



Dawn Lacey Clerk & RFO
Claygate Parish Council
Claygate Village Hall
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DRAFT

1st October 2026

**Minutes of the Claygate Parish Council Planning Meeting held on
Thursday 24th September 2026 at 7.30pm at Claygate Village Hall, Small
Hall, Church Road, Claygate**

Present: Cllr Sheppard, Cllr Collon, Cllr Herbert, Cllr Burns and Cllr Ellis

In attendance: Dawn Lacey (Parish Clerk & RFO).

NVA's John Bamford, Vanessa Relleen and Douglas Edwards.
Cllr Bray & Cllr French and 4 members of the Public.

1. To accept apologies for absence.

None

2. To confirm the minutes of the Planning Meeting held on Thursday 27th August 2026.

These had one minor correction and were then agreed to be a correct account and were signed and dated by the Vice-Chairman Cllr Ellis. Cllr Ellis signed and dated the minutes as he had chaired the meeting.

3. To review actions from the previous meeting held on Thursday 27th August 2026.

All completed.

4. To answer any questions from members of the Public.

One question had been received regarding Planning Application 2026/2035 – 7 Melbury Close. There are concerns that there will be overlooking on Plot 2 for Number 5 Melbury Close. It is also out of character with the rest of the street scene. Also to review the density of Plot 1. It was agreed to raise a concern with EBC Planning about the 45 degree rule and possible overlooking from No. 5, and to request that the officer makes a site visit.

Action: Clerk to send the above concerns to T-Plan

5. To appoint Bill Raspin as an NVA for the rest of the ensuing year.

It was proposed by Cllr Sheppard and seconded by Cllr Ellis to appoint Bill Raspin as an NVA. Agreed unanimously.

ACTION: Clerk to write to Bill Raspin to confirm this.

6. Review planning correspondence, notification of applications and outstanding results and agree any action required.

12 Raymond Way – Cllr Ellis met with the owner the conclusion on this was to ask the neighbour to erect a higher fence.

14a Elm Road – Although a 2nd parking space was now being provided, it was agreed that issues remained as the house which would host the 2nd space had been sold. It was agreed the send the following to Elmbridge:-

"Claygate Parish Council is grateful for the planning officer's letter of 21 September 2026 inviting further comments on the amended application 2026/1347 in respect of 14A Elm Road, Claygate. This has enabled the Planning Committee to consider for the first time the applicant's revised planning statement of 4 August 2026, his revised site plan, his email of 7 September 2026 in which he argues that the Parish Council should not again be consulted, and two objections dated 15 August 2026 and 14 September 2026.

The Parish Council maintains its objection to this application. It was a condition of the grant of application 2023/3326 that Nos 14 and 14A should between them have two parking spaces. This application on 5 June 2026 sought approval for reducing this to a single parking space. The Parish Council objected to this. Now by his letter of 7 September 2026 the applicant seeks to revert to two parking spaces. Since No 14A has now been sold, it is not clear to the Parish Council how in practice this change could be made.

We further note that at least one of rooms now designated as bedrooms in the new house does not meet the minimum size requirements."

7. To Review Report on Applications Decided, and Appeals Lodged and Decided since last meeting and agree any action required.

31 Stevens Lane – Non- Material access to parking – this has been refused. Keepers Cottage has had an appeal lodged. Albany Crescent appeal was dismissed.

8. To Discuss planning applications from Elmbridge Borough Council (EBC) Weekly Planning Lists for the following weeks and agree responses required: w/e 20th and 27th June, 3rd, 10th and 17th July 2026.

Please see attached responses to T-Plan (Appendix 2)

9. To receive any updates on the proposed Hook Park Development and Heathside in Hinchley Wood.

1 – Hook Park – Nothing new to currently report on Hook Park.

2 – Heathside. Nothing new to currently report on Heathside.

10. To receive any updates on the Raleigh Drive Development and agree any action required.

Cllr Sheppard reported that works on the Rythe Bridge are due to start, initially just to clear silt from under the bridge. The Council is still waiting to receive a response on our detailed questions. Cllr Burns to follow this up.

ACTION: Cllr Burns

11. To receive a report from the Save Claygate Green Belt Group.

This item was deferred to the Main Meeting being held at 8.30pm this evening.

12. To Receive a report on EBC's East Area Sub Committee Meeting.

Cllr Herbert confirmed that the next meeting will be held on the Monday 5th October 2026. Nothing else to report at this time.

13. To Receive a report on EBC's Planning Committee Meeting and agree any action required.

Nothing to report at this time.

14. To Discuss any Communication of key decisions to Residents.

Waste to Plate - This item was deferred to the Main Meeting being held at 8.30pm this evening.

15. To review any Compliance Issues in Claygate.

None.

16. To discuss any Licence Applications.

None.

17. Matters for information purposes only.

Members noted potential problems regarding Thames Water and the Clean/Foul Waste systems on Raleigh Drive/Loseberry Road, if there was a big development. This was information only and no action at this stage.

24. Date of the next meeting 7.30pm Thursday 15th October 2026, Claygate Village Hall, Small Hall, Church Road, Claygate KT10 0JP.

MEETING: Claygate Parish Council, Planning Committee.

VENUE: Claygate Village Hall, Small Hall, Church Road, Claygate.

DATE: Thursday 24th September 2026.

TIME: 7.30pm.

Signed:

Date: