



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

8th October 2026

**Minutes of the Claygate Parish Council Meeting held on Thursday 24th
September 2026 at 8.30pm at Claygate Village Hall, Small Hall, Church
Road, Claygate**

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

In attendance: Dawn Lacey (Parish Clerk & RFO).
SCCllr Andy Burton, NVA's Douglas Edwards, John Bamford &
Vanessa Relleen plus 6 members of the Public.

1. To accept apologies of absence.

Apologies were received from Cllr Bingham.

2. To Receive Declarations of Interest on the agenda.

None

3. To move into Closed Session to Consider Confidential Matters.

It was agreed to move into closed session at items 7b if needed and Item 26.

4. To confirm the minutes of the Council Meeting held on Thursday 23rd July 2026.

These were agreed to be correct and then Cllr Burns signed and dated the minutes.

5. To Review Actions from the meeting held on 25th June 2026.

All Actions had been completed

6.. To answer any questions from the general public.

None

7. To fill the Two Parish Councillor Vacancies.

7a Short presentations were received from Jo Payten and Ian Cunningham.

7b Councillors voted privately on the Co-Option for the Two New Councillor positions.

7c Following voting, the Clerk confirmed that both Jo and Ian had been successful for Co-Option and asked to sign and date their Declarations of Acceptance of Office, which were then co-signed and dated by the Clerk. They then both joined the rest of the Councillors for the remainder of the meeting.

7d Following this: Cllr Payten was co-opted to the Planning and F&GP Committees and Cllr Cunningham to the EH& T Committee.

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

There was currently nothing new to report.

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

There was currently nothing new to report.

10. To Receive a Report from the Planning Committee.

Cllr Sheppard updated the Committee regarding applications on Elm Farm. That EBC are currently behind with Validating Applications. Also, that he had contacted The Crown Estate to establish if there had been any further movement in their plans but was still waiting to hear back from them.

11. To Receive a Report from the Green Belt Working Group.

Paula Spinks-Chamberlain gave a report (Appendix 1)

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

Cllr Bray informed the Committee that following the resignation of Cllr Holt that Cllr Bingham was now Vice-Chair for EH& T.

13. To Receive a Report from the Shops & Businesses Working Group

Leo Tye reported on the attached (Appendix 2)

It was also confirmed that this Working Group would now cease to operate but could always be brought back if needed.

Clerk to invite Vanessa Francis to the next Full Council Meeting as she is now the Chair of what is now the Claygate Business Group.

Councillors thanked Leo for all her and her group's hard work over the past 3 years.

ACTION: Clerk

14. To Receive a Report from the Communications Working Group.

Cllr French reported that they had currently had one meeting where discussions were held about:

Raising the profile of the CPC

Putting together a proposal to develop the new website further

Looking into a mailing list for CPC

15. To Receive an Update on the Meeting held with East Surrey Shadow Councillors Burton & Coomes held on the 1st September

Cllr Bray updated the meeting about the main points which had been discussed at this meeting. He noted, in particular: -

- a. May '27 Parish Council Election – ESCllrs Burton & Coomes agreed to seek an estimate of the likely costs with Adam Chalmers [now Chief Exec of ESC]. [NB: since the meeting, we have been told these costs could be as high as c. £23k]
- b. CIL Funds Overpayment – CPC would like an assurance from ESC to mirror that already received from EBC to the effect that return of the overpayment will not be sought. CPC undertook to write to ESCllr Burton formally to ask for this reassurance. [NB: letter has been sent]
- c. Sale of Land Off Oaken Lane – it was noted that CPC were to be given a briefing about this at the next EBC/CPC Liaison meeting on Sept 14th [NB: there have been significant developments more recently]
- d. Oaken Lane Pedestrian Crossing – the possibility of this crossing was due to be discussed at a meeting with EBC on Sept 7th. [NB: since then, funds for this project may be sought from EBC's Public Realm & Active Travel CIL Fund]
- e. Community Asset Transfers – CPC are continuing to examine this issue insofar as TLCP is concerned
- f. Parish Council Charter – in abeyance, but looked on favourably by ESC.

16. To Receive an Update on the Quarterly Meeting held with EBC on the 14th September

The Chairman gave a short explanation of the principal topics of the liaison meeting, including EBC decision to dispose of the land in Oaken Lane, formerly

Eagles Rugby Club. This caused concern from CPC and little comfort from EBC on the main points. Further correspondence would be entered into.

Other topics were positive about Surrey CC helping with a proposed Oaken Lane crossing, and improvements for less mobile residents near Wingham. Also Red Lane safety proposals were discussed and progressing to some extent.

The Parish Council Election costs for 2027 were also raised and discussed, as we will be alone in having any election.

Telegraph Hill may be designated as a Village Green, with attendant protections, if SCC collaborates with EBC.

17. To Receive a Report on EBC/ SCC meeting with CPC on Oaken Lane small schemes and pedestrian crossing

The Chairman elaborated on the Public Realm and Active Travel CIL fund, which can be used on the small schemes mentioned in the previous item. Red Lane improvements of signage could also come under this heading.

On The Parade at the Station, the raised footway needs redesign and utilities diversions. EBC willing to consider, if Network Rail part fund.

18. To Receive an update on the Autumn Edition of the Courier.

Cllr Burns confirmed that everything is in place and running to schedule.

19. To Receive an Update on Remembrance Sunday on the 8th of November.

The Clerk confirmed that she had met with the Scouts and Holy Trinity and that everything was running to schedule – the only comments that had been made were on the number of guests inside the garden area laying wreaths. The Clerk will look at seeing if and how this could be reduced. Clerk to meet with Cllr Bray to organise the Poppies and Cllr Bray will put them up in the Village.

ACTION: Clerk and Cllr Bray

20. To Confirm the arrangements for the Litter Pick being held on Saturday 17th October.

Cllr Bray and Cllr Sheppard both confirmed that they could be present at the Litter Pick. The Clerk is currently speaking with Katie Holmes at The Hub to finalise all the details.

21. To Receive the Proposed Updated Asset Register

Cllr Bray confirmed that there were 24 Xmas Trees on the Asset Register which are no longer needed. Cllr Bray is going to contact local groups to see if anyone

would be interested in purchasing them. In the meantime, Clerk to contact the Council's Insurance Company to have them removed. The Asset Register is now ready to add to the Website and Scribe.

ACTION: Clerk & Cllr Bray

22. Matters for information purposes only

It was reported that there are now 18 Parish Councils in operation which is over half of Surrey

23. Date of the Next Meeting 8.30pm on Thursday 12th November 2026, Claygate Village Hall, Small Hall, Church Road, Claygate KT10 0JP

24. To move into Closed Session for Item 25

25. To discuss confidential staffing matters.

26. To move out of Closed Session.

The meeting closed at 10pm

MEETING: Claygate Parish Council

VENUE: Claygate Village Hall, Small Hall

DATE: Thursday 24th September 2026

TIME: 8.30pm

Signed:

Date: