



Dawn Lacey Clerk & RFO
Claygate Parish Council
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DRAFT

28th July 2026

**Minutes of the Claygate Parish Council Planning Meeting held on
Thursday 23rd July 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 James Crawshaw, Cllr French and 6 members of the Public.

1. To accept apologies for absence.

None

2. Declarations of Interest on Items in the Agenda.

Cllr Sheppard and Cllr Ellis confirmed that they are residents of Raleigh Drive which is being discussed under Item 9 on the agenda.

3. To confirm the minutes of the Planning Meeting held on Thursday 18th June 2026.

These had one minor correction and were then agreed to be a correct account and were signed and dated by the Chairman Cllr Sheppard.

4. To review actions from the previous meeting held on Thursday 9th April 2026.

All completed.

All new Actions from this meeting attached (Appendix 1)

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

One question had been received regarding Planning Application 2026/1305 – 14 Tower Gardens and whether the Parish Council could have any input on this retrospective application. The following response was proposed by Cllr Sheppard and seconded by Cllr Herbert – carried unanimously.

Claygate Parish Council Object to the above application on the following grounds:

This is a retrospective application as the work has been completed. There is an issue with Privacy and Overlooking. It shouldn't be a separate dwelling without planning permission in a garage. If this is allowed to stand then the occupants need to increase the height of their fence and obscure the glass in the building.

Action: Clerk to send Objection to T-Plan

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

A Resident had reported that a Willow Tree had died at 26 Torrington Close and that there appeared to be no sign of a replacement. Elmbridge Tree Team re-plant between November and March. It was agreed to keep an eye on the situation.

Cllr Sheppard to send his notes to the Clerk re the developer for the Elm Farm Site. The Clerk is to contact the Clerk at Effingham Parish Council regarding this and report to the next meeting in August.

ACTION: Cllr Sheppard & Clerk

It was confirmed that Elmbridge have terminated the lease on the Eagles Site. It is now being decided on how the Site can be best served to the Community. The Eagles would like to continue playing there. It was agreed to keep an eye on the situation.

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

Application 2026/0682 (Averna) had been permitted by Elmbridge, as the Conservation Officer had not filed a firm objection.

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. The target date for any decision by Elmbridge is looking to be around 31/10/26 – although it is currently being promoted as Grey Belt as opposed to Green Belt by RBK.

2 – Heathside. The Parish Council oppose any building applications on this site. Surrey have objected due to drainage issues. NVA Douglas Edwards to share his report so this can be sent with our objections.

ACTION: Douglas Edwards

Cllr Sheppard to draft the Objection to this and send it to the Clerk to be emailed over to T-Plan. Objections to include Greenbelt, Highways, Drainage
This was proposed by Cllr Sheppard and seconded by Cllr Herbert – carried unanimously.

ACTION: Cllr Sheppard & Clerk

Cllr Sheppard requested that if necessary we can give agreement to spend £550 on Planning advice from Stephen Tilbury.

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

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

It was agreed that Cllr Burns would draft a stronger letter alongside NVA Douglas Edwards to send to Surrey Highways.

Proposed by Cllr Burns and seconded by Cllr Sheppard - carried unanimously.

11. To discuss the Public meeting held on the 16th July at Holy Trinity.

This item was cancelled as it is due to be discussed this evening at Main Council.

12. To discuss the Consultation on the Publication Draft of the Kingston Local Plan.

A discussion was held as to whether the Plan is sound or not. It's a Reg 19 so we can only comment on its soundness. We may want to comment on sustainability of promoted and recommended Green Belt Sites. The Proposal is to work up some comments and finalise them at the August meeting – after which they will be shared with Hook Councillors and the Chair of Kingston Planning Committee.

ACTION: Cllr Sheppard

13. 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 7th September 2026. Nothing else to report at this time.

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

Nothing to report at this time.

15. To update on the progress on implementing GovAssist.

Cllr Sheppard recommended that the Council do not spend any monies on purchasing the full package.

There is currently no action to be taken but to keep under review.
It was agreed to remove this item from future agendas.

ACTION: Clerk

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

None.

17. To review any Compliance Issues in Claygate.

There is a trampoline dumped on the Grass verge outside of 7 Forge Drive. The land is owned by the residents, so we are unable to take any action.

18. To discuss any Licence Applications.

EBC have redrafted their Gambling Licence Policy. It was agreed the Cllr Collon would write to EBC regarding this.

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

19. Matters for information purposes only.

Nothing to report.

24. Date of the next meeting 7.30pm Thursday 27th August 2026 (*note change of date*), 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 23RD July 2026.

TIME: 7.30pm.

Signed:

Date:

