



Dawn Lacey Clerk and RFO
Claygate Parish Council
Claygate Village Hall
Church Road

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FINAL

17th September 2026

YOU ARE HEREBY SUMMONED TO ATTEND

**A meeting of the Claygate Parish Council will be held on Thursday 24th September
at 8.30pm in the Small Village Hall, Claygate Village Hall**

The meeting is open to the public and press. A quarter of an hour has been reserved for members of the public to ask questions on matters relating to the Council's current activities. Notice of such questions should be given to the Clerk 48 hours in advance of the meeting. Members of the public may, with the permission of the Chair of the meeting, make representations on agenda items in which they have a special interest. Such representations will be limited to three minutes unless the Chair allows longer. All meetings will operate to our Privacy Policy which can be found at www.claygateparishcouncil.gov.uk. Please note that the capacity of the hall is limited, and places will be allocated on a first come first served basis. Doors will open at 8.20pm

Dawn Lacey
Clerk & Responsible Financial Officer

AGENDA

1. To accept Apologies for Absence.
2. To receive Declarations of Interest on the agenda.
3. To resolve on whether the Council will move into closed session to consider confidential matters. Should this resolution be passed the public and press will be required to leave the meeting at this later stage. To move into closed session at Items 7b and 26.
4. To confirm the minutes of the Parish Council Meeting held on Thursday 23rd July 2026.
5. To review actioning of items from previous minutes and agree any further actions required (Appendix 1)

6. To Receive any questions from the general public.
7. To fill the Two Parish Councillor vacancies by co-option:
 - a. To receive short presentations from the candidates - Ian Cunningham and Jo Payton and for Councillors to ask questions.
 - b. To consider the applications and vote on the appointment of the candidates.
 - c. To receive the Declaration of Acceptance of Office from the successful candidates.
 - d. To appoint the co-opted Councillors as members of one or more of the Council's Committees.
8. To Receive a Report on EBC's Overview and Scrutiny Committee.
9. To Receive a Report on EBC's Audit and Standards Committee.
10. To Receive a Report from the Planning Committee & AAAs.
11. To Receive a Report from the Green Belt Working Group & AAAs.
12. To Receive a Report from the EH & T Committee & AAAs.
13. To Receive a Report from the Shops and Businesses Working Group & AAAs.
15. To Receive a Report from the Communications Working Group & AAAs.
(Appendix 2)
16. To Receive an Update on the Meeting held with East Surrey Shadow Councillors Burton & Coomes held on the 1st September & AAAs.
17. To Receive an Update on the Quarterly Meeting held with EBC on the 14th September & AAAs.
18. To Receive a Report on EBC/ SCC meeting with CPC on Oaken Lane small schemes and pedestrian crossing & AAAs.
19. To Receive an update on the Autumn Edition of the Courier & AAAs.
20. To Receive an Update on Remembrance Sunday on the 8th November & AAAs.
21. To Confirm the arrangements for the Litter Pick being held on Saturday 17th October & AAAs.
22. To Receive the Proposed Updated Asset Register & AAAs. (Appendix 2)
23. Matters for information purposes only.

24. To confirm the date and time of the next meeting: Thursday 12th November 2026, Small Village Hall, Church Road, Claygate KT10 0JP: 8.30pm
25. To move into closed session for Item 26
26. To discuss confidential staffing matters and to consider the applications and vote on the appointment of the candidates
27. To move out of closed session

MEETING: Claygate Parish Council

VENUE: Claygate Village Hall, Small Hall, Church Road

DATE: Thursday 24th September

TIME: 8.30pm

APPENDICES:

Appendix One: Actions from the previous meeting

Appendix Two: To receive the updated Asset Register