



Dawn Lacey – Parish Clerk & RFO
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk
Website: www.claygateparishcouncil.co.uk

FINAL

12TH February 2026

**Minutes of the Claygate Parish Council Meeting held on Thursday 5th February 2026,
Claygate Village Hall, Small Hall, Church Road, Claygate**

Present: Cllr Holt, Cllr Bray, Cllr Sheppard, Cllr Collon, Cllr Herbert.
Cllr Burns, Cllr Ellis and Cllr French

In attendance: 5 Members of the Public including NVA John Bamford, NVA
Vanessa Relleen

1. To accept apologies for absence.

Apologies were received from Cllr Bingham and Cllr Moon

2. To receive any Declarations of Interest in items on the agenda.

No declarations received.

3. To confirm the minutes of the previous meeting held on Thursday 8th January 2026.

These were agreed to be an accurate record of the meeting and were signed and dated by the Chairman.

4. Reviewing actioning of items from previous minutes and agree any further action required (Appendix 1).

Completed

5. To answer any questions from the general public.

One question had been submitted as below:

The action from Item 19 of the 20-NOV-25 Parish Council meeting required Cllr Bray to write to the Residents Associations within the area of Elmbridge to offer advice and support on creating Parish Councils and to copy relevant Ward Councillors.

The remit of the Parish Council is to bring to Claygate:

- a **dedicated local focus**, without involvement of national political parties; and
- **Funding via the precept for Claygate's exclusive benefit**

So why is it in the interests of Claygate residents that our Parish Councillors expend their time and taxpayers' money on persuading representatives from areas outside Claygate, against the wishes of central government, to create new parish councils?

It was discussed that Cllr Bray would send a written response to the resident.

Proposed by Cllr Herbert and seconded by Cllr Sheppard – carried unanimously.

It was agreed the Chair would write to all the Residents' Associations in Elmbridge to offer to discuss the pros and cons of setting up a Parish Councils in their areas if they were thinking about doing so.

Proposed by Cllr Holt and seconded by Cllr Bray – carried unanimously.

ACTION: Cllr Herbert to pass the contact details to Cllr Holt

6. To Receive a Report of EBC's Overview and Scrutiny Committee.

The last meeting held on 22nd January 2026 was attended by representatives from Network Rail and SouthWest Trains. There was no prospect of Claygate being included in Zone 6 but contactless payments were in the process of being rolled out. There are still no minutes available from the meeting held on 27th November 2025. Cllr French to write to find out why there are still no minutes available.

Proposed by Cllr Bray and seconded by Cllr Holt – carried unanimously.

ACTION: Cllr French

7. To Receive a Report of EBC's Audit and Standards Committee.

Cllr Herbert requested to defer his report until the meeting in March.

8. To report on the last EBC/CPC Quarterly Liaison Meeting.

EBC had agreed to hold a Public Meeting about the development options for Torrington Lodge Car Park. There were concerns that the next EBC/CPC meeting scheduled for 16th February was likely to be postponed. This was a concern as the Public Meeting needed to be scheduled before any decisions were made by EBC.

Proposed by Cllr Bray and seconded by Cllr Holt – carried unanimously

9. To note the EBC Community Consultation on the 2nd Feb

EBC's consultation statement on the Claygate Vision and Action Plan would be considered at the Cabinet meeting on 18 March so would need to be on the agenda of the Parish Council meeting on 5 March.

It was confirmed at the EBC Community event that EBC would hold a Public Meeting about the development options for Torrington Lodge Car Park. Proposed by Cllr French and seconded by Cllr Bray – carried unanimously.

ACTION: Cllr French

10. To Receive a Report from the Planning Committee.

Cllr Sheppard reported on the following

- Planning Committee members and Advisors are busy pulling together responses to the Government's Consultation on revisions to the NPPF.
- It has become clear that Thames Water were not aware of the fact that the foul sewer in Raleigh Drive also receives run off from roofs and gutters and still occasionally overflows after prolonged heavy rain. They suggest that sewage from any new development N. of Raleigh could be discharged into the main sewer in Littleworth Road.
- Residents in Rythe Road have obtained (via an FOI request) the engineering reports on the Raleigh Drive bridge over The Rythe. These reveal that the weight capacity of the bridge is only 3T, not 7.5T, as per the posted weight limit. This has been referred to EHTC.

11. To Receive a Report from the EH & T Committee.

In reporting for EH&TC, Cllr Bray noted there had not been an EH&TC meeting since the last Council meeting and that, as a result, he would just say a few words about the next EH&TC on February 12th. The main issue would be the TPAC Report on the Desirability or Otherwise of a 20mph Zone at the West End of Hare Lane and he commented briefly on some correspondence he had had with residents there. Another issue would be the Brash Pile.

On another front, he thanked N-VA Relleen for her recommendation of Above All Trees who, on Feb 3rd, had made an excellent job of the tree works the PC had sponsored on the Meadow Road Island, as evidenced by the fact that a number of residents had already written in to thank us

12. To Receive a Report from the Shops and Businesses Advisory Group.

Leo Tye reported on behalf of the Shops and Businesses Advisory Group and her report is attached to the minutes (Appendix 2)

Leo informed the Councillors that they have a meeting scheduled on the 11th March and that she had hoped Cllr Holt would open the meeting. Unfortunately, Cllr Holt will be away therefore Vice-Chairman Cllr Bray will open the meeting instead.

It was noted that Cllr Holt had stepped down from the Shops and Businesses Advisory Group and the Clerk is to update accordingly.

ACTION: Clerk

Leo Tye asked for a vote of thanks to be recorded for all the time and hard work that Cllr Holt had given to this Advisory Group and that she was sorry to be losing her.

13. To Receive a Report from the Health and Wellbeing and Leisure Advisory Group.

Cllr French reported that the criteria for the selection of the organisation to run the Claygate Centre had been circulated to the applicants.

The Clerk confirmed that there is a Teams meeting scheduled for Wednesday 11th February regarding the Community Centre and she would write to find out if Councillors were also able to attend this meeting.

ACTION: Clerk

14. To Update on LGR

The final meeting will be held on either the 10th or 18th March and Cllr Bray will attend this. It was discussed that the Pilot NAC's were more Workshops rather than Committees. Intended that the NAC's would continue to be facilitated discussions according to Anna Beams from SALC. In summary, no one is sure what the NAC Mandate is. It was agreed that there needs to be a means for Residents to propose agenda items.

15. To Appoint Additional Members to the Staffing Committee.

Cllr Bray was proposed by Cllr Sheppard and seconded by Cllr French – carried unanimously.

Cllr Burns was proposed by Cllr Bray and seconded by Cllr Holt – carried unanimously.

16. To Recognise the need for an IT Policy and Agree the Means of its Production.

It was agreed that an IT Policy is needed by the CPC to comply with the new Assertion 10 of the AGAR. Cllr French offered to draft one for approval at the meeting in March.

Proposed by Cllr Bray and seconded by Cllr Holt – carried unanimously

ACTION: Cllr French

17. To discuss and approve the Annual Parish Meeting Agenda.

The Clerk had circulated a proposed agenda for the Annual Parish meeting in March and following discussions it was agreed that the list of subjects be removed and to keep it very open.

Welcome

Minute

Open Forum

Brian Rhodes Cup

The Clerk is going to Invite the Chairs of all the local groups in Claygate to attend and also the Winner of the bid for the Day Centre

ACTION: Clerk

18. To update on the progress of the new CPC Website.

To confirm that Zonkey are the chosen new Website Providers. In the absence of Cllr Bingham there was nothing new to report. Cllr Holt informed the meeting that she was due to meet with Cllr Bingham the following weekend for discussions.

19. To approve the removal of the Vegetation on the Green by the Hare and Hounds.

A cost of £180 had be sent to the Clerk from Paul Quinnen for the removal of the Vegetation on the Green. It was agreed to approve this cost for payment

Proposed by Cllr Bray and seconded by Cllr Holt - carried unanimously.

ACTION: Clerk

20. To update the Precept for 2026/2027

the Clerk informed the Committee that the figures were slightly incorrect, and an updated letter had been sent.

21. To discuss whether it is appropriate to schedule process audits.

It was agreed that this would be a good idea, for the forthcoming year. The Clerk would look into process audit for 2026/2027

Proposed by Cllr Bray and seconded by Cllr French – carried unanimously

Simon White from EBC has already been contacted regarding this years Internal Audit. Moving forward, with the changes at EBC, we will need to engage another Internal Auditor. Cllr French had made the suggestion of using Mulberry. It was agreed to look into the costs of Mulberry doing this.

Proposed by Cllr French and seconded by Cllr Bray – carried unanimously

ACTION: Clerk

22. To update on the next Litter Pick

In the absence of Cllr Moon, the Clerk is to contact him and request an update. To confirm, the next pick is on Saturday 18th April 2026

ACTION: Clerk

23. To discuss the next Courier and dates for this.

All items for the next Courier need to be with Peter Whitehead by the 18th February. Cllr Bray has already started organising his group of volunteers for delivery. The aim is to have this out to the residents of Claygate before the Annual Parish Meeting on the 19th March.

24. To receive and discuss any Grant applications.

Cllr Herbert declared his interest as a Trustee of the CVA and left the meeting at 10pm

One grant had been received by the CVA for a Regeneration Project on the green by the Hare and Hounds. They had requested £5000. The rule that a group cannot request more than one grant per annum was discussed. It was agreed to waive this. Cllr Collon to draft something to amend this rule and present to the Council at the meeting in March.

ACTION: Cllr Collon

Following this the Grant Application for the CVA for £5000 was approved

Proposed by Cllr Holt and seconded by Cllr Bray – carried unanimously

ACTION: Clerk to write to the CVA to confirm

Cllr Herbert rejoined the meeting at 10.15pm

25. Matters for Information Purposes only

Cllr Holt informed the Committee that the Head of Claygate Primary School is moving on, which will be a great loss to the Community.

26. To confirm the date and time of the next meeting which will be held on Thursday 5th March 2026. Claygate Village Hall, Small Hall, Church Road, Claygate

MEETING: Claygate Parish Council

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

DATE: Thursday 5th February 2026

TIME: 8.30pm

Signed:

Date: