1 x Birch.	No objection.  Unanimously agreed.

2022/0234	7 The Roundway Claygate Esher Surrey KT10 0DP	Single-storey side extension to both sides and alterations to fenestration.	No Objection with comment. Comment: - We trust that the case officer will consider the letter of observation from No 9.  Majority agreed. 1 Cllr abstained.
2022/0701	Ranmore Raleigh Drive Claygate Esher Surrey KT10 9DE	Hip-to-gable roof extension, rear dormer window and front rooflights following demolition of existing chimney.	LDC. No Comment
2022/0311	26 The Avenue Claygate Esher Surrey KT10 0RY	Variation of Condition: 2 (Approved plans) of planning permission 2021/3012 (Householder extension) to lower flat section of roof, raise eaves height on side extension, relocate side rooflights and chimney flue following removal of rear dormer window and front rooflights.	Cllr Bray noted that he wouldn't participate in the discussion as he knew the owners.  No objection, No Comment  Majority decision. 1 Cllr abstained.
2022/0332	6 Cavendish Drive Claygate Esher Surrey KT10 0QE	Two-storey side extension, extend existing garage and convert into living space, pitched roof to replace flat roof over existing front projection and alterations to fenestration following demolition of existing canopy.	No Objection with Comment. Comment: - We note that the windows in the extension are not aligned.  Majority agreed. 1 Cllr abstained.
2022/0384	Land adjacent to 14 Elm Road Claygate Esher Surrey KT10 0EH	Detached two-storey building containing two flats with associated parking and bin and cycle store.	Clerk noted she had been copied into the objection letter from a resident to EBC which Cllrs would have seen on the EBC website.  No Objection with 5 Comments: - <ul style="list-style-type: none"> <li>- We note that there was a condition in previous Planning Application 2021/2707 to obscure glaze the window orientated towards the rear and side of 14 Elm Rd. This window has been enlarged and appears to be the main bedroom window. We request that it is obscure glazed to ensure that there would not be a material loss of privacy.</li> <li>- We request a construction traffic management plan due to the increased volume of traffic that goes to the adjacent Community Centre and GP surgery.</li> </ul>

			<ul style="list-style-type: none"> <li>- We note that the footprint of the proposed development is located much closer to the boundary with Oaken Drive and the Sycamore tree labelled T2 in the Arboriculture Report dated 5/12/2019. We therefore request an updated Arboriculture report.</li> <li>- We note that the shared access drive and proposed development is tight as there is insufficient room for No. 14 to park a vehicle beyond the boundary fence and be able to exit the vehicle.</li> <li>- We request permitted development rights are removed.</li> </ul> <p>Unanimously agreed.</p>
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**8. East Area Sub Committee Meeting report.**

Nothing for Claygate.

**9. EBC Planning Committee Meeting Report.**

The Chairman noted that the last EBC Planning Committee had noted the minutes of the Local Plan Working Group on January 13<sup>th</sup> 2022 which had discussed 3 options for the Plan. One of these was the Optimization option [which was the one agreed upon]. Another was “Optimization and small Green Belt Release” and the third was “Optimization and intensification in more sustainable locations”. So, it was only recently that the intention of the draft Local Plan was decided. There was nothing noted regarding Claygate in this EBC Planning Committee meeting.

**10. Licensing Applications in Claygate.**

The Clerk noted that there was a transfer of Premises licence application for Averno. John Bamford noted that this simply meant the name on the licence had been changed within the business. The Clerk had received no alerts via the licencing EBC email system for Claygate.

She updated the Committee on the response she had received from the EBC Planning & Environmental Health Department who had responded to the question raised at the last Planning Committee meeting around the recording of personal licences for events just as street parties or weddings. EBC noted that some events may not require a personal licence holder, a street party for instance may not have anyone selling alcohol and if they did, they would probably apply for a Temporary Event Notice where a personal licence holder does not have to be in place. If a personal licence holder did apply for a Temporary Event Notice their details would not show on the online register. Only Premises Licences and Club Premises Certificates show the details of personal licence holders on the licensing online register.

The Clerk informed the Committee that if she ever did receive an EBC licence alert for Claygate she would immediately circulate to Committee members so that they had time to assess before the next Planning Committee meeting.

**11. Compliance issues.**

The Committee noted that there are 3 Compliance cases open with EBC: - 10 Cavendish Drive, 1 Caerleon Close, 52 Common Road. The Clerk had not received any updates from EBC on these cases.

**12. Elmbridge Local Plan and agree any action required.**

Cllr Bray updated the Committee. He noted that the Draft Local Plan had been approved for Regulation 19 representation by EBC Council on March 22nd and the good news was that at this stage there was no Green belt release proposed. He noted that it is a draft plan and as such subject to

change. He had been liaising with Philippa Jarvis, our Planning Consultant. She had informed him that the Draft Local Plan would go to the Planning Inspectorate who would then have a number of options available to him ranging from him/her disagreeing with the plan and redoing it him/herself, through to him/her approving it as a good plan – not withstanding that it only plans to deliver on 73% of the target - and acceptable to proceed. Philippa Jarvis had also advised that – notwithstanding that Representations can only be concerned with the legality and soundness of the draft Plan – it would be possible to signal CPC’s acceptance of the plan if it wished to do so. Cllr Bray proposed that Philippa Jarvis attend the next meeting to discuss and agree her role in advising CPC for the benefit of residents in the forthcoming Draft Local Plan process.

It was **unanimously agreed** that Phillipa Jarvis should attend the next Planning Committee to discuss and agree her role in advising CPC for the benefit of residents in the forthcoming Draft Local Plan process.

It was proposed that the next Planning Committee meeting be brought forward from the 21<sup>st</sup> April to the 20<sup>th</sup> April so that Phillipa Jarvis could attend. The Clerk noted that there would be a cancellation fee from the Village Hall for the meeting room booking. A Cllr noted that he would personally cover the cost of this cancellation fee.

So to accommodate Phillipa it was agreed in a **majority decision** to move the next Planning Committee to Wednesday 20<sup>th</sup> April 2022.

**AP64** Clerk to move meeting from the 21<sup>st</sup> April to the 20<sup>th</sup> April and to notify the full council of Philippa Jarvis’s attendance.

John Bamford noted that Claygate appeared to be getting a 4% increase in proposed housing stock, when you consider the last recorded figures of housing stock, versus a 7-34% in other areas of Elmbridge.

**13. 5G Masts and agree any action required.**

Cllr Bray, Cllr Swift, John Bamford and Michael Collon had all attended the EBC Planner User Group Zoom meeting that evening where 5G masts had been on the agenda. Paul Falconer, EBC Planning, confirmed he had been making contacts with 5G providers. The Committee noted that a recent change in rules for 5G masts would come into effect on the 4<sup>th</sup> April 2022 which would see a further relaxation of the rules on 5G mast installation.

Following approval at the full Council meeting on the 10<sup>th</sup> March 2022 Cllr Bray had written to a number of 5G mast providers requesting to see their roll-out plan for our village and the immediately surrounding area and to ask if someone would be willing to come to meet with us to discuss the matter. He had received communication from Femi Ogunbiyi Senior Policy and Public Affairs Manager at BT confirming that BT don’t have rollout plans at present but gave Cllr Bray the name at Mobile UK (Trade Body).

**AP65** Cllr Bray to update Paul Falconer on the contacts he had made with 5G mast providers to ensure alignment and to continue to try and secure roll out plans and/or engagement from providers.

**14. Clarification of rules for when Planning Applications go to EBC sub-committee and agree any action required.**

The Committee noted that CPC had yet to hear back from Kim Tagliarini, Head of EBC Planning, on the next step outlined at the EBC/CPC Bi-Annual meeting held on the 25<sup>th</sup> February 2022 where she had agreed to send links to the minutes of the meeting where the Scheme of Delegation and Thresholds for the Planning Committee amends were agreed and to confirm what communications had occurred to CPC at the time of the changes. The Committee noted that the CPC Planning Remit and Planning Process and Public Speaking guidelines documents all matched the EBC Constitution and not what was on the EBC website, as the EBC Constitution was the legal document.

**AP66** Clerk to chase Kim Tagliarini on next step response from Bi-Annual meeting.

15. **Communication of key decisions to residents including input to the Courier and the website.**  
The Clerk confirmed the next edition of the Courier was all on track to land in households the first week of April.
16. **Matters for information purposes only.**  
Cllr Swift noted that a number of traveller caravans had been seen in the area.  
**AP67** Clerk to get emergency number from EBC to call if an unlawful encampment occurs.
17. **Date of the next meeting 20<sup>th</sup> April 2022.**

**The reserve Councillor who may be required to attend the meeting on 20<sup>th</sup> April Cllr Marques**

Meeting Closed: 20h33

**Signed:**

**Dated:**