



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

2nd July 2026

**Minutes of the Claygate Parish Council Planning Meeting held on
Thursday 25th June 2026 at 7.30pm at Claygate Village Hall,
Church Road, Claygate**

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

In attendance: Dawn Lacey (Parish Clerk & RFO).
NVA Simon Hope and 10 members of the Public.

1. To accept apologies for absence.

Apologies were received from Cllr Bingham.

2. To Receive Declarations of Interest in Items on the agenda.

None.

3. To confirm the minutes of the previous meeting held on Thursday 21st May 2026.

These were agreed to be a correct account and signed and dated by Cllr Burns.

4. To review actioning of items from previous minutes.

Item 23 regarding the overpayment of CIL monies

5. To Receive any questions from the general public.

There was a question relating to the TPAC Report Re: 20mph in Hare Lane which was taken with Item 19 on the agenda.

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

Cllr French reported that LGR Readiness was discussed and the paper had been circulated for information.

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

Nothing to report

8. To Receive a Report from the Planning Committee.

Cllr Sheppard gave an update on the following which was attached to the Agenda.

Crown Estate
Hook Park
31 Stevens Lane

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

Cllr Bray reported that the main point from the EH& T was their approval of the TPAC report to be brought to the Main meeting for discussion.

10. To Receive a Report from the Staffing Committee.

Cllr French reported that the Clerk was looking at some alternative courses to the CiLCA training and would report back in due course.

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

Leo Type reported on the progress made by the Claygate Business Group including producing Village Maps, a social media marketing campaign and extending the free car parking period in the village car parks.

The Business Group had been offered a £4,500 Business Development Grant by EBC to fund the first four months of the marketing campaign. It was agreed that this could be received and held by the Parish Council, as the Group had yet to set up a bank account. The Parish Council would then commission the work on their behalf.

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

12. To Consider the new Standing Orders

There was a small change requested on SO 8 number 4 – following this change, it was proposed that these be added to the next Main Council meeting agenda as a Special Motion for approval.

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

13. To Consider the Adoption of the Claygate Vision.

It was proposed to adopt the Claygate Vision. This was proposed by Cllr French and seconded by Cllr Sheppard – carried unanimously.

ACTION: Clerk to add this as a News Item to the Website.

14. To Approve the following Draft Policies.

CIL Policy: there were two small changes made

This was then proposed by Cllr Bray and seconded by Cllr Ellis – carried unanimously.

Small Grants Policy:

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

Risk Management Policy and Risk Register:

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

15. To Receive the updated Asset Register

There are a couple of assets to be written off. This will be completed and then re-circulated for adoption at the next meeting.

ACTION: Clerk and Cllr Bray

16. To Re-Approve and sign off the updated Reconciliations for December 2025, January, February and March 2026 which now include the Interest received from Building Society

All approved and signed and dated by the Chairman, Cllr Burns and the Clerk, Dawn Lacey

17. To receive and approve the Statement of Accounts for the year ending 31/3/26

These were approved by Councillors.

18. To receive and approve the Annual Governance Statement for the year ending 31/3/2026

All approved and signed and dated by the Chairman, Cllr Burns and the Clerk, Dawn Lacey

ACTION: Clerk to send the AGAR to the External Auditors

19. To discuss the recommended TPAC Report Re: 20mph in Hare Lane following the EH&T meeting.

This item was taken in conjunction with Item 5 on the agenda.

Residents of Hare Lane spoke at the meeting and pointed out that they are very disappointed with the Outcome of the TPAC report and reject the report's findings of the Hare Lane area.

The final report recommends that traffic calming measures are required and recommends additional signage, pedestrian crossings and pavement improvements.

It was proposed that the report should be sent to Surrey Highways setting out these recommends and that the residents of Hare Lane feel strongly that 20 mph should be the preferred solution.

Surrey County Council Highways should investigate, and it is appreciated that they will apply their own criteria into the options.

This was proposed by Cllr Ellis and seconded by Cllr Bray. This proposal was also agreed by Cllr Burns, Cllr Collon, Cllr Sheppard, Cllr Herbert and Cllr French.

Cllr Holt abstained from voting.

20. To Report on the meeting with East Surrey Councillors and To Update on Community Asset Transfers.

It was agreed to write to EBC to request the accounts for the two Car Parks in Claygate. Once the accounts are received, they will be shared with NVA Simon Hope for his professional input. Cllr Burns to write to EBC

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

ACTION: Cllr Burns to write to EBC and then contact NVA Simon Hope.

The Allotments and the Claygate Community Centre are currently still under consideration.

21. To Consider Engagement with the Residents' Associations and other Community Groups in Esher, Hinchley Wood and North Oxshott to discuss Local Representation from 1st April 2027.

It was agreed to write to local group Chairpersons to discuss the lack of local representation on the Neighbourhood Area Committees in areas where there was no Parish Council.

This was proposed by Cllr Sheppard and seconded by Cllr Bray - carried unanimously.

ACTION: Cllr Burns and Cllr Sheppard to draft letters for the above.

22. To discuss the Public Meeting on Wednesday 8th July 2026 at the Claygate Village Hall.

It was confirmed that the Village Hall had been booked for a Public Meeting on

Green Belt in the Village. There is a meeting booked with the Green Belt Group on the 26th of June where this will be discussed in more detail.

It was proposed Cllr Bray to set up and delegate to a Working Group – this was seconded by Cllr Collon – carried unanimously.

23. To discuss who will be responsible for managing and updating the new Website.

It was agreed that the Clerk and Cllr Bingham would have full access to the Website and Cllr French and Cllr Holt to have access to the News and Community pages respectively.

24. To Consider the Establishment of a Communications Group.

It was proposed that Cllr Holt, Cllr French and Cllr Ellis would be the members of the Communications Group.

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

25. To review the ownership of the Council's Social Media accounts and agree approved users in accordance with the CPC social media Policy.

The Clerk to look into the Facebook account which is still active for the past Clerk on the Office Laptop and report back to the next meeting.

ACTION: Clerk

26. To discuss the timetable of dates for the next Courier edition.

Peter Whitehead had emailed through a list of suggested dates as follows:

October 2026 edition:

August 24 – Writers' first notification

Sept 22 – Writers' deadline

Sept 22-Oct 2– Editing

Oct 2-Oct 8 – Proof-reading

Oct 8 – to Instantprint

Oct 16*-23 – Distribution

These were agreed to be a good suggestion of timings. Clerk to write to Peter confirming this.

ACTION: Clerk

27. Matters for information purposes only.

The Clerk confirmed that Cllr Moon had regrettably sent his resignation as a Councillor due to work commitments. The Clerk has contacted EBC regarding this and will give an update at the next meeting on the progress of this.

ACTION: Clerk.

28. Date of the next meeting 8.30pm on Thursday 23rd July 2026, Claygate Village Hall, Small Hall, Church Road, Claygate KT10 0JP.

MEETING: Claygate Parish Council Meeting

VENUE: Claygate Village Hall, Church Road, Claygate.

DATE: Thursday 25th June 2026.

TIME: 7.30pm.

Signed:

Date;