

From: Sue Grose
Sent: 28 December 2023 19:38
To: David Steeds; Jaska & Linda Alanko
Cc: clerk@claygateparishcouncil.gov.uk; Hadleigh Moon; Donna Holt; janet.swift@claygateparishcouncil.gov.uk
Subject: Susan Grose - Formal Resignation as Chair

Dear All ,

I am emailing in order to update you all that I am formally resigning as Chair of Claygate Parish Council . Whilst regrettable this is I feel the most appropriate course of action to take in order to manage the wider ramifications from the EBC Hearing in November 2023 .

I will liaise with Donna who is vice chair and ask her to chair the meeting of the 11th Jan which is the next full Parish Council Meeting .

I am also stepping down as vice chair of the Planning committee . Janet has already stepped down as chair of the Planning committee and I am therefore unclear as to who should chair the meeting of the 11th Jan – I will seek Kate's advice as to what the protocol is in such matters

Yours sincerely

Susan Grose

From: Bob Twells <bobtwells1@gmail.com>
Sent: 03 January 2024 16:52
To: clerk@claygateparishcouncil.gov.uk; Donna Holt
Subject: Letter
Attachments: image001.jpg

Dear Kate,

It is with regret that I write to let you know that I will be stepping down as a Claygate Parish Councillor effective today.

While running for the CPC as a councillor in May 2023, I was unaware that we would sell our home in Claygate and move from the area to Hythe so quickly. While I continue to visit the area to see various people and have several connections to the village, it would not be correct to continue being a councillor under these circumstances.

I wish the current council all the very best with their endeavours in the future and look forward to hearing news regarding the excellent work they will continue to do from my friends and connections in Claygate. I will stay in touch, and Claygate remains very much in my thoughts going forward.

With best wishes,

Bob

Bob Twells M.A. B.Ed.(Hons) DIP. SE.

Bob Twells Consulting Ltd

Education Consultant | Co-Author of *EduCaveman*® | Managing Director

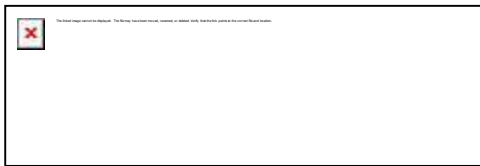
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election of the Chairman of the Council at the annual meeting of the Council.

- **s** **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

t **The minutes of a meeting shall include an accurate record of the following:**

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- **u** **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- **v** **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three Councillors.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

12. DRAFT MINUTES

- Full Council meetings
- Committee meetings
- Sub-committee meetings



- a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f) Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b) Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting

Privilege

A person who has made a defamatory statement may claim privilege for it if he can show that he made it without malice and in pursuit of a public duty. For instance if a member has a *good* reason to believe that the local council's funds are being misappropriated he is under a public duty to inform the council. If, on investigation, the statement is found to be true, it is not defamatory at all, but if it is found to be untrue he may claim privilege if he acted without malice.

Fair comment

Fair comment on a matter of public interest is not actionable. The acts and proceedings of a local council are matters of public interest, and a local council or other local authority as such cannot maintain an action for defamation if it is criticised⁵³ even if such criticism is intemperately expressed. Criticism must, however, be fair and if it is so worded that it can reasonably be held to impute unworthy or corrupt motives to particular members they would, as individuals, be entitled to take action.

Q MINUTES

Minutes of proceedings of a council and of its committees must be kept.⁵⁴ They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports.

Minute book

The minutes must be entered in a book kept for the purpose.⁵⁵ Looseleaf minute books are lawful provided that the pages are consecutively numbered and initialled by the person signing the minutes at the time of signature.⁵⁶

Though minutes may be copied into an electronic memory bank for convenience, the minute book remains the only lawful and authentic

53 *Purcell v Sawler* (1887) 2 CPD 215; *Hampshire Co Ccl v Times Newspapers* (1992) 90 GR 221.

54 LGA 1972, Sch 12, para 41(1).

55 LGA 1972, Sch 12, para 41(1).

56 LGA 1972, Sch 12, para 41(2).

election of the Chairman of the Council at the annual meeting of the Council.

Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
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- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three Councillors.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

O VOTING

Every decision, save to appoint an honorary freeman, must be made by a majority of the members present and voting.⁴⁵ Provided that a quorum is present it is immaterial that a quorum of members take part in the voting. A motion may therefore be carried by a single voter if nobody votes against him.⁴⁶

The person presiding may vote even if by so doing he creates an equality of votes, and if there is an equality of votes he has a second or casting vote.⁴⁷

Members vote by show of hands unless they have provided otherwise by standing order. If any member so requires the manner in which each member voted on any particular question must be recorded in the minutes;⁴⁸ and a member who wishes the voting to be recorded may make his demand either before or after the vote.

P DEFAMATION⁴⁹

'A man disparages the good name of another when he publishes to some third person words or matter which are false and which injure his reputation . . . such disparagement, if embodied in some permanent form . . . is called *libel*: if expressed in some fugitive form . . . it is called *slander*.'⁵⁰

It is presumed that libel causes injury and a similar presumption arises in slanders imputing crime, or infectious disease, or unchastity in a woman,⁵¹ or which disparage a person in his office, profession, calling, trade, or business; in other cases of slander the person alleging injury must prove it.⁵²

If a councillor defames somebody while acting as a councillor, he, not the council, is liable for the consequences, if any.

45 LGA 1972, Sch 12, para 39(1). For honorary freedoms see Ch 5 § C above.

46 For voting on co-options see Ch 6 § C 2 and on elections to the chair see Ch 6 § E and Ch 7 § K.

47 LGA 1972, Sch 12, para 39(2) but see Ch 8 § A. See the facts in *R v Jackson ex parte Pick* (1913) 3 KB 426. For casting vote at an electors' meeting see Ch 10 § F and Ch 36 § E.

48 LGA 1972, Sch 12, paras 13 and 29.

49 The subject matter of possible defamation is infinitely various and the law correspondingly complicated. The following paragraphs give only the barest outline of that part of the law which most commonly affects local council proceedings.

50 *Gatley on Libel and Slander* (5th edn, 1960), p 3. In view of the Rehabilitation of Offenders Act 1974 this famous quotation may need some revision.

51 Slander of Women Act 1891.

52 Defamation Act 1952 s 2.

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.

Elmbridge Borough Council

Audit and Standards Sub-Committee (Hearings Panel)

Report of a meeting held on 15 November 2023

Members of the Sub-Committee (Hearings Panel):

* Chris Sadler (Chairman)

* Richard Flatau

* Alan Parker

1/23 Appointment of a Chairman

The Sub-Committee (Hearings Panel) appointed Councillor Chris Sadler as Chairman for the Hearing.

2/23 Declarations of Interest

There were no declarations of interest.

3/23 Standards Hearing Procedure

The Standards Hearing Procedure to be adopted for the Hearing was noted by the Sub-Committee (Hearings Panel).

Matter of Report

4/23 Written Request for an Adjournment

The Governance Support Officer conveyed a written request that had been received from Claygate Parish Councillor Sue Grose requesting an adjournment of the Hearing to December 2023 / January 2024 on compassionate grounds in respect of a relative and due to her own health issues.

Having acknowledged the request for an adjournment of the Hearing, the Chairman sought comments from both Mr. Lingard and Claygate Parish Councillor Swift.

Mr. Lingard referred the Panel to section 17 of his investigation report which outlined numerous attempts to meet with both the Subject Members. It was noted that his appointment to investigate the complaint had commenced in March 2023 and that various opportunities had been given to both Subject Members to meet with him in order for interviews to be undertaken. As a number of months had passed since his initial contact with the Subject Members, at the end of July 2023, Mr. Lingard finalised his draft report which was sent to the Monitoring Officer for action. Accordingly, Mr. Lingard considered that this request for an adjournment be dismissed and that the Panel proceed with the Hearing.

Claygate Parish Councillor Swift advised that she had prepared for the Hearing and was therefore in agreement that it should proceed.

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.

[At 9.53 a.m. the Hearing was adjourned in order for the Panel to consider the request for an adjournment as asked by Claygate Parish Councillor Sue Grose. The Hearing re-commenced at 10.14 a.m.]

Having considered the request by Claygate Parish Councillor Sue Grose to adjourn the Hearing, the Chairman commented that this had been a difficult decision for the Panel to make. However, should an adjournment be agreed this would result in the whole process having taken nearly a year to conclude. The Panel had also taken into account whether it had sufficient information from Claygate Parish Councillor Grose to proceed.

In conclusion, the Chairman advised that proceeding with the Hearing marginally outweighed the request for an adjournment. Accordingly the Panel unanimously agreed to proceed whilst endeavouring to ensure that the Hearing was as fair to Claygate Parish Councillor Grose as it could be, given her absence.

Resolved that the request for an adjournment by Claygate Parish Councillor Sue Grose be dismissed.

5/23 Determination of Complaint: Local Arrangements

(Link to Council Priorities: All)

In attendance at the Hearings Panel:

Richard Lingard, Independent Investigator
Sally Harman, Complainant
Claygate Parish Councillor Gil Bray, witness for the Complainant
Claygate Parish Councillor Janet Swift, Subject Member
Claygate Parish Councillor Donna Holt, witness for the Subject Member
Tom Swift, witness for the Subject Member
Jaska Alanko, witness for the Subject Member
Peter Gorty, Independent Member

The Panel considered a complaint made against Claygate Parish Councillors Sue Grose and Janet Swift (the Subject Members), by Mrs. Sally Harman, the former Clerk to the Parish Council (the Complainant).

The complaint related to an allegation that both Claygate Parish Councillors had breached the Claygate Parish Council Code of Conduct (adopted in June 2021), through their bullying of the Complainant. The allegation was in respect of Section 2 of the Code of Conduct (relevant extract below), the Dignity at Work Policy (adopted in September 2022) and the Civility and Respect Pledge (certified in January 2023):

2. *Bullying, harassment and discrimination.*

As a Councillor:

2.1 *I do not bully any person.*

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.
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2.2 *I do not harass any person.*

2.3 *I promise equalities and do not discriminate unlawfully against any person.*

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

On receipt of the complaint, Elmbridge Borough Council's Monitoring Officer had consulted with the Independent Person in accordance with the Council's published arrangements for dealing with standards allegations. Due to the nature of the complaint, the decision was made to appoint an external investigator, Mr. Richard Lingard, to consider and report on the complaint.

Having completed his report, the matter had been referred to the Audit and Standards Sub-Committee (Hearings Panel) for determination following the investigation.

It was acknowledged that a copy of the Independent Investigator's report together with any written submissions received, had been circulated to the Panel and to all relevant parties prior to the meeting. During the meeting, the Panel took advice from the Independent Person.

In commencing the Hearing, the Chairman invited the Independent Investigator to present his report which included questioning of the Complainant (former Clerk of the Parish Council) and the witness present on behalf of the Complainant (former Chairman of the Parish Council).

Following the questioning by the Independent Investigator, both the Complainant and witness on behalf of the Complainant, confirmed that they still maintained the allegations as set out in Appendices 5 and 6 of the Independent Investigator's report.

The Chairman then asked the Subject Member whether she had any questions regarding the Independent Investigator's report or comments made by the Independent Investigator, the Complainant and / or the witness on behalf of the Complainant.

[At 10.43 a.m. the Hearing was adjourned in order for the Subject Member to confer with her witnesses. The Hearing re-commenced at 10.45 a.m.]

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.

The Subject Member provided the rationale for not meeting with the Independent Investigator which had been due to the fact that, after taking advantage of Claygate Parish Council legal advice, as she had not been provided with all the information including witness statements, she had been advised not to meet with him until such time as this information had been provided.

[At 10.59 a.m. the Hearing was adjourned for a break. The Hearing re-commenced at 11.15 a.m.]

Having heard the case of the Complainant, the Chairman invited the Subject Member to present her case which included the reading out of a number of character references and personal statements together with statements made by three witnesses. In addition, one of the witnesses on behalf of the Subject Member, Claygate Parish Councillor Donna Holt, read out a further statement on behalf of the Subject Member.

In concluding the statement made on behalf of the Subject Member, the Panel was asked to dismiss all the bullying allegations as there was no reason why the Subject Member would want to humiliate or bully the Complainant.

The Chairman then asked the Independent Investigator whether he had any comments to make regarding the Subject Member's representations. Given the comments made, the Independent Investigator requested an adjournment in order to discuss the issues raised with the Complainant and the witness on behalf of the Complainant.

[At 12.22 p.m. the Hearing was adjourned in order for the Independent Investigator to confer with the Complainant and the witness for the Complainant. The Hearing re-commenced at 12.53 p.m.]

The Chairman invited the Independent Investigator to comment on the matters raised by the Subject Member in her representations. In this regard, the Complainant and the witness on behalf of the Complainant took the opportunity to respond to the various issues raised.

The Chairman then invited the Subject Member and her witnesses to respond to the comments made by the Complainant and the witness on behalf of the Complainant.

Given that one of the Subject Members, Claygate Parish Councillor Sue Grose, was not in attendance at the Hearing, the Council's Governance Support Officer read out a statement that she had prepared should the request for an adjournment be dismissed. In concluding the statement, one of the witnesses for Claygate Parish Councillor Janet Swift, further read out a personal statement in respect of Claygate Parish Councillor Sue Grose.

As no further evidence or questions were forthcoming, the Chairman invited the Independent Investigator and the Subject Member to make closing remarks.

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The Subject Member then requested the Panel to hear recordings of meetings, but the Panel concluded that they had heard the Subject Member's comments on the various meetings and that having closed the presentations, it was not necessary to hear any recordings.

[At 1:38 p.m. the Hearing was adjourned whilst the Panel made their deliberations. The Hearing re-commenced at 3.00 p.m.]

Having considered the written documentation and the verbal representations made at the Hearing, the Panel

Resolved that the Independent Investigator's finding that Claygate Parish Councillors Sue Grose and Janet Swift had breached the Code of Conduct be upheld for the following reasons:

- the Panel had been very sensitive to the fact that Claygate Parish Councillor Sue Grose was not present at the Hearing and thanked her for sending in her representations and for Claygate Parish Councillor Holt to make those representations on her behalf;
- the Panel considered that the Independent Investigator's report was thorough and objective. They agreed that there was sufficient evidence, cross-referencing between the different witnesses, to find that a breach of the Code of Conduct had taken place and the conduct amounted to bullying by both Claygate Parish Councillors;
- the Panel gave weight to the lengthy and detailed report prepared by Mr. Lingard, the Investigator. In particular they gave considerable weight to the representations from Peter Finnis who provided a relevant training course for members of Claygate Parish Council on 9 February 2023. Until that day Mr. Finnis was not known to the members of Claygate Parish Council and his assessment of the situation that day came over as independent and objective;
- the Panel thanked all those who participated by providing various character references. However, it was noted that some of the remarks did not directly relate to the incidents alleged by Mrs Harman and therefore were of limited use;
- the Panel addressed the question of whether political allegiances influenced the way that incidents were perceived. The Panel agreed that they could find no evidence of Mrs. Harman having been politically biased in her work. Clearly, working with Chairmen of different political allegiances was a part of her job, and that would be normal practice for someone in the Parish Clerk role;
- the Panel considered the suggestion that Mrs. Harman might have been over-sensitive and had exaggerated the behaviours she had experienced. However, the Panel felt this was belittling her ability to cope in the role that

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she had taken on in March 2020. The problems had clearly built up over a period of time from December 2020 to June 2023, when she resigned. It was considered that the bullying was not a short-term or one-off incident, but rather it came over as ongoing bullying of the Clerk; and

- the Panel expressed concern about the pettiness of some of the incidents that had been raised in the report. Each of them, taken individually, was not particularly serious, but the repetition of them over time, and strength of the complaint about them had resulted in matters getting out of all proportion. It seemed that the two Claygate Parish Councillors were looking for problems which in itself amounted to the bullying of the Clerk.

Having made the decision that Claygate Parish Councillors Sue Grose and Janet Swift had breached the Code of Conduct, the Panel then considered what, if any, actions should be imposed for this breach.

[At 3.11 p.m. the Hearing was adjourned whilst the Panel discussed the actions, if any, to be imposed. The Hearing re-commenced at 3.43 p.m.]

Having discussed the possible actions, the Panel

Resolved that the following actions be imposed:

- publish the Panel's findings in respect of the Parish Councillors' conduct;
- report its findings to the Parish Council for information;
- invite an apology, in writing, from both Claygate Parish Councillors, and that this be communicated within two weeks, and copied to the Chairman of Elmbridge Borough Council's Audit and Standards Committee; and
- instruct the Monitoring Officer to arrange appropriate training for both of the Claygate Parish Councillors.

- - - - -

The meeting commenced at 9.30 am, adjourned at 9.53 am, recommenced at 10.14 am, adjourned at 10.43 am, recommenced at 10.45 am, adjourned at 10.59 am, recommenced at 11.15 am, adjourned at 12.22 pm, recommenced at 12.53 pm, adjourned at 13.38 pm, recommenced at 3.00 pm, adjourned at 3.11 pm, recommenced at 3.43 pm and concluded at 3.45 pm

Chris Sadler
Chairman

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.

Democratic Services Officer in attendance

Tracey Hulse

Principal Committee and Member Services Officer

Other Officers in attendance

Karen Wills

Governance Support Officer



Elmbridge

Borough Council

Decision of the Audit and Standards Sub-Committee (Hearings Panel) Wednesday 15 November 2023

Members of the Panel: Councillor Chris Sadler (Chairman)
Councillor Richard Flatau
Councillor Alan Parker

Councillor Sadler (Chairman), on behalf of the Panel, concluded that Claygate Parish Councillors Sue Grose and Janet Swift had breached the Code of Conduct, based on the following:

- The Panel had been very sensitive to the fact that Claygate Parish Councillor Sue Grose was not present at the Hearing and thanked her for sending in her representations and for Claygate Parish Councillor Holt to make those representations on her behalf.
- The Panel considered that the Investigator's report was thorough and objective. They agreed that there was sufficient evidence, cross-referencing between the different witnesses, to find that a breach of the Code of Conduct had taken place and the conduct amounted to bullying by both Claygate Parish Councillors.
- The Panel gave weight to the lengthy and detailed report prepared by Mr. Lingard, the Investigator. In particular they gave considerable weight to the representations from Peter Finnis who provided a relevant training course for members of Claygate Parish Council on 9 February 2023. Until that day Mr. Finnis was not known to the members of Claygate Parish Council and his assessment of the situation that day came over as independent and objective.
- The Panel thanked all those who participated by providing various character references. However, it was noted that some of the remarks did not directly relate to the incidents alleged by Mrs Harman and therefore were of limited use.
- The Panel addressed the question of whether political allegiances influenced the way that incidents were perceived. The Panel agreed that they could find no evidence of Mrs. Harman having been politically biased in her work. Clearly, working with Chairmen of different political allegiances was a part of her job, and that would be normal practice for someone in the Parish Clerk role.
- The Panel considered the suggestion that Mrs. Harman might have been over-sensitive and had exaggerated the behaviours she had experienced. However, the Panel felt this was belittling her ability to cope in the role that she had taken on in March 2020. The problems had clearly built up over a period of time from

December 2020 to June 2023, when she resigned. It was considered that the bullying was not a short-term or one-off incident, but rather it came over as ongoing bullying of the Clerk.

- The Panel expressed concern about the pettiness of some of the incidents that had been raised in the report. Each of them, taken individually, was not particularly serious, but the repetition of them over time, and strength of the complaint about them had resulted in matters getting out of all proportion. It seemed that the two Claygate Parish Councillors were looking for problems which in itself amounted to the bullying of the Clerk.

Action to be taken

As the Panel had found that Claygate Parish Councillors Sue Grose and Janet Swift had breached the Code of Conduct, the following actions were agreed:

- publish the Panel's findings in respect of the Parish Councillors' conduct;
- report its findings to the Parish Council for information;
- invite an apology, in writing, from both Claygate Parish Councillors, and that this be communicated within two weeks, and copied to the Chairman of Elmbridge Borough Council's Audit and Standards Committee; and
- instruct the Monitoring Officer to arrange appropriate training for both of the Claygate Parish Councillors.

Given that the framework and sanctions are light-touch and proportionate, there is no right of appeal against a decision on a Code of Conduct complaint.

CLAYGATE PARISH COUNCIL STATEMENT

In addition Councillors Grose and Swift have resigned their positions as Chair of the Parish Council and Chair of the Planning Committee respectively.



Elmbridge Borough Council

... bridging the communities ...

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Website: www.elmbridge.gov.uk

Chief Executive: Adam Chalmers

Kate Biggs
Clerk and Responsible Financial Officer

By email only to:
clerk@claygateparishcouncil.gov.uk

Contact: Victoria Statham
Direct Line: 01372 474163
e-mail: VStatham@elmbridge.gov.uk
my ref: VS.L&G.001077
your ref:

Date: 11 December, 2023

Dear Kate,

Decision of the Hearing Panel of the Audit & Standards Committee

As you are aware on the 15 November 2023 a Hearing Panel of the Audit & Standards Committee met to consider whether Parish Councillors Susan Grose and Janet Swift had breached the Member's Code of Conduct.

The decision of that Hearing Panel was that there was a breach of the code of conduct and the following actions were agreed by that panel:

- Publish the panel's findings in respect of the Parish Councillor's conduct;
- Report its findings to the Parish Council for information;
- Invite an apology, in writing, from both Claygate Parish Councillors, and that this is to be communicated within two weeks, and copied to the Chair of Elmbridge Borough Council's Audit and Standards Committee; and
- Instruct the Monitoring Officer to arrange appropriate training for both the Claygate Parish Councillors.

To action the requirement of the panel in respect of the second bullet point, this letter is sent as that report. I have enclosed with this letter a copy of the minutes of the Hearing Panel meeting together with the decision notice. These constitute the full report of the findings of the panel, and these are what should be presented to the Parish Council for information. I will not be sending any further documentation or evidence to the Parish Council as this report is only for information and it is not for the Parish Council to re-hear the matter or consider the evidence presented, that is a role the Hearing Panel only.

In terms of the other actions required, I would like the Parish Council to be aware that:

- Elmbridge Borough Council have published these details on its website under the appropriate committee information;
- Written apologies have been sent by both Councillors and these have been passed to the Chair of Audit and Standards Committee; and
- I am in the process of arranging the training and both Councillors have been proactively engaging with me to get this in place as soon as possible.

If you have any questions, please do not hesitate to contact me.

Yours sincerely



Victoria Statham
Head of Legal & Governance

VILLAGE DESIGN STATEMENT

CONSULTATION DOCUMENT

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1 INTRODUCTION

1.1 What is a Village Design Statement?

"A village Design Statement sets out clear and simple guidance for the design of all development in a village based on its character.....It will not stop change from happening, but it can affect how any new building fits into the village. Village Design Statements are intended to influence the operation of the statutory planning system, so that new development is in harmony with its setting and makes a positive contribution to the immediate environment."

The Countryside Agency

This Statement has been compiled on behalf of the Claygate residents by the Village Design Statement Committee to describe the village and the qualities most valued by local people. It is aimed at being adopted by the Elmbridge Borough Council as a Supplementary Planning Document to support the Local Plan and the emerging Local Development Framework as it affects Claygate. The guidelines for the design of rural buildings and their settings, as set out in this document, are part of the nationwide Countryside Agency initiative to safeguard local character and protect the countryside. They will be taken into account when planning applications are assessed, and should also be considered by developers, landowners and residents.

The guidelines are primarily intended to cover the built up part of Claygate as defined in the Local Development Framework, however the guidelines can also be applied to development proposals within other parts of the Parish provided they are acceptable under Green Belt policies.

1.2 Preparing the Village Design Statement

This Village Design Statement (VDS) has been the subject of a lengthy public consultation process, which started with an initial public meeting in October 2007 to gauge the community's interest and attract volunteers. From this a steering committee was formed and a questionnaire developed with feedback from the Parish Councillors and the trials. This was trialled at various venues and appropriate alterations made. Meanwhile the Parish magazine carried articles keeping people updated with the general progress of the VDS. Via the volunteer delivery scheme for the Parish Newsletter a copy was posted to all households in Claygate. Posters were placed to remind and encourage everyone to complete the questionnaires and hand them back for the end of October 2008. We were fortunate in receiving responses to the questionnaire from about 30% of households. Further teams of volunteers have helped with summarising information from them.

The attitudes of Claygate residents to a range of architectural styles were tested in March 2009, when boards of photos showing different architectural styles and details, along with a questionnaire, were displayed at various venues. This Architectural Survey was presented over two days at the Village Hall, the Day Centre and Wingham Court. The data from this and the VDS questionnaire have been analysed and are shown in Chapter 6, Results of the Surveys.

So that these local ideas can be incorporated into planning policy, the VDS is produced in the form of a Supplementary Planning Document (SPD). It should form part of the statutory Elmbridge Borough Council Local Development Framework, which guides development in the Borough.

The objective of the Village Design Statement SPD is:

To protect and enhance the local distinctiveness of Claygate, in respect of its built environment and landscape, through guiding new development and other changes to the environment.

1.3 How Will the Village Design Statement Work?

The VDS will be taken into account when planning applications are determined. It is also intended to guide local initiatives and assist in guiding the quality of the environment even when planning permission is not required. This can happen for example when change is brought about by the smaller day to day adjustments to homes and gardens, open spaces, paths and hedges, which alter the look and feel of the whole Village. This Statement is therefore addressed to:

- Statutory bodies and public authorities, including the Borough Council and Claygate Parish Council.
- Planners, Developers, Builders, Architects, Designers and Engineers.
- Local Community Groups.
- Householders and Businesses.

2 THE EVOLUTION OF CLAYGATE

2.1 Shaping the Built Heritage

Claygate was recorded in the Domesday survey of 1086.

"The Abbey itself (of Westminster) holds Claigate in Thames Ditton. In the time of King Edward it was assessed for two and half hides: now for half a hide. The land is for 2 ploughs. In demesne there is one: and (there are 3 villeins and 2 borders with 1 plough. There are 5 acres of meadow, wood worth 1 hog. In the time of King Edward it was worth 40 shillings; now 50 shillings."

The Victoria County History

Claygate is first documented as a settlement shortly before the Norman Conquest, as a manor gifted to the recently formed Westminster Abbey by one Tostig, probably the Earl Tostig of Northumbria. At that time it was a very small impoverished settlement of 5 households, there was no church or mill.

Following the dissolution of Westminster Abbey's monastic community in 1538/9, the Manor of Claygate seems to have passed through various hands before reverting to the Crown. In 1538 the Parish of Thames Ditton, which included most of Claygate at that time, was incorporated into the enclosed "chase" (royal hunting park) of Hampton Court. The activities of the herds of deer and royal hunting parties seriously disrupted agriculture and in 1547, after Henry V111's death, the chase was returned to the control of its tenants, following a petition.

Over time eight different spellings of the name have been recorded in ancient documents; Claeigate (1066); Cleigate (1066 and circa 1400); Claigate (1086 - in the Domesday Book); Cleigat (1203); Claygate (1255); Cleygate (1539 and 1596); Cleygott (1605); and Cleagate (1610). Back in 1760 on a map of the County of Surrey prepared by Emanuel Bowen, the village is shown as Clay Gate. This separation of the name into two words gives a clear indication of the place, which is in fact situated at the beginning of a belt of clay, which is capped in places by sand in the southern part of the parish.

Claygate for many years was merely a part of the holdings of great landowners in the surrounding districts, which was held and sold with Thames Ditton. This explains why there is not, and never was, a manor house in Claygate.

Members of the Evelyn family owned Claygate for over 100 years, but early in the eighteenth century it passed into the hands of Lord King of Ockham, from whom it descended to the family of the Earls of Lovelace and later the Foley family.

(The following description of Claygate's relationship with the Green Belt in the 19th and 20th Centuries is based on extracts from Howard Mallinson's series of monographs on the development of Claygate, Surrey from the 19th Century.)

"Until the opening in 1885 of the railway, Claygate remained little more than a hamlet in Thames Ditton. The railways had a huge impact on demand for housing and in the 40 years to 1921 Claygate's population grew from 800 to nearly 2,900 and the number of houses to accommodate these numbers expanded from 150 to 500. The Hon Fitzalan Foley, Lord Foley's younger brother, started much of the development that took place in this period, acquiring large tracts of farmland and built an estate bordering the new railway. The Land to the other side of the railway (Loseberry Farm) could not be purchased and therefore did not get developed and consequently was designated Green Belt.

Claygate was an established commuter village well before the Great War. With the fast development of Hinchley Wood and its approach getting close to Claygate in the late 1920s, the predecessor body of Elmbridge Borough Council, Esher Urban District Council bought 22 acres of Telegraph Hill to provide an important piece of amenity land, a green lung between the two settlements.

By 1938 Esher Council started negotiations to buy additional farmland to the east of Telegraph Hill. This would have doubled the size of public ownership and would have taken it as far as Claygate Lane. The War intervened before the purchase could be completed. The land was placed in the Metropolitan Green Belt in the 1950's, by which was secured, together with its ownership of Telegraph Hill, part of Esher Council's objective: the permanent separation of Hinchley Wood and Claygate.

In 1935 650 acres of land was sold to a speculator. Esher Council could only limit the scope and density of the development by entering into negotiations. As a quid pro quo, in 1937 the council secured that the golf course was designated 'private open space' and set limits on the density of housing development.

The developer saw benefit in breaking up the land into smaller parcels for auctioning off with planning permission. Later in 1937 the 73 lots including Manor Farm and the golf course were placed in auction. News emerged at this time of the proposal to build an Esher By-pass, which blighted the land until the route was settled. WWII interrupted the By-pass enquiry and the developer's plans. A new era of planning came in, in 1947, and Abercrombie's proposal for green belt land around London, included the golf course placed within it. By placing Manor Farm in the green belt as well as those of Loseberry, Arbrook and Horringdon, the golf course as well as land near Littleworth Common as well as the common itself, all the countryside beyond the natural boundary of Claygate that remained undeveloped in 1939 was protected. The space between Claygate and Oxshott has remained inviolate as Abercrombie said it should. Surrey County Council, in its consideration of the Green Belt, uses language drawn directly from Abercrombie's report of 60 years ago when it speaks of preventing the coalescence of settlements in protecting the countryside. The former brickworks were a source of land for the post war housing development.

The avoidance of coalescence of towns is vital because there is no empty area of countryside. Even relatively small gaps, such as between Claygate, Chessington, Hook, Hinchley Wood and Oxshott, are significant and give some help to conserve the identity of the separate communities."

3 OUR NATURAL HERITAGE / LANDSCAPE

3.1 Forming our Natural Heritage.

(The following is adapted from the CLAYGATE HEDGEROW SURVEY 1995-7)

Claygate's countryside forms part of the London Green Belt and much of it is on the urban fringe. The formerly open spaces of Arbrook and Claygate commons are now wooded as is most of Telegraph Hill.

The geology is London Clay with Claygate Beds (sandy sediments) overlying in parts and alluvium tracts by the River Rythe. Heights range from 15 to 50 metres above sea level.

Some Claygate hedges almost certainly date back to the Anglo-Saxon period; there is documentary evidence for Arbrook in 1005 and the Saxon Hundred boundary between Kingston and Elmbridge passes through Claygate farmland. Whilst it is probable that most field systems are medieval in origin - we know that Hook Field (north of Telegraph Hill) in 1377 and Hare Lane Field (behind the Swan) in 1548 are both common fields - the bulk of evidence for named closes, lands, grounds, pastures, woods, coppices and common pasture first appears in 18th century title deeds.

Some of these named areas can be identified in the later Tithe Ward Map (1843) and then traced back to the earlier Rocque map (1766) and Manor map (c1808). The first edition 25" Ordnance Survey (1867) gives the most detailed picture of field boundaries in the 19th century on which the "lost" hedgerows evidence was based.

The oldest hedges appeared to be alongside the ancient 'green' lanes such as Old Claygate Lane and Birchwood Lane, as well as the busy routes such as Oaken Lane and Fair Oak Lane. Very old hedges are also found as boundaries which often follow natural features: The Saxon Hundred and Manor boundary along the Rythe and its tributary on Loseberry and Horrington Farms. They also mark old tracks such as the way to Hook Field and Hink Hill wood from Old Claygate Lane and the way from Arbrook to Claygate.

The Saxon Hundred boundary hedge follows the Rythe stream and its tributary. This is flanked by an ancient system of meadow lands. There is little possibility of the line having been altered to accommodate later field divisions as appears to have happened elsewhere. The hedges along this section gave a typical age reading of 500-600 years, with individual sections as high as 900.

Farming

As an agricultural community, Claygate was surrounded by eleven farms, some quite small, but mostly now built over with housing development. A few remain however - Slough Farm (with its Sun Insurance fire mark dated 1792), Horrington Farm, Arbrook Farm, Loseberry Farm, Manor Farm and Elm Farm.

Leafy Claygate is almost entirely surrounded by Green Belt land, both farms and common land. The clay soil of the area was used from Roman times to the 19th century for brick making, but this industry has now ceased. The old brick fields have been built on to create a compact, self-contained rural village, within the M25, bounded by the A3 London to Portsmouth trunk road and bisected by the London to Guildford commuter railway, but above all completely surrounded by Green Belt.

The land to the north of Claygate Parish is on high ground which falls away westwards to the small River Rythe, where low-lying fields at Loseberry Farm, Hare Lane Green and Beasley's Farm form a flood plain beside the river. Other small tributaries cross the village and fields to join the River Rythe before it flows into the Thames.

Claygate farming is mentioned in the Domesday Book; the area was part of Henry VIII's Chase of Hampton Court, which accounts for the large number of surrounding Commons and Crown Woodlands. The farmland is level and fertile loam over London clay. During and after World War II intensive farming was required to help feed the nation. This was carried out on the seven main farms surrounding Claygate Village, which all had dairy herds, some with retail milk rounds. They also kept pigs, sheep and chickens, grew cereals, potatoes and other vegetables. Prizes for the best farmed farms, pioneering grassland farming, and outstanding dairy herds were won by local farmers in the 1960s. At that time viable farms in the Parish were Loseberry Farm, Beasley's Farm, Slough Farm, Manor Farm, Elm Farm and Gardens, Vale Farm and Horringdon Farm. The relatively small size of the fields and the economic downturn in profitability from cereals, cattle, sheep, pigs and chickens has led to a decline in farming, but this means that there is now extensive space for outdoor grazing and stables for local riders who wish to keep fit by riding in the picturesque Surrey countryside and Claygate Common (40 acres), which links to approximately 2,000 acres of adjacent Commons and the private Crown Woodlands.

There is abundant, varied wildlife in the hedgerows, gardens, woods, fields and commons. The Claygate Pearmain variety of apple was found growing wild in a local hedgerow.

It is Government policy to reserve farmland in a fit state for it to return to intensive food production should the need arise in the future. If the land were lost to urban development it would frustrate this prudent policy, as developed land can never be returned to viable agricultural production.

Despite its proximity to the M25 and the nearby urban areas Claygate has managed to preserve its rural setting. Villagers enjoy living in a reasonably quiet country environment enhanced by open spaces, a point frequently made in the responses to the VDS questionnaire (see page 33 under "Environment"). There is an overwhelming local view that the "green" areas within and surrounding the village must be protected.

The open fields and woods are characteristic features of the village environs. There are extensive views over the local countryside comprising agricultural land, a golf club and equestrian facilities.

The village framework is defined by the surrounding Green Belt, which separates Claygate from Hinchley Wood, Esher and Chessington.

Claygate Common and environs

Claygate Common was enclosed in 1838 and acquired by Esher Council in 1922. Some time late in the 19th century Lord Foley who owned the land, had a nine hole golf course built. It was a popular facility, but it closed after the outbreak of the war in 1914. Between the wars, there were racing stables on the far side of the Common. Before the recreation ground was opened cricket and football were played on the Common.

The village and environs are ideal for informal recreation and enjoyment of the scenery, with an extensive network of public rights of way along the bridleways, public footpaths and the Byway Open To All Traffic (B.O.A.T) at the end of Coverts Road. Walks are marked to encourage not only local walkers, cyclists and equestrians, but also our many visitors, especially those from the London conurbation, to enjoy the countryside.

Hedgerows of mixed native shrubs edge the approach roads and demarcate many property boundaries; some date back many centuries. The surrounding woods, copses and many of the gardens feature large specimen trees and indigenous species of wild flowers. The local commons support specialist plants and habitats.

The retention of hedgerows and other habitats has resulted in a rich and varied wildlife within and around the village. Gardens are important in providing shelter and cover for nests, nectar and seeds for insects and wildlife.

3.2 Natural Heritage / Landscape

The open views to and across the Green Belt, Area of Outstanding Natural Beauty and Areas of Great Landscape Value benefit everyone and, together with the footpaths and bridleways connecting and bisecting them, must be preserved. The strength of feeling in the village is demonstrated by the response to question 14 of the VDS questionnaire (see page 36 - What pleases you most about living in Claygate?).

All development should give high priority to landscape design and retaining boundary trees and hedges to protect and enhance the rural aspect of the village. There should be no overall loss of tree cover and adequate space between existing trees and buildings must be maintained. The felling of healthy trees and the topping of trees should only take place in the interest of good husbandry. Where necessary, additional tree cover should be provided to lessen the impact of development and preserve the leafy character of the area.

The rural, unspoilt character of the Green Belt "fringe" should be preserved. Building adjacent to the boundary of the Green Belt should be avoided and buildings visible from the Green Belt should be screened with sensitive planting using native broadleaf species. Building on or near the edge of the village should blend well into the surrounding countryside and not form a stark edge to the village. The views of the village from within or across the countryside should not be spoilt by neglecting the backs of gardens or buildings.

Landscape character within the village should be retained by planting native species and preserving the growth of other wild species. If necessary, ecological advice should be sought.

The needs of wildlife are the concern of everyone. Developers, landowners and householders can protect existing wildlife environments and help create new habitats in the form of copses, hedgerows, ditches, ponds and open spaces of rough grassland.

Claygate owes much of its special character and sense of community to its Green Belt land that surrounds it, separating it from the London conurbation and other nearby urban areas. The photos between pages 10 and 11 show the wonderful countryside views. Green areas within the village also enhance the sense of space and tranquillity.

3.3 Environment Strategy for Claygate

The Parish Council considers that the most important touchstone for its activities is the maintenance and improvement of the Village's character and quality of life. This includes the successful conservation of rural features of the village and of period architecture. The Parish Council will therefore be guided by the following environmental and landscape design principles.

3.3.1 Environmental principles:

The Parish Council will encourage and promote:

- Env.1.** A sustainable community in Claygate.
- Env.2.** The recycling of resources where ever possible.
- Env.3.** A balanced approach by Elmbridge Borough Council (EBC) to Commons management (especially of Claygate Common), which combines good environmental practice with the maintenance of attractive recreational spaces.
- Env.4.** The preservation and maintenance of the Village Green.
- Env.5.** The maintenance of flowerbeds.
- Env.6.** Work for a reduction in levels of levels in vandalism, graffiti, litter and pollution.
- Env.7.** The improvement of village amenities.
- Env.8.** Good management of trees, hedgerows, woodlands, streams, ponds and other natural features.
- Env.9.** The sensitive management of open spaces and road verges.
- Env.10.** The management and protection of flora and fauna.
- Env.11.** Keeping residents aware of local environment issues.
- Env.12.** The maintenance of Highway Garden Sites as agreed in the contract with Elmbridge Borough Council.
- Env. 13.** The effectiveness and value for money of services provided by Elmbridge BC and Surrey CC in relation to any of the above.

3.3.2 Landscape Design Principles

The Parish Council will be guided by the following principles:

- L.1.** Green and open spaces provide recreational, environmental amenity value to the village. These areas should be protected from fragmentation or incursion through further development and enhanced wherever possible.
- L.2.** The commons and farmlands with their historic hedgerows surrounding the Village and forming its boundaries should be protected and enhanced for their landscape and wildlife values, including the foot paths and bridleways.
- L.3.** The trees, hedges, grass verges and other forms of landscaping within the Village, particularly in front gardens and along roadsides, should be protected. These features should be incorporated into new development where this would be in keeping with the street scene.

- L.4.** Development adjacent to a watercourse should incorporate landscape design where appropriate, to ensure that watercourses are kept open and provide an area in which flooding can occur safely, and that a wildlife corridor is provided to enhance biodiversity.
- L.5.** Care should be taken to minimise the impact of large areas of glazing (including conservatories and those over and around swimming pools), especially when illuminated at night and particularly where visible from the surrounding countryside.
- L.6.** Light industrial and agricultural buildings should be designed to a high standard. Utilitarian industrial or agricultural buildings/structures should be sited and screened with planting to soften or lessen the impact of their appearance.

4 OTHER ELEMENTS OF LOCAL CHARACTER

4.1 Road traffic characteristics

Claygate benefits from the lack of motor traffic connections to the south and east, between Hare Lane (due west) and Woodstock Lane/Clayton Road (north east). Essentially, external traffic is allowed over an arc of only 135°, thus significantly protecting Claygate from extraneous through traffic. In most of Claygate this allows people to live and move without undue conflict. This situation should be maintained or enhanced, and threats to it should be contained. 28% of respondents to the VDS questionnaire felt that traffic reduction was the most important potential improvement to the environment. There was also a significant level of comment about congestion and the need for traffic control in the area between Champions, Londis and the Bengal Lancer.

4.2 Excessive traffic speeds

Many people complain strongly about traffic speed, and 23% of respondents identified it as a problem (see page 29). Part of the problem is self-generated, since a significant number of speeding motorists have been found in surveys to live locally, and since many people are opposed to any measures which are effective in restricting their speed of movement.

4.3 Through traffic

The limited arc of access to Claygate means that through traffic is unlikely to be using the shortest route. Also, higher status surrounding roads (including the A3, A244 and A309) provide more acceptable routes for most of this traffic.

Despite this favourable situation, 40% of north-east bound evening peak traffic has been identified as having no business in Claygate, and has been attributed to congestion at the main road junctions, particularly in Esher and at Hook.

The beneficial geographic characteristics should be maintained, and any attempts to provide vehicular access on the south and east of Claygate should be resisted. Recent attempts to do this have been through the creation of the BOAT (Byway Open To All Traffic) from Coverts Road, and the proposal for an A3/M25 link incorporating a road junction in Ruxley. Further threats would arise from Green Belt development particularly of the wedge between Claygate and Chessington, and of land south of Claygate, which may be accessed from the Esher Common roundabout (A3/A244).

22% of respondents found commuter traffic to be a problem, but some of this is generated within Claygate (see page 29).

4.4 Walking

An answer to commuter traffic is the encouragement of alternatives. Most of these include walking e.g. to the station, to the bus and to the shops. 21% of respondents considered that improved footpaths would be the most desirable improvement to the environment. This was the second most popular of the alternatives offered.

4.5 Cycling

In terms of trip lengths, Claygate is suitable for cycling, which competes with car use. 48% of respondents cycle at least weekly, 35% find cycling and/or pedestrian facilities to be poor and 54% want more lockable cycle parking (see page 31).

Cycling route provision is more difficult, but any opportunities should be taken. There is a cycling commuter route through Woodstock Lane South, under the A309 Kingston Bypass, leading to Surbiton and London, which should be maintained and enhanced. On many routes provision for cyclists and pedestrians is seen to be in conflict. It is illegal to cycle on footways beside roads, and footpaths have been likewise restricted, regardless of the very limited level of conflict. Much cycling e.g. by postal deliveries, occurs harmlessly on these routes.

4.6 Riding

Horse riding is popular in and around Claygate, since the Green Belt offers the first readily available opportunity to ride in the countryside adjacent to London. Grazing horses in the fields provides worthwhile use of the Green Belt, thus reducing the pressure for the land and buildings to be developed for housing and industrial use. Good all year riding is available on the commons in and adjacent to Claygate and on tracks through farms and woodland. The tracks through the commons are well maintained and have been improved over the years.

The five livery yards in Claygate (including an international equestrian centre) are in or adjacent to the northern side of Claygate, whereas the rides are to the south, with imperfect links between them. These yards have 200 livery horses between them, and this does not include the yards to the fringes of Claygate. The horse rides along the east side of Woodstock Lane South, and on Claygate Common are well used and have satisfactory links. Part of the route is inevitably on urban roads in the Village where car drivers are not always respectful of the fact that they need to slow down for horses, particularly as horses are legally allowed to be ridden two abreast. Claygate is within the Green Arc project, but this has not so far resulted in any initiatives on the equestrian routes.

4.7 Public Transport

4.7.(a) Rail transport

Historically, the railway stimulated the growth of Claygate and created the settlement we now have. During the last half century this dependence has been eroded, mainly by increased car use, and partly because employment has diversified to destinations which are not readily served by train. Nevertheless, 23% of respondents travel to work by train, which rises to 35% if one allows for non-working respondents (see page 29).

The reduction in rail use has led to some reduction in train frequencies, and the peak trains are less crowded. There is therefore benefit in encouraging rail use so that train frequencies are supported. Car parking at the station raises conflicts of objectives. The rail operator imposes charges (part of the scenario to fund provision of the train service) and hence on-street parking intrudes into shopping and residential areas. Preventing all rail passengers from parking on-street would reduce the demand for trains, and could result in some reduction of the train frequencies. Off-street parking should play its part in providing for commuters and should therefore be priced sympathetically. Car parking provision should be judged more by these secondary effects than by judgement of its quality, only 13% of respondents finding it to be unsatisfactory (see page 30).

4.7.(b) Bus service

39% of respondents use the bus at least weekly. They may well depend on it e.g. to reach Kingston hospital. In any case, bus use is beneficial as a service and in reducing the attraction of car use. Currently, it enjoys a virtuous circle in that good patronage in Claygate has resulted in improved bus frequencies and further enhanced patronage.

Increasing the territorial coverage of the bus service raises conflicting issues. Greater coverage may increase usage and hence aid the virtuous circle. On the other hand, diverting the existing route may raise costs and travel times, so that fewer people use the bus.

4.8 Highway environment

4.8.(a) Highway trees and garden sites

Claygate is attractive in having a pleasing environment. Trees border most roads in Claygate. 83% of respondents want this situation to remain, and rejected the alternatives of removing the trees or replacing them with small shrubs. There are also many Highway Garden Sites, which contain a selection of trees and other planting. Neglect of trees and Highway Garden Sites will thwart the expressed wishes.

The overall character of each road should be respected when extending or building, and developments which generate significant increases in traffic volumes should be avoided owing to their destructive impact upon the roads. Street signs should be well designed and should, with road markings, be kept to a minimum essential for road safety.

4.9 Highway Environment Policy

Parish Council Strategy

Claygate Parish Council considers that the most important touchstone for its activities is maintenance and improvement of the village's character & quality of life. This includes successful conservation of rural features of the village. conservation of rural features of the village. The Parish Council will be guided by the following principles:

- H.1.** Ensure the safety of residents and visitors as they walk, ride or drive through the village, by initiating and supporting proposals to reduce the speed and volume of traffic in Claygate, including the piloting of a village-wide Safety Zone;
- H.2.** Ensure that roads, pavements, footpaths and bridleways are maintained in good condition. Conserve, as far as is consistent with safety, the semi-rural character of the village's road network, by applying the following policies.
 - H.2.(a)** Avoid excessive signage where possible;
 - H.2.(b)** Ensure proper provision and maintenance of street lighting, utilising lamp posts appropriate to the character of conservation areas, where this is reasonably practical;
 - H.2.(c)** Avoid cutting back corners to create urban-style junctions and stretches of road which encourage speeding and through traffic;
 - H.2.(d)** Ensure the replacement of dead or diseased highway trees with suitable native species;
 - H.2.(e)** Insist on the conservation and replacement where required of red brick pavements, except on slopes where safety considerations dictate otherwise.

- H.3.** **The Parish Council** will address the following matters relating to the visible aspect of highways, and ensure that all relevant organisations contribute to the well-being of Claygate.
- H.3.(a)** Critically examine all proposals for new or widened roads within the vicinity of Claygate.
- H.3.(b)** Set up a procedure of monitoring the state of repair of all roads and footways within the Parish and adjacent areas; this should cover road surfaces, road markings, gullies, signs (including visibility) and street naming.
- H.3.(c)** Monitor the quality of existing footpaths and bridleways within the village and locality, and critically examine any proposals for their closure, and assess the need for new ones.
- H.3.(d)** Monitor the work of the public utility companies within the highways.
- H.3.(e)** Monitor the verges of roads in Claygate, including the adequacy of cutting grass and the trimming of adjoining banks, foliage and trees to preserve sightlines and footway widths.
- H.3.(f)** Reduce illegal on-street parking, to reduce intrusive commuter parking and to encourage use of car parks.
- H.3.(g)** The provision of bus services should be supported.
- H.3.(h)** Additional bus services in their own right or as feeders to the existing service should be supported. Improvements in efficiency are similarly welcome e.g. linking more closely to train times in Surbiton.

Surrey C.C., as the Highway and Rights of Way Authority, should:

- * Maintain roads, footways, footpaths and bridleways, including provision as necessary of repair, resurfacing, gully cleaning, street lighting, highway trees and signing.
- * Improve and update as necessary highway and traffic management, including speed reducing measures and speed limits.
- * Define on-street parking provision and control, including enforcement (currently delegated to Elmbridge B.C.).
- * Traffic speed should be controlled by good road design and management, such as in government guidance Manual for Streets. Where there is evidence of the adverse impact of speeds, measures should be introduced to contain it.
- * Encouragement should be given to maintaining efficiency at road junctions used by through traffic. * Encouragement should be given to measures to deter through traffic from Claygate e.g. by installing speed cameras.
- * **Walking:** It is important to maintain and enhance walking routes. Those in competition with commuter traffic alternatives are particularly justified. These routes are both footways alongside roads and the off-road footpath network. The routes should be wide (minimum 900mm for mobility standards, ideally 1.8m), direct, free of vegetation, litter and graffiti, and adequately lit.
- * **Bicycling:** Opportunities should be taken to provide bicycle parking, using metal stands, wall brackets and similar facilities, and such provision should be encouraged in planning applications.
- * Cyclists should not be further impeded from using footpaths e.g. by local bans.
- * **Horse riding:** The use of the Green Belt for Equestrian use should be encouraged.
- * The maintenance and provision of Equestrian routes off-road and alongside roads separated from other highway users should be supported.

* **Rail transport:** New developments within walking distance of the station should be favoured. For those travelling further to reach the station, cycle parking there should be maintained or enhanced, and car parking should continue to be provided.

* **Highways:** There should be adequate arrangements for cutting and maintaining verges outside properties.

* Road quality should be maintained in accordance with formal standards.

* It is therefore important to maintain and keep trees and Highway Garden Sites viable, including renewal on a like-for-like basis when necessary.

Elmbridge B.C. in its own right and as agent for Surrey C.C. should *

Manage the commons, including footpaths and bridleways

* Clean roads and footways

* Provide and manage off-street parking

* Enforce on-street parking, as agent for Surrey C.C.

Surrey Police should enforce the existing speed limits

4.10 The Conservation Areas

4.10.1 Old Claygate Village

Claygate Village is the surviving part of the original village centre which is over 1,000 years old and mentioned in the Domesday Book. The main shopping centre now lies about one-third of a mile to the west, close to Claygate station, leaving the old village primarily in residential use.

The focal centre of Claygate is The Green, which is surrounded by attractive old buildings. These include a mix of shops, centre, restaurants and a public house. The form of The Green is important historically and contains the fountain (1893) and horse trough (1911). Together with the mature trees and landscaping these add to the attractive nature of the area and give it a strong sense of identity.

According to its inscription the fountain was "presented to the village of Claygate by Lord Foley 1893" and "opened on the 6th July 1893, the day of the marriage of HRH the Duke of York and HSH Princess Mary of Teck". The fountain was restored in 2009 and the light is currently working.

The old village extends down Church Road to include buildings on the south-west side. Of particular interest are the listed Holy Trinity Church and several locally listed buildings, including the Old Vicarage and a number of attractive villas.

4.10.2 Historical Development of these buildings

The enclosure of Claygate Common in 1838 provided the first impetus for change. In particular, the availability of land led to the construction of Holy Trinity Church in 1840 to serve the Claygate area. This was built next to a track named Church Road and shortly afterwards a parsonage, school and several substantial houses were built close by. Rebuilt at this time was a country house in extensive grounds of

150 acres on the eastern margins of the village, called Ruxley Lodge. This 18th Century dwelling was extended and altered several times by Lord Foley in the 1870s to become an impressive residence.

The Ordnance Survey Map of 1867 shows many of these buildings, together with the old Village Green formed by the Junction of Hare Lane, Church Road and St Leonard's Road. Around the Village Green are some of the earliest recorded buildings, including the Old Bakery, which pre-dates 1867 when it was the Post Office and the Hare and Hounds Public House, which dates back to 1843, but was extensively altered in 1931 in line with its present exterior appearance.

The Ordnance Survey Map of 1896 clearly shows that the building of the railway and Claygate Station in 1885 provided the catalyst for further development in and around the Claygate area. The Green had become the heart of the expanding Village, complete with a new primary school and several small groups of cottages being built behind the Old Bakery, on the west side of Elm Road and to the north of The Green.

It was during this period that many new roads were laid in close proximity to the railway station on land owned by the Hon. Fitzalan Foley. These included Foley Road, Beaconsfield Road, Gordon Road, Claremont Road and Albany Crescent, which all form part of the Foley Estate, now a separate Conservation Area. By the time of the 1913 Ordnance Survey Map, the western part of the village, including large parts of the Foley Estate and shops around The Parade had largely been developed. Today the historic street pattern and the original burgage plots within Claygate Village are clearly discernable, and have influenced the location and scale of buildings, particularly around The Green. Although over the years the village has lost many of its community services and shops, The Green retains its unique attractive lively atmosphere enhanced by the range of buildings surrounding it.

4.10.3 The Claygate Conservation Area

The Claygate Conservation Area was designated by Elmbridge Borough Council on 28 November 1990 in order to protect and enhance its character for the benefit of residents and for the enjoyment of future generations.

This Conservation Area actually consists of two separate areas. The boundary of the first area was drawn to include the original heart of the settlement around The Green, together with the most attractive groups of old cottages, village dwellings and small shops. This area's character is still essentially that of a small village centre. Together the buildings and spaces around The Green give this part of the Conservation Area a strong cohesive identity and character. The second area is immediately to the south and is based upon an attractive group of statutory locally listed buildings in Church Road, bordered by the Recreation Ground.

The form and layout of the Conservation Area is very much influenced by the prevailing or former uses of the area. Fundamental to the area's character is both its domestic nature and its small scale shops. Around the green several shops, including the well known bakery and cake shop have closed and been converted to residential use. The Bakery predates 1867, when it was the Post Office. Other shops have re-opened and include such uses as restaurants and an estate agent. Many of the attractive Victorian shop fronts have been retained, despite being on buildings currently in commercial or domestic use. Nearby there is a recent development of new two storey dwellings that have picked the fine grain of the area, respected the historic building line and incorporated the traditional pattern of frontages, to help integrate the development into the street scene. Elsewhere the buildings remain largely unaltered.

To the north and west small terraced cottages are still evident. Sims and Sydney Cottages and Sydney Terrace date back to 1880, with the old school building and Elm Road cottages dating back to 1885. South of the Green the Hare and Hounds Public House remains a prominent landmark. The Village Green forms an attractive open space in its own right, and is used mainly for passive activities such as

sitting. Together with the buildings and spaces around, the Green give this part of the conservation area a strong cohesive identity and character.

South-east of the Green, along Church Road, Holy Trinity Church (1840) in Norman Revival style and the locally listed old vicarage (mid 19th century) form some of the oldest buildings in the village. Also built around this time close by, were several grander villa style houses (Church Villas early 1840s) with larger gardens.

Between these two areas on the south-west side of Church Road, two buildings, the Village Hall built in the 1950s and Crown House, a mid 1980s office building were both omitted from the conservation area due their contrasting character.

The Claygate (Foley Estate) Conservation Area, Edwardian in character, lies to the south-west of the above. It includes buildings in the west half of Beaconsfield Road, all of Claremont Road, the south end of Gordon Road and the straight section of Foley Road, generally built around 1900. It has been effective in averting threatened overdevelopment at Beaconsfield Gardens.

The Parish Council will be guided by the following principles:

BH.1. Existing examples of good quality architecture should be retained; the demolition or substantive alteration of such buildings should be avoided at all costs.

BH.2. Existing well designed buildings should be preserved and maintained using original or sympathetic materials and details.

BH.3. The style and materials of replacement doors and windows should have the appearance of those of the original building; and any changes in size should be in keeping with the original.

BH.4. The style and materials of extensions and additional structures, such as garages and conservatories, should match those of the original building; and their size should be of appropriate proportion to the original building.

BH.5. Where appropriate under Development Plan Policies, the re-use through sensitive conversions, of barns, agricultural buildings and other non-domestic buildings of architectural value is to be encouraged.

BH.6. Encouragement will be given to the improvement of existing poorly designed buildings, provided all relevant guidance is respected.

4.11 The Public and Main Buildings in Claygate

4.11.(a) Claygate Village Hall

For many years Claygate sadly lacked a Village Hall. From time to time schemes were set afoot but these were individual efforts and failed to prosper. Then, in October 1949, a new approach was made - the Village as a whole, through its various Associations got together in a concerted endeavour to provide what was so badly needed.

After many fund raising efforts by local residents and societies land was purchased in January 1954 by the Village Hall Association. Construction of the Hall finally commenced in October

1958. By June 1959 the building was completed. The stage and dressing rooms were added at a later date.

The Hall is held in trust for the use of the residents of Claygate and the neighbouring area and is administered by a Board of Trustees representing local organisations and residents. The Annual General Meetings are held in May when the finances and running of the Association are examined. This meeting is open to everyone - Claygate residents are encouraged to attend and to vote on issues relating to the Hall.

The day to day running of the Hall is financed entirely from letting income. Grants have been received for specific projects.

Several of the organisation involved in the original fund raising efforts are still involved in Village Hall activities - Claygate Dramatic Society, Claygate Folk Dance Club and Claygate Village Association still hold functions at the hall and have Trustees on the Board.

Village Hall activities span the age range nought to 90 including mother and baby groups, exercise classes, dancing classes, music lessons, dog training, family parties and much, much more. It is unusual in being self-financing.

4.11.(b) Wingham Court

Wingham Court was purpose built in 1995 and has recently undergone a major refurbishment, offering an attractive and well-equipped home for its residents. It is a care home for 73 residents of all ages, and particularly offers care for younger people with physical and learning disabilities. It has a team of staff that includes therapists and activity co-ordinators, with a wide range of activities to suit all residents, including a specific area for supervised use of computers, sailing and Tai Chi. They offer programmes of rehabilitation or maintenance therapy suited to patients suffering from strokes, Parkinson's, multiple sclerosis acquired brain injury or challenging behaviour.

There are a number of local volunteers who regularly visit the residents and help with the wide range of activities for residents. Where possible residents visit local facilities and we are always looking to forge links with local groups and other facilities for people with disabilities. It has its own minibus which is used for a variety of local outings. It is currently developing a programme to implement changes which will increase the ability to meet the needs of our residents.

For a reasonable subscription there are on-site facilities for Claygate residents to play tennis on the two hard courts and a full size bowls green; both have access to a club house.

4.11.(c) Holy Trinity Church / Trinity Hall / Emmanuel Hall

Holy Trinity, in Church Road, is Claygate's Anglican parish church. Built in 1840, it has been enlarged a number of times, most extensively in the late 1990s by the addition of two side aisles (increasing the seating by some 50% to around 400), a foyer and a new integral hall (replacing a graceless 1960s freestanding structure). The growth in attendance which prompted this most recent enlargement has continued, leading to a recent increase in the number of regular Sunday services from three to four and the growth in the number of midweek study, worship and fellowship events for adults and children (some of which are now also held at Emmanuel Hall, Common Road, which was recently placed at the disposal of HTC). Average Sunday attendance at the church has risen to just under 500 and, with an electoral roll of 505, this takes HTC comfortably into the Church of England's 'large church' category, of which there are some 160 throughout the country.

Holy Trinity's facilities are made available to the community. The Hall, which accommodates HTC's Jigsaw Pre-School (see section 4.13.(a) Educational Facilities), is used throughout the year by a thriving local dance and stage school, by local societies and for communal and private parties. The church itself is Claygate's largest auditorium and is frequently used for concerts arranged by local musical societies and schools and is a key venue for Claygate's biennial Music Festival.

Claygate's memorial to those who died during the First World War stands on consecrated ground adjacent to the church and churchyard.

The church has on-site parking and, on Sunday mornings, hires the adjacent Village Hall for some of its children's activities thus also enabling its car park to be used by churchgoers. Nevertheless, on Sunday mornings (when sporting activities on the Recreation Ground also cause extensive on-street parking in Church Road) and also when there are major midweek or weekend events at the church, additional onstreet parking in Church Road and Blakenen Drive is generated. Church Road is closed for the annual Act of Remembrance at the War Memorial.

A little over 25% of HTC's regular attendees come from outside the parish (Claygate) in much the same way as there are Claygate residents who choose to attend churches elsewhere.

4.11.(d) Village Club

The Club is based in Hare lane at the back of the Hare Lane car park. It was previously the Royal British Legion.

4.11.(e) The Claygate Centre

The Claygate Centre for Retired People is one of 7 centres run by Elmbridge Community Support Services which are open to all retired people. The Centre aims to promote an active and full life for retired people living in Elmbridge, offering a range of leisure services, opportunities for learning new skills and services including showering/bathing facilities and information and advice. The Centre offers an innovative programme of activities, three course meals and comprehensive coffee bar facilities as well as preparing and delivering meals on wheels in the local community Monday to Friday.

The Centre is open from 9am to 4.30pm Monday to Friday and Saturday mornings from 10am to 1.30pm.

Activities and services on offer include:

- Art and Craft
- Computer classes
- Exercise classes including Tai Chi, Chair Based and Keep Fit
- Outings and special events
- Bathing/showering
- Health promotion and information including chiropody services
- Alternative therapies and beauty treatments
- Hairdressing
- Three course lunch, with special diets catered for
- Extensive range of sandwiches and snacks from the Café area

The Claygate Centre is situated in Elm Road, Claygate and was opened in 1990.

Community Support Services also manage the Claygate and Oxshott Sure Start Children's Centre, which is based at the Centre.

4.11.(f) Youth Club

The Youth Club was conceived in the late 1980s and is based in Elm Road in the remaining part of the original Claygate Primary School. It is run as a charity, with the building owned by Surrey County Council. The youth club committee hires out the building, when it is not being used by the youth club, to help raise funds.

The youth club seeks to keep the building as near original as possible in what is a conservation area.

4.11.(g) The Recreation Ground, Pavilion, Toilets and Facilities.

The Recreation Ground provides another centre for community activity. Sandwiched between Church and Foley Roads the grounds comprise several acres of flat, grassed surface, some fine old oaks, a much used and well equipped childrens' playground, a basketball pitch, and public toilets. A woodland area on the southern side of the playing fields provides a shaded pathway to Foley Road. In the summer, cricketers play regular games and enjoy use of the Pavilion which has sadly known better times and is desperately in need of a major rebuild. The cricketing outfield is graced by two oak trees, planted in Nelson's time, requiring special rules for well hit balls en route to the boundary. Rowan School Annual Sports Day and Claygate's Flower Show are annual users too. In the autumn and winter football is played on the three pitches by teams of all ages. The Rec. is financed by Elmbridge Borough Council and by contributions from user organizations. Access is free to the public. The Rec. is organized as a Charity Trust and managed by local volunteers.

4.11.(h) Railway Station

Claygate and Claremont Station, as it was originally named, was opened on 2 February 1885 with a steam service through to Guildford. By July 1925, there were electric trains with a service of three trains an hour, with a through service from Waterloo to Guildford. Now we only have two trains an hour with one an hour on Sundays. Numbers of current users of the train services are not available through South West trains as the information is "commercially sensitive".

4.11.(i) First Church of Christ Scientist (Claygate and Esher)

In November 1951, the Christian Science Board of Directors in Boston recognised Christian Science Society, Claygate, as a branch of the Mother Church. Increased membership led to the Society being granted status as First Church of Christ Scientist, Claygate. In December 1957, the church building was dedicated. Christian Science churches may only be dedicated when free of all debts.

Membership increased and in 1959 a new church incorporating a reading room was built in front of the old one in Hare Lane. In October 1961 the first service was held at the new church, with its dedication following in October 1963. The original building was used as a Sunday school until replaced in 1965.

There is now a separate reading room based in Esher. This was opened to the public in September 1974

4.11.(j) Scout Centre

The 1st Claygate Scout Group was formed in 1909 and occupies a building in Oaken Lane custom built in 2006. It is one of the largest Groups in the district with over 170 boys and girls between the ages of 5 and 16 in uniform using its facilities every night of the week, and it has a 35-strong Scout and Guide band. It is currently celebrating its centenary.

4.11.(k) Guide Hut

Guiding in Claygate is thriving with over 140 girls involved in two Rainbow units, three Brownie packs and two Guide units. A new guide hut in Foxwarren, recently built in conjunction with Elmbridge housing trust, will be in use from September 2009, in time to start the celebrations for 100 years of guiding in the UK.

4.11.(l) The Allotments

The Claygate Allotment Holders Association (CAHA) is made up of well over 100 members who manage plots in allotments located on two sites in Claygate. These are situated off Vale Road and Telegraph Lane. The allotment plots are in beautiful settings on the edges of the village overlooking the countryside and provide an excellent opportunity for people to grow their own healthy food, get fresh air, and exercise and be part of the local community. Association members are from all walks of life and all ages. The plots vary in size from a ¼ to full plots. They are used to grow fruit, vegetables and flowers, many of which are exhibited at the local Claygate show in July each year. Both allotment sites have increased their membership this year due to the hard effort put into creating new plots. One of the new arrivals at Vale Road was a beehive!

The allotment sites were leased from Elmbridge Borough Council in 1991 by CAHA, since which time the Association has been responsible for ensuring that the sites are properly managed and maintained.

Guidance for buildings in public areas and public open spaces:

The Parish Council will be guided by the following principles:

- PB.1.** Public green space within the village should be preserved.
- PB.2.** The retention of shops in the Parade is to be actively encouraged.
- PB.3.** Any new development must meet the appropriate off street parking standards.
- PB.4.** Advertisements on commercial properties and other signage should be sensitively designed with colours and levels of illumination that respect the character of the village.
- PB.5.** Any alterations or conversions should respect and harmonise with the existing buildings.

4.12 The Businesses in Claygate

Businesses have always played a vital role in maintaining the community of Claygate. There are many instances where villages have lapsed into a collection of houses when the village shops have closed. To date the business community has survived and blossomed in the face of competition from larger centres and supermarkets, for three fundamental reasons: businesses in Claygate have always adapted to change; they have always acknowledged their customers' aspirations for quality; and finally, and most important, there is parking close to the shops.

In the early 1800s the shops were central to The High Street in the Old Village. The introduction of the railway in the late 1800s saw a change in the central focus of Claygate as the shops in The Parade evolved to meet the new demands of travellers to London. Visitors to the Parade can see the date of 1898 proudly displayed on the upper facade to number 23.

Currently The High Street is still vibrant but in a different way. The greengrocer, butcher and baker have long gone, to be replaced by Londis, which caters for everyday needs and four restaurants, with international cuisine on offer.

Many shoppers from surrounding areas come and support our shops in Hare Lane and the Parade. Shoppers can find traditional shops such as a butcher, fishmonger, greengrocer, baker, shoe repairs and newsagents, but there are also an art gallery, delicatessen, coffee shops, restaurants, estate agents, clothes shop, bank, post office, hairdressers, beautician and Somerfield. All these have a common philosophy in the supply of excellent goods and services as they all realise how easy it is to lose their reputation. The controlled parking in the Parade lasts one hour, which is usually sufficient for most needs: alternatively there is paid parking nearby at Torrington Lodge

Claygate also has four public houses, The Foley Arms (Hare Lane), The Griffin (Common Road), The Hare and Hounds (The Green) and The Winning Horse (Coverts Road).

4.13 The Infrastructure of Claygate

4.13.(a) Educational facilities

There are thriving private pre-school facilities in Claygate; the Claygate Montessori is located in the Village Hall, the Noddy Club is held in the Youth Club premises and the Jigsaw Pre-school at Holy Trinity Church.

Claygate has its own state primary school, covering children from 4 to 11. Older children have to travel outside Claygate to state secondary schools; Esher High School, Hinchley Wood School, and Rydens School (Hersham).

Provision and allocation of spaces is the responsibility of Surrey C.C. There has been a progressively growing demand for places in Claygate Primary School, and additional classes have been added. The school has increased from a 45 pupil entry level to the current 60 pupils. However in 2003 the school took 75 pupils and it will take 90 pupils in September 2009.

At secondary level the situation is less satisfactory, since there are no state secondary schools in Claygate, and the nearest, at Hinchley Wood, has to serve strong demand from closer properties around it. Public transport from Claygate to schools other than Esher High and Hinchley Wood is unsatisfactory.

Many children in Claygate attend private schools. Within Claygate, Rowan Preparatory School provides education at infant level in Gordon Road, and junior level in Fitzalan Road. There are no private secondary schools in Claygate. Many pupils travel to Milbourne Lodge , Shrewsbury Lodge and Claremont Fan Court School (all in Esher); Reeds School and Danes Hill (Oxshott); Guildford High and RGS (Guildford); Epsom College (Epsom); Surbiton High School, Tiffin Schools (Kingston), Wimbledon High School, Kings Wimbledon, Hampton School and Lady Eleanor Holles School (Hampton)

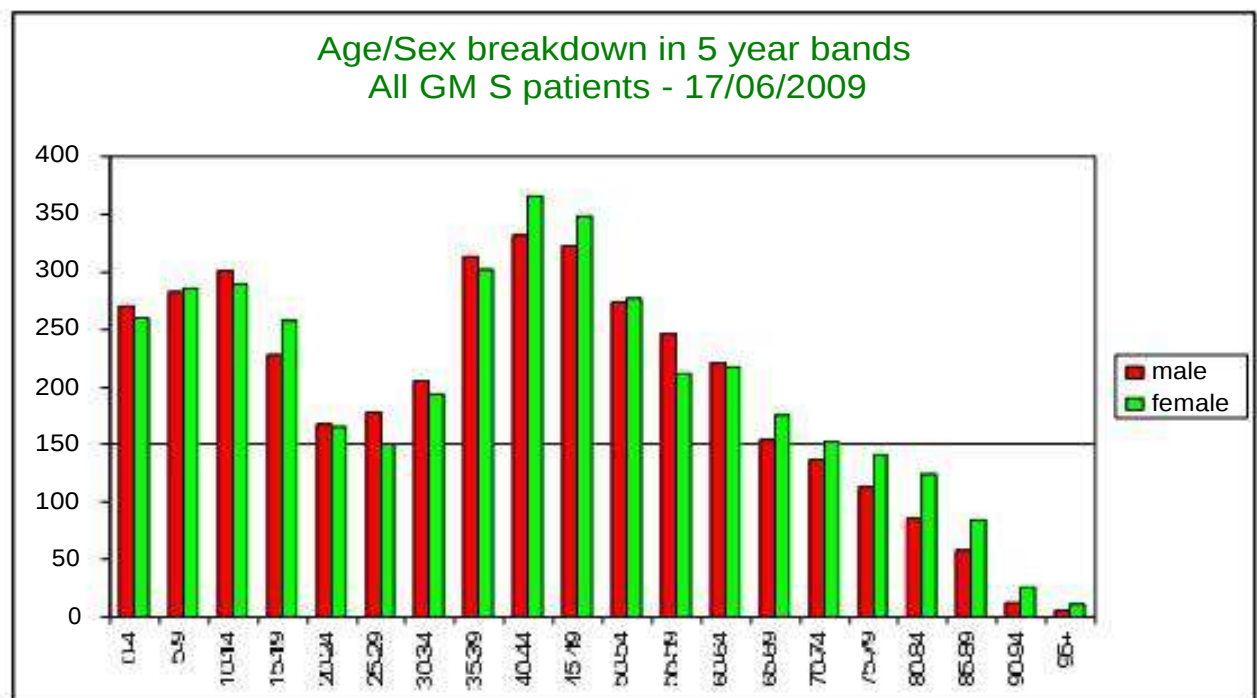
Local development policies should therefore:

1. Support adequate high quality state school provision in and close to Claygate.
2. Encourage that use of local secondary schools is properly supported with transport facilities.

4.13.(b) Capelfield Surgery

The practice is recognised as a training practice for General Practitioners. Capelfield Surgery was built in August 1989 and the name is derived from an area close by, known as "The Capel field", on which cricket was played by the local Leveret Cricket Club. The practice's roots can be traced back at least 70 years to Dr Lawson Crabb who helped establish the original village practice.

The current practice has three partners with four salaried GPs.



4.13.(c) Dentists

There are two dental practices in the village: Bosch E. and Bosch V. at 11 Albany Crescent and R M Davis at 109a Hare Lane.

5 FUTURE DEVELOPMENT

5.1 General Guidelines

The following items should be taken into consideration when future developments are planned

- G.1.** Respect built and natural heritage.
- G.2.** Respect and ensure development harmonises with local characteristics and the context of the particular site. Harmonising does not necessarily mean imitating. Neighbouring properties should compliment not detract from each other: they should not be out of scale by being too large/small or too high/low, and should not be too close or dominate their neighbour.
- G.3.** Relationships between buildings are as important as the design of the buildings themselves. Ensure sufficient space is left between buildings to avoid cramped appearance and to respect the general spacing around the buildings in that locality. Consideration should be given to the impact of the new building on views from neighbouring properties and avoid building or extending up to the side of the plot.
- G.4.** Avoid mixing styles or historical references in the same building.
- G.5.** Garages, hardstandings and car parking areas should not obscure or dominate the house frontage or approach. Soften their appearance by adjacent planting: hard surfaces for car parking and terraces should stop at least 450mm from adjacent walls to allow space for planting. Use materials in keeping with the style of the house and consider their texture and appearance.
- G.6.** Use good quality materials appropriate to adjoining houses, i.e. bricks, clay tile roof and hangings, half timbered and rendered elevations are all traditional to Surrey. Samples of materials to be used should be made available to the Parish Council on request. Although some early buildings have slate roofs, pitched, clay plain tile roofs predominate and are to be encouraged. In visible locations external sheet weatherproofing should comprise durable materials such as copper and lead.
- G.7.** Roofing materials such as sand faced concrete tiles and reconstituted slate should not be used.
- G.8.** Avoid large areas of hard surfacing. Preserve garden forms and traditional rural settings.
- G.9.** Do not develop forward of the line of existing buildings.
- G.10.** Straight unbroken rooflines do not harmonise with the natural surroundings.
- G.11.** Where relevant, before commencing construction accessed by a privately maintained road, liaise with the appropriate committee regarding preventative measures to minimise damage and make good road surfaces and verges on completion.
- G.12.** Site layout should maximise the potential for passive solar gain.

- G.13.** Site layout should use landform and landscape to benefit from shelter and avoid overshadowing of dwellings.
- G.14.** Design principles should be applied to new buildings that maximise the capture and use of passive solar energy, whilst avoiding excessive solar gain.
- G.15.** Building design should ensure thermal comfort in summer by using passive cooling and ventilation, and preventing excess solar gain through techniques such as shutters and screens.
- G.16.** Site layout should provide adequate shade in the summer.
- G.17.** Development should incorporate measures to ensure high levels of energy conservation and the inclusion of the most efficient gas heating systems, avoiding methods such as electric underfloor heating.
- G.18.** New developments should include appropriate sustainable drainage systems (SUDS) for the disposal of surface water.
- G.19.** Facilities for rainwater harvesting and recycling should be considered.
- G.20.** Design suitable storage facilities for wheelie bins to all new properties be they flats or houses.

5.2 New Build Guidelines

- NB.1.** Respect general and heritage guidelines.
- NB.2.** Developers should provide elevational drawings to scale, comprehensively and accurately showing the proposed development in relation to its overall surroundings, existing and proposed ground lines and neighbouring buildings. Site plans must be accurate, up to date and to scale. They must show the proposed development clearly in location to the site boundaries, existing trees, and neighbouring buildings and indicate the landscape proposals.
- NB.3.** The progressive sub-division of plots is inappropriate particularly where it involves the further subdivision of part of an already subdivided curtilage.
- NB.4.** Ensure the frontage widths are not below those generally prevailing in the road.
- NB.5.** Proposals should not include tandem development or developments in depth involving the formation of cul-de-sacs, subject to location.
- NB.6.** There are a variety of developments in the village: new buildings should acknowledge their local context and avoid close similarity in designs.
- NB.7.** Encouragement will be given to well-designed contemporary houses on appropriate plots, i.e. at least 0.2ha, and, where applicable, respecting the contours.
- NB.8.** Ensure well integrated parking provision within the plot.
- NB.9.** Garages should be built with materials and roof pitches complementary to the house. Pre-fabricated, flat roofed garages with concrete piers and wall panels are unsuitable.

5.3 Guidelines for Extensions

The sizes and proportions of the original houses and plots should be respected. There is considerable concern that the characteristic spacious open aspect of housing is being lost; vital green spaces around and between dwellings are disappearing as dwellings are extended up to their side boundaries, creating an urban terracing effect.

Within the Green Belt area there are specific requirements to take into account. Principally extensions should not result in a disproportionate addition over and above the size of the existing dwelling. Although these requirements do not apply to the built up area of Claygate it became clear from the questionnaire that there is overwhelming concern that small dwellings, suitable to sustain a balanced village community and preserve the character are being lost.

- EB.1.** Respect general and heritage guidelines.
- EB.2.** Extensions (single, multiple or sequential) should not result in a disproportionate increase in the size of the original house. Regard should always be taken of the footprint of the original house in relation to the boundaries of the plot, and the bulk of the original house in comparison with neighbouring properties.
- EB.3.** The extended property should remain proportionate to the plot size.
- EB.4.** Extensions should be avoided if they create a mass of built form (comprising either a house or a house with garage or other ancillary buildings) which spans the width of the plot.
- EB.5.** Ensure the design of and the materials used for the extension respect the original building; ensure the pitch of the roof matches the existing and that windows, doors and other key elements also match the original.
- EB.6.** Flat roofs should be avoided.
- EB.7.** Care should be taken to minimise the impact of conservatories: ensure they are proportionate in size and scale to the original house, match the materials for the base walls to those of the house; the finish to the frame of the conservatory should be sympathetic to the exterior decoration of the house.

5.4 Guidelines for Replacements and Alterations

- RA.1.** Respect general and heritage guidelines.
- RA.2.** Replacement windows and doors should be of the same appearance, shape and size as the originals they replace; as should the positioning and width of window frames and glazing bars.
- RA.3.** The removal of chimneys should be avoided.
- RA.4.** New porches should be of a quality that will enhance and of a scale and style appropriate to the house in its setting.

5.5 Guidelines for Boundary Treatments

Claygate is known for its green and leafy street scenes. Grass verges, mixed hedges, mature trees, with houses sitting comfortably within their plots and views through to the countryside beyond are characteristic.

- BT.1.** Respect general and heritage guidelines.
- BT.2.** Maintain the rural street scene. Entrances should preferably be open but if necessary install traditional wooden gates set well back.
- BT.3.** Imposing entrances with large pillars and wrought iron gates are out of keeping. Entrances should be modest, appropriate to a village and set back for highway safety. Gated estates are not appropriate in harmonising the village atmosphere.
- BT.4.** Front boundaries should be screened with plantings or have low open wood fences (up to 1M high). Hedges should be well maintained to prevent obscuring traffic sightlines and overgrowing onto public access routes. High brick boundary walls are inappropriate and should be avoided.
- BT.5.** Existing ancient hedges should be preserved in line with guidelines agreed with Elmbridge Borough Council.

6 RESULTS OF THE SURVEYS

6.1 The Village Design Statement Questionnaire

We received 768 replies to the questionnaire (about 30% of households) in varying degrees of completeness, many overflowing with extra comments and many, at the other extreme, simply answering some or all of the formal questions. It would be very time consuming to present all the comments made by respondents and they are, in any case, often very specific to the location in the village of the person completing the form. This summary will follow the order of the printed questions, picking up additional comments where possible in broad outline.

Population

Only 6% of respondents were born in the village but nearly 50% had lived here for 20 or more years.

How long have you been resident in the village?

Years	0-5	5-10	10-15	15-20	20+
% of sample	19	12	13	8	48

40% gave "Environment" as the reason for moving to Claygate, followed by "Larger Accommodation" (27%) and "Employment" (10%), with the remainder spread between "Retirement, Smaller Accommodation, Marriage and Other".

93% of respondents lived in owner occupied homes, with a small percentage of private rented and council rented. The total population represented in the sample was divided fairly equally between males and females, but only 22% younger than 18 years.

What are the ages of the people in your household?

Age	0-5	6-18	19-45	45-65	65+	TOTAL
Male	67	109	221	239	234	870
Female	72	142	217	245	288	964
Total (no.)	139	251	438	484	522	1834
Total (%)	8	14	24	26	28	

Transport

This was one of the sections of the questionnaire, along with building development and policing, which excited most interest.

How many cars in your household?

Cars in household	None	1	2	3	4
% of total	9	44	39	6	2

Although 81% of respondents had one or more cars in the household, only 29% said that they normally travelled to work by car or car share. 68% said that they did not depend on public transport, and about the same proportion (61/63%) said that they used the local bus or train less frequently than weekly.

How do you get to work?

Not working	Car / car share / motorcycle	Train/Bus	Walk
35%	30%	28%	7%

How often do you use the local bus/train?

%	Daily	Weekly	Less frequently
Local Bus	10	29	61
Train	22	15	63

There was considerable unanimity in the answers to three specific questions about parking and roads, with 82% saying that public parking facilities were reasonable or good, 83% wanting tree planting along roads to be maintained, and 78% thinking that street lighting is adequate. Nevertheless, there were many suggestions for improvements in all three areas.

Which of the following do you feel cause traffic problems in Claygate?

	Parking	Traffic Speed	Commuter Traffic	Lorry Traffic	Other	None
No.	387	314	293	216	116	30
%	29	23	22	16	9	2

When asked the specific question "What do you dislike in Claygate? 44% of the 431 answers were to do with traffic and transport (see below).

Type of comment	No. of comments
Too much traffic	44
All day commuter parking on the streets	38
Traffic speed in Hare and Oaken Lanes / speeding traffic	30
The large lorries using it as a cut through	16
Potholes in roads	16
Traffic congestion in Parade / inconsiderate parking	15
Speed bumps	9
Reduce traffic / school traffic and 4x4's	6
Commuter parking in Albany Crescent/Gordon Road, Loseberry Road	5
Through traffic when M25 blocked	4
Sunday trains to be twice hourly / station manned at all times	3
Garish electronic road signs	2
Lack of freedom pass	2

In answer to the related question "What would you most like to see happening in Claygate? Around 19% of suggestions were linked to parking, traffic and transport.

Type of comment	No. of comments
Reduction in traffic, especially lorries	22
Improve / maintain roads	12
Speed humps/restrictions	5
Reduce speed limits in village	5
Freedom pass	5
Station booking office open all day	5
Free parking for 1st hour in car parks	4
More rigorous control of commuter parking	3
More cycle lanes/paths	3
Installation of ticket machine on up side platform @ station	3
Tidy up the mess of road signs	2
Cheaper parking @ Station car park	1
Sort out the road signs (unnecessary flashing / new with existing not removed)	1
Bus down Coverts Rd	1

There many other comments on these topics scattered throughout the returns, most very specific to areas local to the respondent, but the following stood out.

- * Safety issues in the area between Champions, Londis and the Bengal Lancer. *
- Issues with parking and parking charges.
- * The volume of traffic, including through traffic and school traffic.

The overwhelming response to such issues was a call for speed restrictions (20 mph?), traffic calming, more pedestrian crossings and a reduction in on street parking.

It should be noted however that in answer to a specific question about parking more than 80% of replies thought the present facilities were good or reasonable.

DO YOU CONSIDER THE PUBLIC PARKING FACILITIES IN CLAYGATE:

	No.	%
Reasonable	395	53
Good	221	29
Poor	98	13
No opinion	38	5

Cycling

Just over half of respondents answering this question (55%) said that they cycled in Claygate. If it is assumed that those not answering the question do not cycle then the percentage would fall to around 40%. Half of these replying only cycle "occasionally". Opinions were fairly evenly divided on whether cycling facilities were good or bad and needed extending.

	YES	NO		
Do you cycle in Claygate?	301	244		
How often?	Daily	Weekly	Occasionally	
	66	78	159	
	Good	Reasonable	Poor	Don't know
Cycling Facilities	23	147	106	25
	YES	NO		
More cycle parking?	153	130		
More cycle paths?	138	150		

Shopping

Virtually all the respondents said that they used local shops, about half using them "daily" and half "weekly" but only 20% said that they bought most of their food and general shopping in Claygate. 70% bought "some shopping" in the village and 10% bought only milk and newspapers.

This was confirmed in Question 14, where only 10% of answers to "What pleases you most about living in Claygate?" specified the range of shops. Only 6% wanted better shops and only 6% were worried about the loss of local shops and businesses.

Education and Leisure

Of 444 people in education nearly 60% were in primary or secondary schools.

Numbers in:	%
Primary	35
Secondary	24
Adult education	13
Preschool/nursery	12
University	10
College/further education	6

Local leisure facilities got good marks in all four age categories with no more than 4% getting the lowest rating. Adding the top two categories together the best mark was 65% for retired people, the worst 42% for schoolchildren.

How do you rate the local leisure facilities?				
%	Under 5s	School children	Adults	Retired
1 (very good)	22	13	15	29
2	37	29	33	36
3	31	34	36	22
4	9	21	12	8
5 (very bad)	1	3	4	4

There were requests for more activities and facilities, but these were a minority. For instance in answer to, "What would you most like to see happening in Claygate?", only about 13% of replies asked for more summer events, family activities etc.

The most popular clubs are listed below and account for 75% of all club membership in the sample. About 30 other types of activity were mentioned in replies, but with only small numbers against each.

What organisations in Claygate do you belong to?	% of sample
Brownies/scouts/guides	16
Sports: bowls / cricket / football / tennis / rugby / golf	15
Holy Trinity Church	11
Allotments/gardening	11
Choral Society/Dramatic/dance	7
Probus	7
Day Centre	5
Womens Institute	4

Security and Policing

This topic excited many comments, some of them apparently contradictory. (Only) 14% of respondents felt that they had been victims of crime in the last year, and 94% felt safe or fairly safe walking the daytime streets, but two thirds wanted a greater police presence. The explanation seems to lie in the real or imagined activities of "youths".

%	Yes	No		
Do you consider you have been the victim of some crime in Claygate committed in the last 12 months?	14	86		
Do you feel there is more need for a greater police presence in Claygate?	69	31		
	Very Safe	Fairly Safe	A bit unsafe	Very unsafe
How safe do you feel when walking in the streets of Claygate by day?	60	34	5	1

Perhaps surprisingly, in answer to the specific Question 14, only a small proportion ranked policing and youth activities as important.

What would you most like to see happening in Claygate?	
Greater police presence	9%
More youth activities	6%
What do you dislike in Claygate?	
Vandalism	4%
Youths gathering in evening	13%

Comments volunteered at various parts of the questionnaire are, as usual, very hard to summarise and quantify, sometimes because the same comment is repeated in the same response. People's definitions of "crime", "vandalism" and "threatening behaviour" would also need to be researched before accurate answers could be produced. However, from an incomplete survey of the replies (about 500) there appear to be more than 100 instances of actual vandalism and crime, including theft, fly tipping, casual vandalism, underage drinking and assault. Some of these (maybe a majority) are clearly very minor.

The response to such problems is generally to call for preventive policing (about 180 instances), with a substantial minority (around 50) calling for evening policing to counteract the "threat" of groups of youths mainly between the station and Somerfields. Better leisure facilities for the young was also identified as a possible part solution to youths congregating on village streets.

Also relevant is that 26% of the replies to the question about household concerns mentioned vandalism and graffiti.

Does your household have concerns with the following?		
	No.	%
Fly tipping/rubbish dumping	453	31
Vandalism/graffiti	373	26
Littering	370	26
Dog mess	250	17
TOTAL	1446	

Environment

It is quite clear from the answers to Question 14 and from other parts of the questionnaire that what residents value most about living in Claygate are "the village atmosphere", and living in the green belt while still having access to London and other centres. Out of 846 factors listed, these three cover 71% of the replies.

What pleases you most about living in Claygate?	
	%
Country feel	31
Community spirit	24
Green belt	16
Public transport	15
Shops/local facilities	11
Other	2
Safety	1

40% of respondents gave "Environment" as their reason for moving to Claygate in the first place.

Similarly, of 374 suggestions in response to What would you most like to see happening in Claygate? 22% wanted a continuation or extension of controls on new housing development and 20% wanted nothing to change.

Ignoring policing and transport the most frequent suggestions in answer to What do you dislike in Claygate? were Infill and housing developments (15%) "Nothing" (10%) and Fly tipping/litter (7%), a total of 32% which can be regarded as "environmental".

Not surprisingly therefore 51% of replies to What do you want to avoid happening to Claygate? were to do with infill and other kinds of new development. A further 30% were fears of the loss of the village environment and the green belt.

Nevertheless, there were 428 votes for more accommodation in the village (although this will, of course, be from fewer than that number of respondents, because of multiple answers).

Is there a need for more accommodation of the following types in Claygate?	
	%
Owner occupied	25
Local authority/housing association rented	24
Shared ownership	18
Accommodation for disabled	15
Sheltered	11
Private rented	8

There were far more votes for acceptable developments, and 45% were for affordable family and starter homes. A quarter of the votes specified however that no developments would be acceptable.

What type of housing development would be acceptable in Claygate?	
	%
Affordable family houses	26
None	23
Starter homes	19
For older people	15
Houses for rent/shared ownership	10
Luxury detached	6
Other	2

6.2 Summary of the Replies to Question 14 of the VDS Questionnaire

a. What pleases you most about living in Claygate?	No.	%
Not developing too fast	2	0.2
Low density housing	2	0.2
Recycling	2	0.2
Good active community, spirit, involvement and friendliness.(Plenty of activities)	199	23.5
Pleasant environment (Peaceful, green woods, open spaces and environment / green belt / rural feel /quiet	134	15.8
Safe	12	1.4
Friendliness, accessibility and living in the country.	85	10.0
Illusion of being in the country, with easy access to London, Guildford, Kingston and the airports.(It's a "village" within the M25 / Maintains "Village" atmosphere / Proximity to both London and the Surrey Countryside / Village life on the doorstep of London / Location	179	21.2
Everything	5	0.6
The Church community	5	0.6
Good range of traditional local shops and pubs.	84	9.9
Facilities available within walking distance.	8	0.9
Excellent public transport links	129	15.2
TOTAL	846	100

b. What would you most like to see happening in Claygate?	No.	%
Housing our children can afford	2	0.5
Controls regarding new builds so the village atmosphere is maintained	25	6.7
Houses being knocked down and bigger new ones are built in their place	3	0.8
Restriction on further housing	8	2.1
No more expansion	17	4.5
Controls regarding new builds so the village atmosphere is maintained	21	5.6
Keeping green areas / maintaining green belt	5	1.3
Reduce amount of infill and development	1	0.3
Moratorium on development	1	0.3
Nothing	76	20.3
Making Claygate cleaner	5	1.3
More family fun events / live bands	9	2.4
Floodlights at Claygate Tennis courts	1	0.3
More summer recreational facilities for the young	11	2.9
More village activities / as per Flower Show, In Bloom	10	2.7
Sorting out secondary Schools, we do not have a designated feeder school	5	1.3
More pre-school activities	1	0.3
Stop to fly tipping graffiti + litter	8	2.1
Improvements to pavements	2	0.5
Ensure there are sufficient places at our primary school	2	0.5

	No.	%
More street cleaning	1	0.3
The village maintaining its separateness	2	0.5
A decent Library	1	0.3
Free parking for 1 st hour in car parks	4	1.1
More rigorous control of commuter parking	3	0.8
Cheaper parking @ Station car park	1	0.3
Policing of "yob" element	19	5.1
Tightening up on policing of gangs near Somerfield	2	0.5
Less restaurants and pubs that bring in rowdy drunken clientele from outside the area	4	1.1
More police presence	4	1.1
Youth drop in centre / workshop for all teenagers to find out what they want and give them a voice /More provision for youths (sports facilities such as a skateboarding area like Cobham or roller skating, or an adventure area for mountain bikes to do jumps etc) / Better facilities for 12 - 18 yr olds	21	5.6
Regular police on the beat	8	2.1
More local shops / Maintain a good variety of shops	18	4.8
Farmers Market	4	1.1
Opening a hardware shop to compliment the food shops	3	0.8
Reduction in traffic, especially lorries	22	5.9
Speed humps/restrictions	5	1.3
Reduce speed limits in village	5	1.3
Improve / maintain to roads	12	3.2
Tidy up the mess of road signs	2	0.5
More cycle lanes/paths	3	0.8
Sort out the road signs (unnecessary flashing / new with existing not removed)	1	0.3
Freedom pass	5	1.3
Station booking office open all day	5	1.3
Bus down Coverts Rd	1	0.3
Installation of ticket machine on up side platform @ station	3	0.8
An hotel /good quality visitor accommodation	2	0.5
TOTAL	374	100

C. What do you dislike in Claygate?

	No.	%
Too much infilling	7	1.6
Houses being knocked down and bigger ones in their place /over development	27	6.3
New Housing on Scout site do not reflect local character	2	0.5
Development of rear gardens	5	1.2
The PC planning recommendations are ignored by EBC	1	0.2
Poor planning control	2	0.5
House prices	1	0.2
The fact that people seem to be allowed to build new extensions to houses without regard for the character of the village	1	0.2
Multiple developments / development	7	1.6

	No.	%
Nothing/ very little	42	9.7
The near by travellers sites	2	0.5
Lack of pub with cheap traditional pub grub	3	0.7
Fly tipping	13	3.0
Loss of greenbelt	6	1.4
No second tier school	1	0.2
Poor drainage	3	0.7
Leaves on roadways blocking the drains	2	0.5
Getting built up / urbanised	11	2.6
Litter	16	3.7
The resistance to change	6	1.4
Lack of maintenance (i.e. paths, hedges overgrown)	9	2.1
Dog mess	2	0.5
Policing of "yob" element at nights outside Somerfield / Night time problems with gangs of youths in the Parade	55	12.8
Increase in vandalism /graffiti	15	3.5
Lack of specialist shops (DIY store)	2	0.5
Traffic speed in Hare and Oaken Lanes / speeding traffic	30	7.0
Speed bumps	9	2.1
Too much traffic	44	10.2
Through traffic when M25 blocked	4	0.9
The large lorries using it as a cut through	16	3.7
Reduce traffic / school traffic and 4x4's	6	1.4
All day commuter parking on the streets	38	8.8
Potholes in roads	16	3.7
Commuter parking in Albany Crescent/Gordon Road, Loseberry Road	5	1.2
Garish electronic road signs	2	0.5
Traffic congestion in Parade /inconsiderate parking	15	3.5
Lack of freedom pass	2	0.5
Sunday trains to be twice hourly / station manned at all times	3	0.7
TOTAL	431	100

d. What do you want to avoid happening to Claygate?

	No.	%
Building on green belt / Loss of green belt, increased traffic / merging into Hinchley wood, Esher and Hook / over development / Blocks of flats / destroying the open spaces	170	31.2
Inappropriate building work in conservation areas	2	0.4
No more overdevelopment + dense infill	34	6.2
No more flats	3	0.6
Too much Housing Association Social Housing	9	1.7
Excessive infilling (e.g. 5 houses where there were 2)	25	4.6

	No.	%
Replacing rundown housing is fine but new extra buildings in gardens should be stopped /too many houses being pulled down for increased denser development	25	4.6
Conversion of older buildings (Nat West) for use as hostels	4	0.7
High gates and gated communities should be resisted as has unfortunately happened in Esher as this harms the community feel of the village	5	0.9
Large houses being built	10	1.8
Builders / Developers not sticking to their planning permission	1	0.2
Nothing	1	0.2
"Loss of Village" feel with over urbanisation / More housing and over development /becoming purely a commuter residential suburb / Losing its identity	159	29.2
Loss of farmland / countryside	5	0.9
Light pollution	2	0.4
Any further loss or damage to mature trees (Stevens Lane/Trystings Close) /		
Destruction of green areas around the village	1	0.2
Attracting bored teenagers	9	1.7
Loss of small businesses / shops	7	1.3
The closing of any of the shops	26	4.8
Becoming a car park for rail users from outside Claygate / traffic choking and spoiling the village	9	1.7
Too much traffic	5	0.9
Closure and development of Torrington Car Park	1	0.2
On street parking charges	1	0.2
Restrict parking to one side of the road (Hare Lane)	1	0.2
Becoming overrun with signs	2	0.4
Through roads / becoming a rat run between the A243 and the A3/M25 / Heavy traffic	17	3.1
Speed humps and traffic calming	6	1.1
On street parking charges	3	0.6
Loss of public transport	2	0.4
TOTAL	545	100

6.3 Results of the Architectural Survey

Architecture and the Built Environment

1. New buildings should be designed to Harmonise with the existing nearby buildings of the street/road they are in by use of matching style, materials scale and roofline.

97% agreed 3% disagreed

2. Dormer windows in roofs extensions should be sympathetic in style to the building and pleasant to view from all angles.

98% agreed 2% disagreed

3. When re-roofing or doing new works to existing roofs, the ridge tiling should be retrained or added to match in, especially in the case of old terraced housing,

98% agreed 2% disagreed

4. Replacement doors and windows should match in with the age and style of the building.

73% agreed 27% disagreed

5. The style of housing where appropriate can be innovative and need not fit in with the neighbouring properties.

71% agreed 29% disagreed

6. The re-development of old buildings for a new function should retain their original details.

89% agreed 11% disagreed

7. Should eco-friendly energy saving equipment be allowed to impact on the street scene.

70% agreed 30% disagreed

8. Should discreet housing for wheelie bins be a requirement for all new developments.

89% agreed 11% disagreed

9. Should three storey housing be normal for current developments.

58% agreed 42% disagreed

10. Do you feel that gated developments detract from the feel of community in our village.

63% agreed 37% disagreed

11. Should multiple dwellings replace family homes.

69.5% agreed 30.5% disagreed

12. Should boundaries - walls, fences and open spaces be similar in scale, design materials to the Building and surrounding area.

91% agreed they should 9% disagreed

13. Extensions and buildings should be in the same style, character and materials as the existing.

86% agreed they should 14% disagreed

14. Shop and restaurant frontages - their materials, external signage, colour and lighting should be discreet, not obtrusive.

There were a variety of different shops from the Parade shown in this section. The majority of people expressed a preference for the more traditional ones in keeping with the "village feel". Although all are subject to Planning Legislation all the designs should show considered respect of the surrounding environment.

7 SUMMARY

7.1 Checklist

Before embarking on any work on your house or its surroundings, take the time to consider the following:

A) Will the work need planning permission?

If in any doubt check with Elmbridge Borough Council, you can start by looking at the planning pages on the Elmbridge Borough Council website: www.elmbridge.gov.uk/planning/

For works affecting the public highway, Surrey County Council as the County Highway Authority may also need to be consulted.

B) Will there be an impact on wildlife or nature conservation interests?

Look at the Natural England website www.naturalengland.org.uk or www.surreywildlifetrust.org

C) Does the work satisfy the Village Design Guidelines?

The Parish Council, whose representatives deal regularly with planning applications and matters which have visual impact on the character of the Village and its surroundings, can be contacted for more information and/or assistance via The Parish Clerk.

D) Will the work look right in Claygate?

Especially if you are new to the Village, you may not have had time to take a walk around and look at the buildings, the distinctive design features, the different trees, the greenery and the views, without which it is difficult to understand how and why Claygate is special. Think of the features and characteristics that attracted you to the area. This Statement can be used to increase your knowledge of this Village and help you contribute to its enhancement.

7.2 Additional Reading and Sources of Information

- * Claygate Surrey - published May 1953 by The Council of the Claygate Village Hall Association
 - * The Claygate Book, Millennium Edition, by Malcolm Peebles - first published as the Claygate Book in 1983 and reprinted in 2000.
 - * Helpful observations on farming were supplied by Janet Miller of Loseberry Farm.
 - * The contribution of information regarding businesses in Claygate by Richard Catling.
 - * Capelfield Surgery for the information about their practice and breakdown of their patients ages. *
- Elmbridge Borough Council for their assistance on the Day Centre.
- * Claygate and the Green Belt (Extracts from Howard Mallinson's - a series of Monographs on the Development of Claygate from the 19th Century) - 2007.
 - * Claygate Hedgerow Survey 1995-97
 - * Claygate Village Conservation Area - Character Appraisal - August 2000

ACKNOWLEDGEMENTS

The Village Design Statement Committee wishes to thank

all the people of Claygate who have taken the time to
respond to our requests for input to this publication.

We are indebted to all the volunteers who delivered
and collected the questionnaires, analysed the data
and contributed to the various sections within this document.

We would also like to thank the following for their support;

Mike Bennison of SCC from his allocated budget,
Stephen and June Braham for the supply and printing of the Architectural questionnaire,
Claygate Parish Council for both their financial and helpful support of this endeavour.

APPLICATION FOR COMMUNITY CLIMATE AND NATURE GRANT FROM CLAYGATE PARISH COUNCIL

1. YOUR ORGANISATION

(Name, address & description of activities. How long has your organisation been in existence)
Community Orchard Project South East CIC (<http://www.copseorchardproject.org/blog>)
9 Pitfold Avenue, Haslemere, Surrey, GU27 1PN - Formed in October 2019

INDIVIDUAL CONTACT DETAILS

Gareth Matthes – gareth.copse@gmail.com – 07966 185308

2. REASON FOR GRANT

(Brief description of the project or scheme and how it will deliver carbon reduction and/or ecological enhancement in Claygate – Full details to be provided separately if necessary.)
COPSE is developing a Fruitful Parishes project with Surrey County Council and Surrey Hills Society and as part of this we plan to plant and protect, heritage Claygate Pearmain apple trees within Claygate Parish Allotments (Telegraph Lane and Vale Road) and we are currently liaising with David Page of Elmbridge Borough on apple tree locations. The aim of the wider Fruitful Parishes project is to create Orchard Groups within Parishes to harvest, manage and maintain local community orchard spaces. This project will specifically help to conserve the heritage Claygate apple variety, within Claygate Parish; to plant trees that deliver on carbon reduction, once mature; create orchard spaces for local residents to enjoy; maintain orchard spaces to enhance wildlife (adopt cut and collect grass maintenance regimes, planting hedges etc.); and to produce local food.

TOTAL COST OF SCHEME / PROJECT:

£1,500

VALUE OF GRANT APPLIED FOR:

£500

3. FOR ALL APPLICATIONS OVER £500 PLEASE EXPLAIN WHY THE PROPOSED ACTIVITY CANNOT BE REASONABLY FUNDED FROM INCOME AND/OR RESERVES.
N/A

4. FOR ALL APPLICATIONS OVER £500, IF THE GRANT IS TO BE THE 'SEED' FUNDING SOURCE, PLEASE SHOW OTHER SOURCES OF FUNDING THAT WILL CONTRIBUTE ONCE AN INITIAL AMOUNT IS RAISED.

As part of the Fruitful Parishes project we have had a Surrey Hills Foundation grant form accepted to the second phase, where they match our application with a donor/s and will know the outcome of our application in February 2024. We would envisage that this provides Claygate Fruitful Parish 'seed' funding for the initial trees at two Claygate Allotments, which will prepare the ground for further events, such as community juicing (see <http://www.copseorchardproject.org/blog>), further planting (e.g. orchard spaces and hedges) and development of a Claygate Community Orchard Group.

5. FOR ALL APPLICATIONS OVER £500, IF CLAYGATE PARISH COUNCIL IS TO BE THE PROVIDER OF LAST RESORT, PLEASE SHOW OTHER FUND-RAISING ACTIVITIES OR SOURCES OF FUNDING

N/A

6. FOR ALL APPLICATIONS OVER £500 THE GRANT SHOULD BE MATCH-FUNDED OR SOME OTHER RESOURCE PROVIDED I.E. LABOUR, PLEASE GIVE INFORMATION.

N/A

7. PLEASE GIVE DATES AND AMOUNTS OF ANY PREVIOUS GRANTS FROM CLAYGATE PARISH COUNCIL

COPSE has not previously received or applied for any grants from Claygate Parish

FOR ALL APPLICATIONS OVER £500 THE FOLLOWING INFORMATION **MUST** BE INCLUDED WITH THE APPLICATION FORM:

1. CONSTITUTION
2. RECENT ACCOUNTS (unless the organisation is just setting-up)
3. PROJECT PLAN
4. A STATEMENT OF FUNDING SOURCES (including information about approaches for funding which were unsuccessful)

FOR ALL APPLICATIONS ONCE THE FUNDING HAS BEEN USED, COPIES OF INVOICES AND A SHORT REPORT OF HOW THE MONEY HAS BEEN SPENT WILL BE REQUIRED.

Signed: GARETH MATTHES **Date:** 26th October 2023

Please return completed form to clerk@claygateparishcouncil.gov.uk or send to Parish Clerk, Claygate Parish Council, Claygate Village Hall, Church Road, Claygate, Surrey, KT10 0JP a minimum of 7days before the relevant full Council Meeting (dates available on the Parish Council Website).

If you have any queries please contact the Parish Clerk on 01372 467000 or email clerk@claygateparishcouncil.gov.uk

SLCC

For Local Council Professionals ®

Join our Community

Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees in England and Wales.

We ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Founded in 1972 and celebrating our 50th anniversary in 2022, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 parish, town and community councils.

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.



"I have worked for the Parish Council for a number of years and finally I have taken the plunge to retire! SLCC has been an excellent organisation which has offered support to me over many years of service, providing advice and motivation towards carrying out the important roles of clerk & RFO."

Jan Capon, Former RFO to Loose Parish Council

"I would just like to place on record my appreciation of the support and help I have received over the years from SLCC; the role of clerk can be very solitary as we face varied challenges and I would have found it incredibly difficult without the advice and assistance that I have been given from SLCC, so many thanks to you all, it has been much appreciated. The Staffordshire branch of SLCC has been a source of friendship and useful knowledge and this has been invaluable, given how isolated the role of clerk can be at times."

Liz Harrington-Jones, Former Clerk to Chebsey Parish Council



10 Reasons to Join

1. Contact our team of experienced, expert advisors by telephone or email for answers to your professional queries
2. Access fantastic money-saving benefits with SLCC Rewards! Take advantage of a wide range of online and offline discounts for the clerk as well as the council
3. Read our bi-weekly news bulletin containing the latest sector news and information
4. Join our online, professional forum to participate in open discussions with your colleagues and benefit from their experience
5. Access over 700 best practice advice documents on a range of topics
6. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies
7. Discover the latest sector legislation and regulation at our events for a reduced rate
8. Advertise your councils' job on our website for a reduced rate
9. Maintain good practice by studying for a sector qualification or attending a training course for a reduced rate
10. Network with fellow clerks and discuss current issues at regular county based branch meetings

Making your Case for Membership

We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be utilized to help your council to understand the value of membership:



Under what power may councils pay the subscription of their clerk to SLCC?

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.

Do many councils pay the SLCC subscriptions of their clerk under these powers?

According to the 2023 Membership Survey, 97% of members' councils pay for their clerks' subscription, as encouraged by the Local Government Act.

Well that's all very well but you would say that wouldn't you. Who else agrees with you?

National Association of Local Councils (NALC), Local Government Association (LGA), and the Department for Levelling Up, Housing and Communities (DLUHC).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. SLCC provide legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website www.slcc.co.uk.' As stated in the Good Councillors Guide 2018.

Okay but isn't SLCC in competition with NALC and the County Associations which represents councils?

No. SLCC and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.'

NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

For more information or to join visit www.slcc.co.uk/membership





2024 Membership Subscription Rates

Full Membership

(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee (new and lapsed members only)	Annual Subscription
Up to £1,000	£5	£75
£1,001 - £2,000	£5	£76
£2,001 - £3,000	£5	£80
£3,001 - £4,000	£8	£105
£4,001 - £6,000	£8	£112
£6,001 - £8,000	£10	£144
£8,001 - £10,000	£10	£148
£10,001 - £15,000	£12	£183
£15,001 - £20,000	£12	£188
£20,001 - £25,000	£15	£229
£25,001 - £30,000	£15	£238
£30,001 - £35,000	£15	£288
£35,001 - £40,000	£20	£298
£40,001 - £45,000	£20	£348
£45,001 - £50,000	£20	£357
£50,001 - £55,000	£20	£416
£55,001 - £60,000	£20	£418
> £60,000	£20	£475

Membership Type	Joining Fee (new and lapsed members only)	Annual Subscription
Student	£0	£15
Principal or Principal (Affiliate) (In addition to the cost of full or affiliate membership)	£0	£55
Fellow or Fellow (Affiliate) (In addition to the cost of full or affiliate membership)	£0	£85
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

Not sure which membership to apply for?

Whether you're new to the sector or have years of experience, our range of membership means that there is a level to suit everyone.

- **Full membership** - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership** - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM). Membership is available to anyone with a role or interest in local councils.
- **Student / Principal / Fellow membership** – progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit www.slcc.co.uk/develop to view the criteria.
- **Past Service membership** – Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - Need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

Claygate Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/11/2023		
	Cash in Hand 01/04/2023		58,855.56
	ADD Receipts 01/04/2023 - 30/11/2023		129,060.93
	SUBTRACT Payments 01/04/2023 - 30/11/2023		37,409.98
	Cash in Hand 30/11/2023 (per Cash Book)		150,506.51
B	Cash in hand per Bank Statements		
	Petty Cash 30/11/2023	55.43	
	Lloyds Bank Credit Card 30/11/2023	0.00	
	Cambridge BS 30/11/2023	42,252.37	
	Unity Trust 30/11/2023	108,198.71	
			150,506.51
	Less unrepresented payments		
			150,506.51
	Plus unrepresented receipts		
	Adjusted Bank Balance		150,506.51
	A = B Checks out OK		

Claygate Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

4 January 2024 (2023 - 2024)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	50,374.00	50,374.00					(0%)
2	Precept Grant	2,800.00	3,000.00	200.00				200.00 (7%)
3	Interest Received	314.00		-314.00				-314.00 (-100%)
4	CIL		74,108.22	74,108.22				74,108.22 (N/A)
5	VAT							(N/A)
SUB TOTAL		53,488.00	127,482.22	73,994.22				73,994.22 (138%)

Staffing		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Salaries & NI				16,862.00	4,549.63	12,312.37	12,312.37 (73%)
18	Pension				670.00	162.54	507.46	507.46 (75%)
33	Staffing General				2,000.00	100.00	1,900.00	1,900.00 (95%)
37	Locum Expenditure					6,028.49	-6,028.49	-6,028.49 (N/A)
SUB TOTAL					19,532.00	10,840.66	8,691.34	8,691.34 (44%)

Highways		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Highway Trees				500.00		500.00	500.00 (100%)
27	Bus Shelter & Bench Maintenance				250.00		250.00	250.00 (100%)
28	Bridleways				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					1,750.00		1,750.00	1,750.00 (100%)

Planning		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Planning				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					3,000.00		3,000.00	3,000.00 (100%)

Communications		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Newsletter Printing, Design and				3,900.00		3,900.00	3,900.00 (100%)
35	Website				650.00		650.00	650.00 (100%)
36	Other Publicity				248.00		248.00	248.00 (100%)
SUB TOTAL					4,798.00		4,798.00	4,798.00 (100%)

Claygate Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

4 January 2024 (2023 - 2024)

Grants and CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Youth				1,000.00		1,000.00	1,000.00 (100%)
22	Christmas Lights Event				500.00	500.00		(0%)
23	Climate Improvement				1,000.00		1,000.00	1,000.00 (100%)
24	Other Grants				1,000.00	500.00	500.00	500.00 (50%)
25	Public Projects				2,500.00		2,500.00	2,500.00 (100%)
40	Litter Pick Mornings							(N/A)
41	Remembrance Day							(N/A)
42	Detritus Day							(N/A)
SUB TOTAL					6,000.00	1,000.00	5,000.00	5,000.00 (83%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Highway Garden Sites				3,383.00	1,406.93	1,976.07	1,976.07 (58%)
30	Highway Garden Site Projects				250.00		250.00	250.00 (100%)
31	Hanging Baskets and Troughs				3,342.00	3,342.05	-0.05	-0.05 (0%)
SUB TOTAL					6,975.00	4,748.98	2,226.02	2,226.02 (31%)

Public Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Other Public Projects							(N/A)
SUB TOTAL								(N/A)

Elections

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Election Expenses				10,673.00	11,282.60	-609.60	-609.60 (-5%)
SUB TOTAL					10,673.00	11,282.60	-609.60	-609.60 (-5%)

General Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Training				735.00	473.33	261.67	261.67 (35%)
9	Office Supplies				200.00	20.79	179.21	179.21 (89%)
10	Meeting Room Hire and Storage				850.00	652.37	197.63	197.63 (23%)
13	Equipment Insurance				150.00	149.00	1.00	1.00 (0%)
14	Subscriptions				2,586.00	2,186.39	399.61	399.61 (15%)
16	Miscellaneous Admin Costs				755.00	398.50	356.50	356.50 (47%)

Claygate Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

4 January 2024 (2023 - 2024)

43 Meeting Expenses		171.28	-171.28	-171.28 (N/A)
45 Equipment				(N/A)
SUB TOTAL		5,276.00	4,051.66	1,224.34 (23%)

Operating Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Working from Home Allowance				321.00		321.00	321.00 (100%)
11	Telephone				140.00	83.87	56.13	56.13 (40%)
12	Audit				420.00		420.00	420.00 (100%)
15	Office Equipment				300.00		300.00	300.00 (100%)
17	Bank Charges				170.00	66.00	104.00	104.00 (61%)
19	GDPR Compliance (Microsoft 365)				335.00	628.20	-293.20	-293.20 (-87%)
38	Office Software				1,000.00	831.00	169.00	169.00 (16%)
39	Public Liability Insurance				648.00		648.00	648.00 (100%)
SUB TOTAL					3,334.00	1,609.07	1,724.93	1,724.93 (51%)

Summary

NET TOTAL	53,488.00	127,482.22	73,994.22	61,338.00	33,532.97	27,805.03	101,799.25 (88%)
V.A.T.		1,578.71			3,877.01		
GROSS TOTAL		129,060.93			37,409.98		

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					58,855.56	
3	06/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-34.38	-6.88	-41.26	58,814.30	30/04/2023
1	06/04/2023	Unity Trust	Subscriptions		SALC and NALC Subscription 2023/24	Surrey ALC Limited	-2,186.30		-2,186.30	56,628.00	30/04/2023
2	07/04/2023	Unity Trust	Highway Garden S	21/11/23 Surpri	Water Bill	Castle Water	-25.75		-25.75	56,602.25	30/04/2023
7	13/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-67.25		-67.25	56,535.00	30/04/2023
10	13/04/2023	Lloyds Bank Credi	Equipment Insuran		Defibrillator Service	Medisol BV	-149.00	-29.80	-178.80	56,356.20	17/04/2023
8	14/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-9.38	-1.88	-11.26	56,344.94	30/04/2023
13	14/04/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	56,332.36	30/04/2023
9	14/04/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-25.70	-5.14	-30.84	56,301.52	17/04/2023
9	14/04/2023	Lloyds Bank Credi	Bank Charges		Microsoft Office 365	Microsoft Ireland Oper	-3.00		-3.00	56,298.52	17/04/2023
11	24/04/2023	Unity Trust	Bank Charges		Credit Card Bank Fee	Lloyds Bank PLC	-3.00		-3.00	56,295.52	30/04/2023
1	25/04/2023	Unity Trust	VAT	Tax refund	HMRC VAT Refund Oct 22-Mar 23	HMRC		1,578.71	1,578.71	57,874.23	30/04/2023
4	28/04/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	56,841.51	30/04/2023
5	28/04/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	56,787.33	30/04/2023
6	28/04/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	56,483.04	30/04/2023
12	28/04/2023	Unity Trust	Highway Garden S	CHQ 300682 2	HGS Maintenance	Pauls Gardening Serv				56,483.04	30/04/2023
2	03/05/2023	Unity Trust	Precept	1st Precept Ha	Pre-Cept Half Year	Elmbridge Borough Cc	25,187.00		25,187.00	81,670.04	31/05/2023
3	03/05/2023	Unity Trust	Precept Grant	1st half Precep	Pre-Cept Half Year	Elmbridge Borough Cc	1,500.00		1,500.00	83,170.04	31/05/2023
18	09/05/2023	Unity Trust	Office Software		Year End Account Closedown	Rialtas	-755.00	-151.00	-906.00	82,264.04	31/05/2023
20	12/05/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-26.00		-26.00	82,238.04	31/05/2023
19	12/05/2023	Unity Trust	Subscriptions		SALC and NALC Subscription 2023/24	Surrey ALC Limited	-0.09		-0.09	82,237.95	31/05/2023
17	12/05/2023	Unity Trust	Highway Garden S	April	HGS Maintenance	Pauls Gardening Serv	-270.00		-270.00	81,967.95	31/05/2023
21	14/05/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-25.70	-5.14	-30.84	81,937.11	17/05/2023
21	14/05/2023	Lloyds Bank Credi	Bank Charges		Microsoft Office 365	Microsoft Ireland Oper	-3.00		-3.00	81,934.11	17/05/2023
22	15/05/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	81,921.53	31/05/2023
24	15/05/2023	Unity Trust	Office Software		Account Software Support and Maintenance 4th /	Rialtas	-76.00	-15.20	-91.20	81,830.33	31/05/2023
25	15/05/2023	Unity Trust	Other Grants		Grant CRGT Kings Coronation	Claygate Recreation C	-500.00		-500.00	81,330.33	31/05/2023
23	17/05/2023	Unity Trust	Bank Charges		Credit Card Bank Fee	Lloyds Bank PLC	-3.00		-3.00	81,327.33	31/05/2023
14	30/05/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	81,023.04	31/05/2023
15	30/05/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	80,968.86	31/05/2023
16	30/05/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	79,936.14	31/05/2023
34	03/06/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank	-18.00		-18.00	79,918.14	30/06/2023
30	05/06/2023	Unity Trust	Training		Councillor Training	Mulberry and Co	-45.00	-9.00	-54.00	79,864.14	30/06/2023
29	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-37.81	-7.56	-45.37	79,818.77	30/06/2023

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
31	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Youth and Co	-40.00		-40.00	79,778.77	30/06/2023
33	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-93.25		-93.25	79,685.52	30/06/2023
32	05/06/2023	Unity Trust	Miscellaneous Adm		Claygate Flower Show Stall and Cllr Tickets	Claygate Flower Show	-101.00		-101.00	79,584.52	30/06/2023
37	14/06/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	79,571.94	30/06/2023
35	14/06/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-356.40	-71.28	-427.68	79,144.26	19/06/2023
35	14/06/2023	Lloyds Bank Credi	Bank Charges		Microsoft Office 365	Microsoft Ireland Oper				79,144.26	19/06/2023
36	14/06/2023	Lloyds Bank Credi	Bank Charges		Microsoft Office 365	Microsoft Ireland Oper				79,144.26	19/06/2023
36	14/06/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-30.90	-6.18	-37.08	79,107.18	19/06/2023
40	28/06/2023	Unity Trust	Telephone	33916657M98	Clerk Mobile	Vodafone				79,107.18	31/07/2023
26	28/06/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	78,074.46	30/06/2023
27	28/06/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	78,020.28	30/06/2023
28	28/06/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	77,715.99	30/06/2023
41	30/06/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank				77,715.99	31/07/2023
43	30/06/2023	Lloyds Bank Credi	Bank Charges		Banking Charge	Lloyds Bank PLC	-3.00		-3.00	77,712.99	31/07/2023
39	03/07/2023	Unity Trust	Miscellaneous Adm	INVOICE 2040	CONFIDENTIAL WASTE	PAPER MOUNTAIN				77,712.99	31/07/2023
42	03/07/2023	Unity Trust	Bank Charges		Banking Charge	Lloyds Bank PLC				77,712.99	30/09/2023
44	03/07/2023	Unity Trust	Miscellaneous Adm	21/11/23 Surpri	CONFIDENTIAL WASTE	PAPER MOUNTAIN	-48.00		-48.00	77,664.99	31/07/2023
38	03/07/2023	Unity Trust	Highway Garden S	May	HGS Maintenance	Pauls Gardening Serv	-270.00		-270.00	77,394.99	31/07/2023
48	06/07/2023	Unity Trust	Salaries & NI	21/11/23 No P3	Clerk Salary	Clerk	-83.00		-83.00	77,311.99	31/07/2023
4	12/07/2023	Unity Trust	CIL	CIL PAYMENT	cil payment	Elmbridge Borough Co	74,108.22		74,108.22	151,420.21	31/07/2023
46	12/07/2023	Unity Trust	Training	mulberry and c	Councillor Training	Mulberry and Co	-300.00	-60.00	-360.00	151,060.21	31/07/2023
47	12/07/2023	Unity Trust	Training		Councillor Training	Mulberry & Co				151,060.21	31/07/2023
53	24/07/2023	Unity Trust	Bank Charges		Banking Charge	Lloyds Bank PLC				151,060.21	31/07/2023
45	28/07/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	151,047.63	31/07/2023
49	31/07/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-38.30		-38.30	151,009.33	31/07/2023
50	31/07/2023	Unity Trust	Miscellaneous Adm		Grant CRGT Kings Coronation	Claygate Recreation C	-49.50		-49.50	150,959.83	31/07/2023
81	31/07/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-30.90	-6.18	-37.08	150,922.75	31/07/2023
81	31/07/2023	Lloyds Bank Credi	Bank Charges		Microsoft Office 365	Microsoft Ireland Oper	-3.00		-3.00	150,919.75	31/07/2023
51	31/07/2023	Unity Trust	Locum Expenditure	Locum Clerk N	Clerk Salary	LGRC	-1,101.19	-220.24	-1,321.43	149,598.32	31/07/2023
54	08/08/2023	Unity Trust	Salaries & NI	Salary Sally Ha	Clerk Salary	Clerk	-455.60		-455.60	149,142.72	31/08/2023
55	24/08/2023	Lloyds Bank Credi	GDPR Compliance	microsoft	Microsoft Office 365	Microsoft Ireland Oper	-30.90	-6.18	-37.08	149,105.64	30/09/2023
55	24/08/2023	Lloyds Bank Credi	Bank Charges	microsoft	Microsoft Office 365	Microsoft Ireland Oper	-3.00		-3.00	149,102.64	30/09/2023
52	28/08/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	149,090.06	31/08/2023
57	25/09/2023	Lloyds Bank Credi	Bank Charges	Microsoft	Microsoft Office 365	Microsoft Ireland Oper	-3.00		-3.00	149,087.06	30/09/2023

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
57	25/09/2023	Lloyds Bank Credi	GDPR Compliance	Microsoft	Microsoft Office 365	Microsoft Ireland Oper	-30.90	-6.18	-37.08	149,049.98	30/09/2023
56	28/09/2023	Unity Trust	Telephone	Vodafone	Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	149,037.40	30/09/2023
75	30/09/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank	-18.00		-18.00	149,019.40	30/09/2023
58	03/10/2023	Unity Trust	Meeting Room Hire	Hall Hire	Meeting Room Booking	Claygate Village Hall A	-57.75		-57.75	148,961.65	24/10/2023
59	03/10/2023	Unity Trust	Meeting Room Hire	Hall Hire	Meeting Room Booking	Claygate Village Hall A	-128.25		-128.25	148,833.40	24/10/2023
60	05/10/2023	Unity Trust	Locum Expenditure	Ron Spurs Pay	Clerk Salary	LGRC	-4,927.30	-985.46	-5,912.76	142,920.64	24/10/2023
61	09/10/2023	Unity Trust	Miscellaneous Adm	Printing	Printing	My Blu Print Ltd	-200.00		-200.00	142,720.64	24/10/2023
71	11/10/2023	Unity Trust	Meeting Expenses		Councillor Expenses	Councillor Expenses	-110.36	-22.07	-132.43	142,588.21	24/10/2023
72	11/10/2023	Unity Trust	Meeting Expenses		Councillor Expenses	Councillor Expenses	-60.92	-12.18	-73.10	142,515.11	24/10/2023
64	16/10/2023	Unity Trust	Staffing General	Locum Clerk A	Recruitment	NALC	-100.00	-20.00	-120.00	142,395.11	24/10/2023
68	17/10/2023	Unity Trust	Highway Garden S	21/11/23 Surpri	Water Bill	Castle Water	-31.18		-31.18	142,363.93	24/10/2023
5	18/10/2023	Unity Trust	Precept	2nd half Precep	Pre-Cept Half Year	Elmbridge Borough Cc	25,187.00		25,187.00	167,550.93	24/10/2023
6	18/10/2023	Unity Trust	Precept Grant	2nd half Precep	Pre-Cept Half Year Grant	Elmbridge Borough Cc	1,500.00		1,500.00	169,050.93	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-3,557.61		-3,557.61	165,493.32	24/10/2023
66	18/10/2023	Unity Trust	Hanging Baskets a	Troughs and h	Garden sites	Elmbridge Borough Cc	-3,342.05	-668.41	-4,010.46	161,482.86	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-5,912.22	-1,182.44	-7,094.66	154,388.20	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-214.50		-214.50	154,173.70	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-1,598.27	-319.65	-1,917.92	152,255.78	24/10/2023
63	19/10/2023	Unity Trust	Highway Garden S	Paul's Gardenii	Garden sites	Pauls Gardening Serv	-540.00		-540.00	151,715.78	24/10/2023
73	20/10/2023	Unity Trust	Training		Clerk Training	SLCC	-128.33	-25.67	-154.00	151,561.78	24/10/2023
62	24/10/2023	Unity Trust	Meeting Room Hire	Strategy Day rc	Meeting Room Booking	Claygate Youth and Cc	-120.00		-120.00	151,441.78	24/10/2023
70	24/10/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Youth and Cc				151,441.78	24/10/2023
69	24/10/2023	Lloyds Bank Credi	GDPR Compliance		Credit Card Bank Fee	Microsoft Ireland Oper	-30.90	-6.18	-37.08	151,404.70	31/10/2023
69	24/10/2023	Lloyds Bank Credi	Bank Charges		Credit Card Bank Fee	Microsoft Ireland Oper	-3.00		-3.00	151,401.70	31/10/2023
74	30/10/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	151,389.12	31/10/2023
65	01/11/2023	Unity Trust	Office Supplies	Engraving Tim	Councillor Expenses	Councillor Expenses	-20.79	-4.16	-24.95	151,364.17	30/11/2023
76	22/11/2023	Unity Trust	GDPR Compliance	Z2856152	Data Protection Renewal fee	Information Commissi	-35.00		-35.00	151,329.17	30/11/2023
77	30/11/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	151,316.59	30/11/2023
78	30/11/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-30.90	-6.18	-37.08	151,279.51	30/11/2023
78	30/11/2023	Lloyds Bank Credi	Bank Charges		Microsoft Office 365	Microsoft Ireland Oper	-3.00		-3.00	151,276.51	30/11/2023
79	30/11/2023	Unity Trust	Christmas Lights E	300698	Grant Christmas Lights	Claygate Village Assoc	-500.00		-500.00	150,776.51	30/11/2023
80	30/11/2023	Unity Trust	Highway Garden S	Nov 2023	HGS Maintenance	Pauls Gardening Serv	-270.00		-270.00	150,506.51	30/11/2023
CLOSING BALANCE										150,506.51	
							93,949.25	-2,298.30	91,650.95		

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Income															
Precept															
Precept Grant															
Interest Received															
CIL															
VAT															
Staffing															
Salaries & NI	16,862.00	1,337.01	1,337.01	1,337.01	83.00	455.60								4,549.63	12,312.37
Pension	670.00	54.18	54.18	54.18										162.54	507.46
Staffing General	2,000.00							100.00						100.00	1,900.00
Locum Expenditure					1,101.19			4,927.30						6,028.49	-6,028.49
Highways															
Highway Trees	500.00														500.00
Bus Shelter & Bench M:	250.00														250.00
Bridleways	1,000.00														1,000.00
Planning															
Planning	3,000.00														3,000.00
Communications															
Newsletter Printing, Des	3,900.00														3,900.00
Website	650.00														650.00
Other Publicity	248.00														248.00
Grants and CIL															
Youth	1,000.00														1,000.00
Christmas Lights Event	500.00								500.00					500.00	
Climate Improvement	1,000.00														1,000.00
Other Grants	1,000.00		500.00											500.00	500.00
Public Projects	2,500.00														2,500.00
Litter Pick Mornings															
Remembrance Day															

Claygate Parish Council

4 January 2024 (2023 - 2024)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Detritus Day															
Environment															
Highway Garden Sites	3,383.00	25.75	270.00		270.00			571.18	270.00					1,406.93	1,976.07
Highway Garden Site Pi	250.00														250.00
Hanging Baskets and Tr	3,342.00							3,342.05						3,342.05	-0.05
Public Projects															
Other Public Projects															
Elections															
Election Expenses	10,673.00							11,282.60						11,282.60	-609.60
General Expenditure															
Training	735.00			45.00	300.00			128.33						473.33	261.67
Office Supplies	200.00								20.79					20.79	179.21
Meeting Room Hire and	850.00	111.01	26.00	171.06	38.30			306.00						652.37	197.63
Equipment Insurance	150.00	149.00												149.00	1.00
Subscriptions	2,586.00	2,186.30	0.09											2,186.39	399.61
Miscellaneous Admin Co	755.00			101.00	97.50			200.00						398.50	356.50
Meeting Expenses								171.28						171.28	-171.28
Equipment															
Operating Costs															
Working from Home Allc	321.00														321.00
Telephone	140.00	10.49	10.49	10.49	10.48	10.48	10.48	10.48	10.48					83.87	56.13
Audit	420.00														420.00
Office Equipment	300.00														300.00
Bank Charges	170.00	6.00	6.00	21.00	3.00	3.00	21.00	3.00	3.00					66.00	104.00
GDPR Compliance (Mic	335.00	25.70	25.70	387.30	30.90	30.90	30.90	30.90	65.90					628.20	-293.20
Office Software	1,000.00		831.00											831.00	169.00
Public Liability Insuranc	648.00														648.00

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	61,338.00	3,905.44	3,060.47	2,127.04	1,934.37	499.98	62.38	21,073.12	870.17						
														Total:	33,532.97
														Variance:	27,805.03

RECEIPTS

Income

Precept	50,374.00	25,187.00						25,187.00						50,374.00	
Precept Grant	2,800.00	1,500.00						1,500.00						3,000.00	200.00
Interest Received	314.00														-314.00
CIL					74,108.22									74,108.22	74,108.22
VAT															

Staffing

Salaries & NI
Pension
Staffing General
Locum Expenditure

Highways

Highway Trees
Bus Shelter & Bench Ma
Bridleways

Planning

Planning

Communications

Newsletter Printing, Des
Website
Other Publicity

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Grants and CIL															
Youth															
Christmas Lights Event															
Climate Improvement															
Other Grants															
Public Projects															
Litter Pick Mornings															
Remembrance Day															
Detritus Day															
Environment															
Highway Garden Sites															
Highway Garden Site Pi															
Hanging Baskets and Tr															
Public Projects															
Other Public Projects															
Elections															
Election Expenses															
General Expenditure															
Training															
Office Supplies															
Meeting Room Hire and															
Equipment Insurance															
Subscriptions															
Miscellaneous Admin C															
Meeting Expenses															
Equipment															
Operating Costs															
Working from Home Allc															
Telephone															
Audit															
Office Equipment															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Bank Charges															
GDPR Compliance (Mic															
Office Software															
Public Liability Insuranc															
	53,488.00	26,687.00		74,108.22				26,687.00							
														Total:	127,482.22
														Variance:	73,994.22

Claygate Parish Council Accounts Year End Forecast - 31st December 2023

BUDGET SUMMARY Budgeted 23/24 Year to date 23/24 Y/D Variance /E forecast 23/24/E Variance

TOTAL INCOME	53,488.00	127,482.22	73,994.22	127,482.22	#####
TOTAL EXPENDITURE	61,338.00	33,746.88	- 27,591.12	60,647.10	- 690.90
Variance	- 7,850.00	93,735.34	101,585.34	66,835.12	#####

INCOME

Precept Received	50,374.00	50,374.00	-	50,374.00	-
Precept Grant	2,800.00	3,000.00	200.00	3,000.00	200.00
Interest Received	314.00	-	- 314.00	-	- 314.00
CIL		74,108.22	74,108.22	74,108.22	74,108.22
VAT		-	-	-	-
TOTAL INCOME	53,488.00	127,482.22	73,994.22	127,482.22	73,994.22

STAFFING

Salaries & NI	16,862.00	4,549.63	12,312.37	14,354.13	- 2,507.87
Pension	670.00	162.54	507.46	524.72	- 145.28
Staffing General	2,000.00	1,201.19	798.81	300.00	- 1,700.00
Locum Expenditure		6,028.49	- 6,028.49	12,119.98	12,119.98
STAFFING EXPENDITURE	19,532.00	11,941.85	7,590.15	27,298.83	7,766.83

HIGHWAYS

Highway Trees	500.00	-	500.00	-	- 500.00
Bus shelter	250.00	-	250.00	-	- 250.00
Bridleways	1,000.00	-	1,000.00	-	- 1,000.00
HIGHWAYS EXPENDITURE	1,750.00	-	1,750.00	-	- 1,750.00

PLANNING

Planning documents	3,000.00	-	3,000.00	-	- 3,000.00
PLANNING EXPENDITURE	3,000.00	-	3,000.00	-	- 3,000.00

COMMUNICATIONS

Newsletter Printing & Desig	3,900.00	-	3,900.00	1,950.00	- 1,950.00
Website	650.00	-	650.00	150.00	- 500.00
Other Publicity	248.00	-	248.00	124.00	- 124.00
COMMUNICATIONS EXPENI	4,798.00	-	4,798.00	2,224.00	- 2,574.00

GRANTS AND CIL EXPENDITURE

Youth	1,000.00		1,000.00	-	- 1,000.00
Christmas Lights	500.00		500.00	500.00	-
Community Climate/Nature	1,000.00		1,000.00	1,000.00	-
Other Grants	1,000.00	500.00	500.00	895.00	- 105.00
Litter Pick mornings			-	150.00	150.00
Remembrance Day			-	604.00	604.00
Detritus			-	150.00	150.00
Public Projects	2,500.00		2,500.00	-	- 2,500.00
GRANTS - EXPENDITURE	6,000.00	500.00	5,500.00	3,299.00	- 2,701.00

ENVIRONMENT					
HGS Maintenance	3,383.00	1,136.93	2,246.07	2,846.93 -	536.07
HGS Projects	250.00		250.00	250.00	-
Hanging Baskets	3,342.00	3,342.05 -	0.05	3,342.05	0.05
ENVIRONMENT EXPENDITURE	6,975.00	4,478.98	2,496.02	6,438.98 -	536.02

ELECTION EXPENSES					
Election expenses	10,673.00	11,282.60 -	609.60	11,282.60	609.60
ELECTION EXPENDITURE	10,673.00	11,282.60 -	609.60	11,282.60	609.60

GENERAL EXPENDITURE					
Training	735.00	473.33	261.67	733.33 -	1.67
Office Supplies	200.00	20.79	179.21	191.49 -	8.51
Hall Hire	850.00	652.37	197.63	1,436.92	586.92
Equipment Insurance	150.00	149.00	1.00	298.00	148.00
Subscriptions	2,586.00	2,186.39	399.61	2,430.30 -	155.70
Equipment				50.79	50.79
Misc Admin Expenses	755.00	508.86	246.14	800.00	45.00
Meeting Expenses	-	60.92 -	60.92	150.00	150.00
Chairmans Allowance	-	-	-		
Accommodation	-	-	-		
TOTAL GENERAL EXPENDITURE	5,276.00	4,051.66	1,224.34	6,090.83	814.83

OPERATING COSTS					
Working from home allowa	321.00	-	321.00	182.00 -	139.00
Telephone	140.00	73.39	66.61	140.88	0.88
Audit	420.00	-	420.00	515.00	95.00
Office Equipment	300.00		300.00	500.00	200.00
Bank Charges	170.00	51.00	119.00	144.00 -	26.00
GDPR Compliance	335.00	536.40 -	201.40	758.80	423.80
Office Software	1,000.00	831.00	169.00	1,248.00	248.00
Public Liability Insurance	648.00		648.00	524.18 -	123.82
TOTAL OPERATING COSTS	3,334.00	1,491.79	1,842.21	4,012.86	678.86

TOTAL EXPENDITURE	61,338.00	33,746.88	27,591.12	60,647.10 -	690.90
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Forecast on 4/01/24	5,543.45	3,066.55	60,647.10	
Accounts when reported to Council 16/11/23	5,541.95	3,068.05	58,152.07	
	1.50	Difference due -	2,495.03	

A few items had been accounted for twice,
 PLI came in less than budgeted
 No Sage cost/ Surrey Community Action less
 Ron Spurs surprise invoice, September higher than forecast

Invoice

60-64 Oswald Road,
Scunthorpe,
North Lincolnshire,
DN15 7PQ

Tel: 01724 848246
Fax: 01724 289080
Email: invoices@roadtrafficsolutions.com



Client: **Claygate Parish Council**
Address: **Claygate Village Hall
Church Road
Claygate
Surrey
KT10 0JP**

Invoice No: **SI065686**
Invoice Date: **13 Nov 2023**
Invoice Total Inc VAT: **£664.80**

Job Name: **82472 - Claygate Remembrance Day**
Job Site: **Church Road, KT10 0JP**
PO Ref: **n/a**
Client Invoice Type: **Auto**

Line No	Item Type	Description	Dates	Job Days	1 Week Min Hire?	Base Days	Base Price	Day Rate Days	Excluded Days	Item Qty	Total Exc VAT	Total VAT	Total Inc VAT
1	Service	Security & Stewarding	12/11/2023	1	No	1	£0.00		0		£0.00	£0.00	£0.00
2	Bespoke Service	Security & Stewarding	12/11/2023	1	No	1	£554.00		0	1	£554.00	£110.80	£664.80
3	Bespoke Service	Security & Stewarding - Signage (RTS)	12/11/2023	1	No	1	£0.00		0	1	£0.00	£0.00	£0.00
Total:							£554.00				£554.00	£110.80	£664.80

Invoice Totals	Exc VAT	VAT	Inc VAT
Order Total:	554.00	110.80	664.80

Processed by KB 21/11/23

Payment terms are strictly 30 days from date of invoice, unless agreed in writing stating otherwise. The company reserve the right to charge interest at the rate of 2% per month above the national interest rate from the due date to the date of settlement.

Issued by KB 16/11/23

Any queries on this invoice must be notified to the office within 14 days of invoice date.

Vat Reg No: 836 5935 90, Company Number: 05008552
Reg Office: 60-64 Oswald Road, Scunthorpe, North Lincolnshire, DN15 7PQ

Date: 16/11/23

Amount: £664.80

Cheque No: 300708

Parish Councilor *[Signature]*

Parish Councilor *[Signature]*

Processed 12/12/23

Wrong Page

CLAYGATE PARISH COUNCIL

Date: 7/12/23

Amount: £664.80

Cheque No: 300720

Parish Councilor *[Signature]*

Parish Councilor *[Signature]*



Follow Us   

Dear Kate,

Your insurance for Claygate Parish Council (Policy Number: YLL-2720868583) is due for renewal today, and we'd like to remind you that your renewal premium is now due.

We recently sent you an email containing details of your renewal premium and a link to your [online account](#) (if you don't recall your password, you can reset it [here](#)). [Here](#) you'll find all your renewal documents and it's important that you read them carefully and check that we've included all the covers you want for the coming year.

Your premium for the year, including Insurance Premium Tax and VAT where applicable, is **£524.18**. To ensure your cover continues, you can pay by bank transfer or cheque.

To pay by **bank transfer** please use the following details:

Account Name: Zurich Town & Parish, Insurer Trust Account
Account Number: 23110249
Sort Code: 20-65-82
Bank: Barclays Bank PLC

To pay by **cheque**, please use the following details:

Please make your cheque payable to **Zurich Municipal**

CLAYGATE PARISH COUNCIL

Date: 30/11/23

Amount: £524.18

Cheque No: 300715

Parish Councilor 

Parish Councilor 

Please send your cheque to: **Zurich Town and Parish Council Team, PO Box 726,
Chichester, PO19 9PS.**

If your needs have changed, or you do not wish to renew your insurance, please email us or call 0800 917 9531. Our offices are open 9am to 5pm, Monday to Friday.

If payment has been made within the last few days or you have contacted us requesting changes in cover, please accept our apologies.

We look forward to working with you in the coming year.

Kind regards,

Samantha Owen

Head of Customers

0800 917 9531

Renewals.team@uk.zurich.com

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich, UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

LETTER OF ENGAGEMENT

Date – 4th January 2024

FAO: Kate Biggs
Claygate Parish Council
Claygate Village Hall,
Church Road,
Claygate,
Surrey
KT10 0JP

Dear Kate,

In accordance with the recommendations of our professional body this letter confirms the basis on which we provide services to you to avoid any misunderstandings of our respective responsibilities.

Nature of services

Payroll preparation, PAYE and NI returns – Appendix 1

Anti-money laundering legislation

All accountants must comply with onerous duties imposed by the Proceeds of Crime Act 2002, the Terrorism Act 2000 and the Money Laundering Regulations 2003 (the “Anti Money Laundering Legislation”), which are intended to inhibit the activities of terrorists and other criminals by denying them access to technical expertise. If we fail to perform these duties, we risk imprisonment.

Before we accept your instructions, we may need to obtain ‘satisfactory evidence’ to confirm your identity and that of one or more trustees. In certain circumstances, we may need to obtain evidence confirming the identities of the settler, beneficiaries and any third parties, the source of any funds or other property, the purpose of any instructions or any other matter. We may also need to obtain such evidence after we have begun to act on your instructions.

We assume that our clients are honest and law abiding. However, if at any time, there appear to be grounds to suspect (even if we do not actually suspect) that your instructions relate to ‘criminal property’, we are obliged to make a report to the National Criminal Intelligence Service (“NCIS”), but we are prohibited from telling you that we have done so.

In such circumstances, we must not act on your instructions without consent from NCIS. If NCIS do not refuse consent within 7 working days we may continue to act. If NCIS issue a refusal within that time, we must not act for a further 31 days from the date of the refusal.

‘Criminal property’ is property in any legal form, whether money, real property, rights or any benefit derived from criminal activity. It does not matter who carried out the criminal activity or how removed the property is from the original crime. Even if you are honest in your dealings, if your property represents a benefit from someone else’s crime, we must still make a report.

Activity is considered ‘criminal’ if it is a crime under UK law, no matter how trivial, and whether carried out in the UK or abroad. For example, tax evasion is a criminal offence but an honest mistake is not.

Client monies

We may, from time to time, hold money on your behalf. Such money will be held in trust in a client bank account, which is segregated from the firm's funds.

If there are grounds to suspect (even if we do not actually suspect) that any monies held in a client account is derived directly or indirectly from any criminal activity whatsoever, we may not release such monies until we receive permission to do so from NCIS.

Fees

Our fees are computed on the basis of time spent on your affairs and the responsibility and skill involved. Unless otherwise agreed, fees will be charged separately for each main class of work mentioned above and will be billed at appropriate intervals during the course of the year.

Unless specifically agreed, payment of our invoices is due within 30 days from the date of the invoice.

Ownership of records

In the event of non-payment of our fees for services rendered, we may exercise a particular right of lien over the books and records in our possession and withhold the documents until such time as payment of our invoice is received in full.

File destruction

Whilst certain documents may legally belong to you, unless you tell us not to, we intend to destroy correspondence and other papers that we store which are more than seven years old, other than documents which we think may be of continuing significance. If you require the retention of any document, you must notify us of that fact in writing.

Ethical guidelines

We will observe the ethical guidelines of the Association of Accounting Technicians and accept instructions to act for you on the basis that we will act in accordance with those guidelines. A copy of these guidelines will be supplied to you on request.

Customer service

We are committed to providing a high standard of customer service. If you have any ideas as to how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know. In the event that you have a complaint, we will look into this carefully and promptly and do all we can to explain the position to you or address your concerns. You may make a complaint to the Association of Accounting Technicians if you are still not satisfied.

Third parties

All accounts, statements and reports prepared by us are for the your exclusive use within the Trust's objects or to meet specific statutory responsibilities. They should not be shown to any other party without our prior consent.

No third party shall acquire any rights pursuant to our agreement to provide professional services.

Applicable law

This engagement letter is governed by and construed in accordance with English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Disclaimer

We will not be liable for any loss suffered by you or any third party as a result of our compliance with the Anti Money Laundering Legislation or any UK law or at all.

Agreement of terms

Once agreed, this letter will remain effective from the date of the signature until it is replaced. Either party may vary or terminate our authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.

Would you please confirm your agreement to the terms set out in this letter by signing and returning the enclosed copy. If anything is unclear to you or you require any further information please let me know.

Yours faithfully,
George Shackleton
Head of Finance

I confirm that I have read and understood the contents of this letter and agree that it accurately reflects the services that I/we* have instructed you to provide.

I confirm by way of signature that I am authorised to enter this agreement on behalf of my organisation.

Signed:

Dated:

APPENDIX 1

PAYROLL PREPARATION, P.A.Y.E. AND N.I.

Payroll and year end returns

In order for us to prepare your payroll and year end returns we will require the following information from you:

- (a) Personal details of all employees (i.e., name, NI number, home address, etc.).
- (b) All P45s received by you.
- (c) If any casual labour is taken on, you are required to operate P46 procedures. Completed P46 forms should be passed to us for processing.
- (d) Notification within two weeks of any employee who is ill for four or more calendar days, including weekends, bank holidays etc. This will enable us to operate statutory sick pay for you.
- (e) Notification of any employee who becomes pregnant. This will enable us to operate statutory maternity pay.
- (f) Details of any money or benefits made available to employees by you or by a third party through you.
- (g) Hours worked, rates of pay, bonuses etc.
- (h) Notification of employees engaged by you or leaving your employment.
- (i) Any notice of coding received by you.

The end of year payroll returns must be received by the Inland Revenue by 19th May following the end of the tax year otherwise penalties will be levied. There may also be interest payable if the final tax and National Insurance payment, due by 19th April following the end of the tax year, is late. We cannot guarantee to have the returns etc. completed in time to meet this deadline unless we have all the relevant information within ten working days of the end of the tax year.

We will assist in the preparation and submission of PAYE returns as required by the authorities concerned. However, it should be understood that our appointment as your agent does not absolve the **charity or its trustees** from their statutory responsibilities. We would draw your attention to the strict rules and time limits for the submission of such returns and the substantial penalties which may arise if these are not observed. It is therefore essential that we receive full information from you promptly to enable us to ensure that the returns are made on a timely basis. Completed returns will be sent to you for approval and signature prior to submission on the charity's behalf.



Kate Biggs
Clerk & Responsible Financial Officer
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk
Website: www.claygateparishcouncil.gov.uk

11th December 2023

TEMPORARY PAY SLIP

Staff: Kate Biggs
NI: JE459336A

11/09/23 – 30/09/23	£895.50 (45 hours)
01/10/23 – 31/10/23	£1,393.00 (70 hours)
01/11/23 – 30/11/23	£1,293.50 (65 hours)
TOTAL	£3,582.00 (180 hours)
Less Taxes (30%)	<u>£1,074.60</u>
TOTAL TO BE PAID	<u>£2507.40</u>

Claygate Parish Council – Phone

Samsung Galaxy Phone -	£249.00
Phone screen cover -	£3.16
Phone case -	£4.79
Phone charging plug -	£8.49

TOTAL	£265.44

Processed 11/12/23
CLAYGATE PARISH COUNCIL

Date: 7/12/23

Amount: £265.44

Cheque No: 300722.

Parish Councilor

Parish Councilor


Ray Marshall

Claygate Parish Council – Office Equipment

Chair	£122.39
Monitor	£75.00
Monitor stand	£13.59
HDMI Cable	£4.99
Laptop Cable	£11.86
Keyboard and Mouse	£19.99

TOTAL	£247.82

Processed 11/12/23
CLAYGATE PARISH COUNCIL

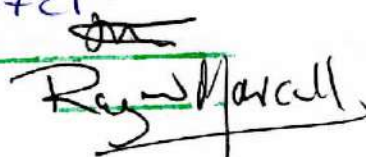
Date: 7/12/23

Amount: £247.82

Cheque No: 300721

Parish Councilor

Parish Councilor


Ray Marshall

HGS TENDER PROCESS – Propose 3 year contract.

Cllrs review HGS Tender Process at 16th November 2024 CPC meeting



Cllrs receive proposed tender documents ahead of 11th January 2024 CPC meeting. Any amends to be raised at meeting.



Advertise HGS tender from 15th January 2024 to the 30th January 2024 ->
Noticeboards/Facebook/Website



Tender documents sent out to interested parties up to 31st January 2024 to include:-

- Invitation to tender.
- HGS garden site list.
- Specification of Garden Sites.



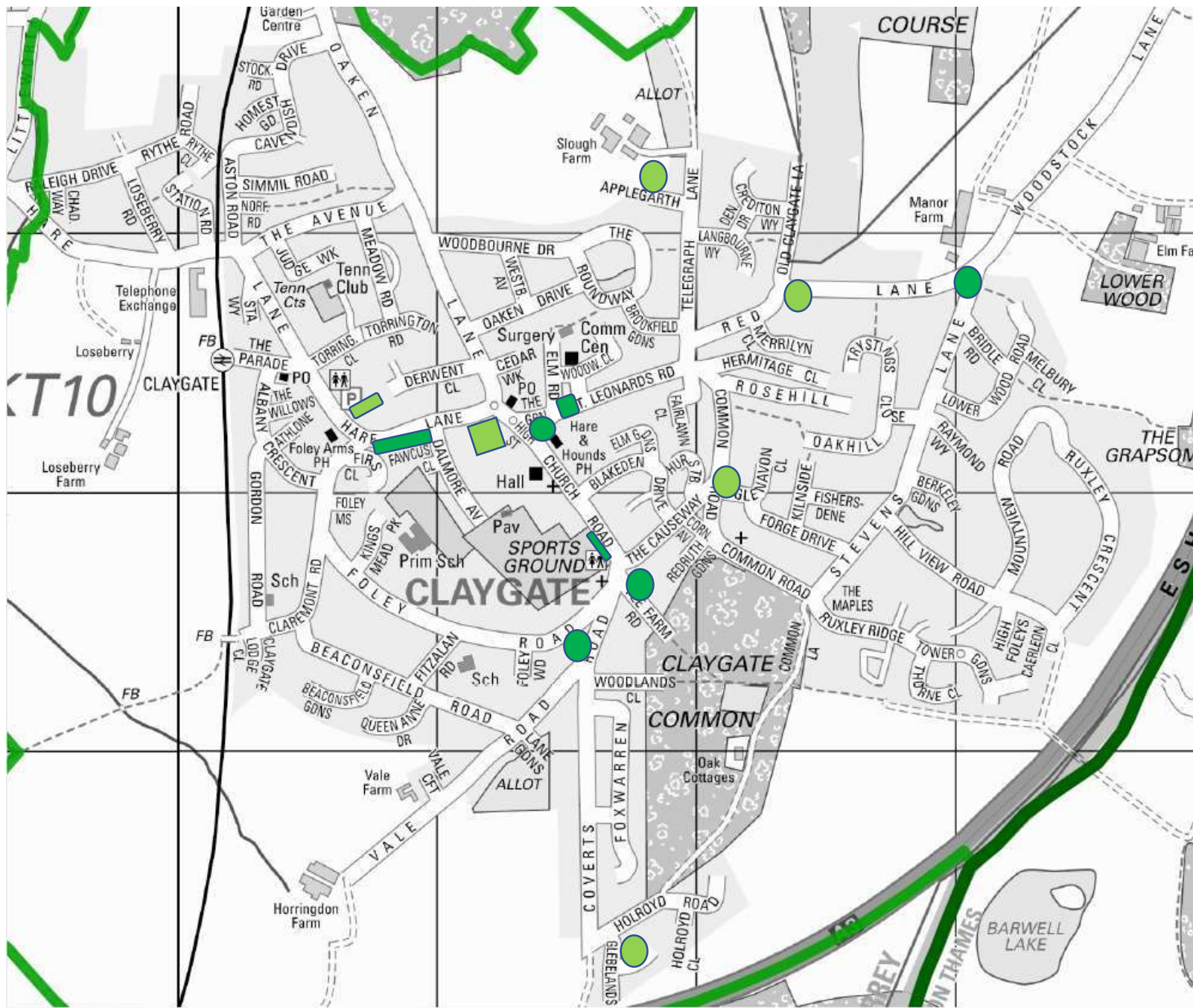
All Submissions to be sent to Clerk by 15th February 2024.



New Contract agreed by Cllrs at 29th February 2024 CPC Meeting.



New Contract awarded and signed before work commences Early March 2024.



Currently maintained
by CPC



Currently maintained
By SCC

SPECIFICATION FOR MAINTENANCE OF CLAYGATE HIGHWAY GARDEN SITES

SITES MAINTAINED BY CLAYGATE PARISH COUNCIL

1. THE GREEN
2. ST. LEONARDS ROAD
3. THE FIRS VERGE
4. CHURCH ROAD
5. THE CAUSEWAY/ FEE FARM ROAD
6. COVERTS ROAD/FOLEY ROAD
7. WOODSTOCK TRIANGLE

INDEX

1. DESCRIPTION OF WORK FOR EACH BED

GENERAL:-

1. GRASS – during the growing season to be mown every two weeks.
2. MAINTENANCE – routine maintenance of weeding around the shrubs, removal (not by strimming) of docks, brambles, nettles including roots to take place once a month.
3. SHRUB PRUNING - See Pruning Schedule.
4. MULCH – where mulch is present and work is to take place, the mulch should be scraped aside and replaced afterwards.
5. DEAD, DISEASED OR BADLY DAMAGED PLANTS –to be reported to Parish Clerk for replacement.
6. MONTHLY PARISH COUNCIL ‘TICK LIST’ to be sent to the Parish Clerk for information.
7. VOLUNTEER WORKERS Some sites have volunteer workers to maintain the flower beds. These are stated as below. However the contractor may be required to take on additional work at individual sites where the volunteers resign.

THE SEVEN SITES:-

1. THE GREEN (This is a priority as it is itemised as part of the Environmental Committee’s Remit)
 - i. The grass to be mown every fortnight during growing season and weeds removed.
 - ii. The flower bed edges to be kept trimmed and edged. Weeds to be removed by hand or spot treated.
 - iii. Regrowth of ivy to be removed from under the trees.
 - iv. Dead, diseased or badly damaged plants to be reported to Parish Clerk for replacement.
2. ST. LEONARD’S ROAD YOUTH CLUB BUS STOP.
 - i. Shrubs to be pruned and trimmed back where necessary
 - ii. Newly grassed area to be cut fortnightly.
 - iii. Weeds to be removed.
3. THE FIRS VERGE - HARE LANE -
 - i. The grass to be mown three times a year - after Spring flowers and bulbs have died back, in early July and again in October.
 - ii. Dense growth to be pruned and thinned by hand when necessary to allow pedestrians to see through to the road.
 - iii. Shrubs that impede sightlines for motorists coming out of Dalmore Avenue to be cut back.
 - iv. Trees overhanging the path to be trimmed above head height. Any tree surgery required to be reported to the Parish Clerk.

Please note: A one metre strip alongside the highway is mown three times a year by Elmbridge Borough Council contractors. The cut is of a height to give a rural 'look'. This bed has been maintained to encourage native wild flowers and grasses to colonise it. The planting is maintained by volunteers.

4. CHURCH ROAD RECREATION GROUND ENTRANCE

- i. Shrubs to be pruned back by hand when necessary and soil forked over regularly.

5. THE CAUSEWAY/FEE FARM ROAD

- i. Grass to be mown fortnightly
- ii. The two flower beds to be edged
- iii. Weeds to be removed.

Please note: The plants and shrubs are maintained by volunteers.

6. COVERTS/FOLEY ROAD

- i. Grass to be cut as necessary, allowing spring bulbs to die back where planted.
- ii. Flower bed edges to be trimmed.
- iii. Weeds to be removed

7. WOODSTOCK TRIANGLE

- i. Shrubs to be pruned as appropriate.
- ii. Weeds to be removed and general maintenance to be carried out.

Please note :THE PARADE RAISED BED – OUTSIDE 'FRUIT WORLD'

This bed is maintained by volunteers.

2. SPECIFICATION OF WORK

1. GRASS CUTTING
2. SHRUBS
3. LITTER & DEBRIS

The following schedules refer to the Clerk. For the purposes of this contract, 'the Clerk' will also mean 'authorised representative, such as the Chair of the Environment Committee'.

The contractor will report to the Clerk monthly on:-

- i. the numbers of hours worked
- ii. the beds maintained
- iii. any problems occurring.

1. GRASS CUTTING

1.1 General

- (i) Section 1.5 includes a given number of grass cuts, but the Contractor will be paid on a pro-rata basis for more or less than this number, depending on the prevailing weather conditions throughout the growing season, subject to written notification of the variation issued by the Clerk for more or less cuts.
- (ii) The Contractor will ensure that all areas are cut on a rota basis.
- (iii) Prior to cutting any area, the Contractor will remove all significantly large stones, as well as any paper, tins, bottles and other debris. All such material will be removed to the Contractors tip. If the amount to be removed is considered excessive by the Contractor, he will immediately inform the Clerk, who will consider each site on its individual merit and may agree to extra payments in exceptional circumstances at his absolute discretion.
- (iv) All grass will be cut cleanly and evenly to the same height as indicated in Section 1.5 at the end of this Section, on each relevant site and without damaging the existing surface.
- (v) Prior to cutting, the Contractor will be required to remove soil heaps from Moles working. Any Mole infestation is to be reported to the Clerk within 48 hours in order that the Clerk can assess the need for eradication.
- (vi) Mowing will take place on the full area of grass, up to all obstacles, up to the paving, fencing and any other boundaries at each site.
- (vii) Any area deemed by the Clerk to be unsatisfactorily mown, will be re-cut and brought to the specified standard by the Contractor at his own expense.
- (viii) If an area has not been cut to the specified frequency, at the fault of the Contractor, it is to be brought to the specified standard at his own expense.
- (ix) If inclement weather prevents the Contractor from mowing he will quickly resume grass cutting once the conditions become suitable again. The Contractor will be expected to provide sufficient manpower and machinery to catch up if there is a substantial amount of mowing time lost through bad weather.
- (x) In long drought periods the Clerk may reduce cutting frequency by notification in writing to the Contractor
- (xi) In wet weather, if conditions preclude the use of the specified machinery, the Contractor will provide a suitable machine to cut and collect the affected areas to the specified height, and dispose of all arisings.

- (xii) If very wet conditions persist and additional operations are required to cut grass and remove arisings, then the Contractor will agree with the Clerk a fair and reasonable rate for dealing with the excess growth. Normally, this rate will be Pro Rata to the contract rate.
- (xiii) The Contractor shall, at his own expense, repair all damage caused as a result of grass cutting operations. Any damage must be reported to the Clerk within 3 hours of the incident followed by a written report within 48 hours outlining remedial measures being taken. Reinstatement of grass surfaces shall include restoration of levels, replacement of divots and/or turfing and repair of edging. All repair/replacement works are to be completed within 72 hours of the first report. If repairs are not undertaken the Clerk may arrange the work and all costs will be at the Contractor's expense.
- (xiv) Should any tree or shrub die as a result of any grass cutting operation the Contractor will pay for the removal and replacement in accordance with the recommendations of the Clerk.
- (xv) In areas that contain spring flowering bulbs or corms, the Contractor will arrange for grass cutting to be undertaken just prior to the emergence of the leaves in Jan/Feb/Mar, apart from the Firs which has its own cutting schedule. The areas of bulb growth will not be cut but all other grass areas within the location will be cut as normal. Areas of bulb growth will not be cut until at least six weeks after flowering. All arisings are to be removed and recycled within the Contractor's rate for grass cutting.
- (xvi) The Contractor will remove all grass clippings arising from mowing from paved areas, mowing margins, channels etc. by a method approved by the Clerk. Generally this will be by sweeping or by the use of a 'blower' in order to "lose" the arisings over the grass areas. This applies to all areas and grass cuts will be rejected by the Clerk for this failure.
- (xvii) The Contractor may be required to cut grass on new and other areas yet to be developed. He must ensure that he has sufficient resources to take on this extra cutting if required.
- (xviii) All persons operating grass cutting machinery must wear appropriate protective clothing.
- (xix) The Clerk reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health & Safety legislation and competent in their operating methods.
- (xx) All persons operating or traversing machines on the highway are to possess a current legal licence in accordance with the machinery and equipment used.
- (xxi) During the period of the Contract no growth regulators of any form shall be applied to any area of grass without written approval of the Clerk.
- (xxii) Herbicide, Fungicide, total weed killer etc. are to be used only where and when specified in other sections of this specification.
- (xxiii) During the growing season, at each visit, the edges of grass areas which abut planted beds and similar areas, shall be trimmed with long handled shears or other approved mechanical means.

1.2 Strimming

The cost of strimming is to be included within the Contractor's overall rates for grass cutting.

- (i) It will be necessary to cut grass around obstacles to the same height, frequency and standard as the surrounding grass areas. The Contractor will, therefore, provide for strimming (or shearing) around such obstacles within his grass cutting rates.
- (ii) Failure to cut round obstacles or follow up with smaller machines at the same time as the main cut will lead to rejection of the whole plot containing the deficiencies.
- (iii) Any damage to obstacles, including trees or shrubs, by strimming will be reinstated or repaired at the Contractor's expense to the full satisfaction of the Clerk.

The Contractor will have inspected all grass areas within this Contract prior to pricing, and the rates quoted will be deemed to include all the aforementioned works.

1.3 Machinery

- (i) The Contractor is to ensure the correct machinery in a sound and safe condition is used at all times.

1.4 Environmental Cut and Clear

- (i) The Council wishes to encourage the recycling of waste material wherever possible.
- (ii) Where environmental grass areas are specified when cutting takes place once a year, the arisings must also be recycled.

1.5 Cutting heights/Details

- (i) All sites except the Firs verge Height of cut minimum 25 mm, maximum 50 mm
- (ii) Site details:-
 - a. Causeway/Church Road – next to Fee Farm Road
Two areas of grass 36m² and 38m².
 - b. Coverts Road/Foley Road
Large area of grass of 589m².
 - c. The Green
Grass area of 221m².

These areas to be cut fortnightly from April-October, unless otherwise specified by the Clerk. From October-April cutting will be carried out on notification by the Clerk.

- d. The Firs verge
The grass area to be cut three times per year after the spring flowers and bulbs have died back, in early July and again in October to a height of 75mm. Routine maintenance of weeding around the shrubs, removal of docks, brambles, nettles and snowberry to take place once per month.

2 SHRUBS

2.1 General

- (i) In the manner specified below the Contractor shall ensure that all shrub beds within the Contract are maintained in an attractive condition, free of weeds, fallen leaves, dead or dying plant material and debris, and all shrubs are healthy, vigorous, pest and disease free, within the period of the Contract.
- (ii) The Contractor should be aware that some shrub beds also contain dwarf/low growing herbaceous subjects, ornamental grasses and bamboos.
- (iii) All persons operating any equipment or machinery must wear appropriate protective clothing.
- (iv) The Clerk reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health & Safety legislation and competent in their operating methods.

2.2 Routine Maintenance – General

- (i) Routine maintenance will take place once per month.
- (ii) At each routine maintenance visit removal of litter, fallen leaves, dead or dying plant material, weeds, or other debris will be carried out together with all other requirements as specified for the first routine maintenance.
- (iii) During routine maintenance visits of the Winter Period, weeds shall be removed complete with roots by hoe; however, perennial rooted weeds are to be forked out. Weeds should not be strimmed. Where mulch is present, hand weeding is required. Care should be taken not to disturb the shrubs' roots and avoid excessive treading of the bed surface during this operation. All arisings and other deleterious material shall be recycled/disposed of.
- (iv) Where shrubs have been inter-planted with bulbs the Contractor shall ensure that damage is not caused to bulbs during cultivation operations and that disturbed bulbs are replaced.
- (v) Fertiliser application to Shrub beds will be priced by the Contractor to be carried out when instructed by the Clerk.
- (vi) If thought necessary by the Contractor, and agreed in writing by the Clerk, all shrub planted areas shall receive a top dressing of an approved organic fertiliser on the first routine maintenance visit of the year. The fertiliser shall be in the ratio 7.7.7.N.P.K. applied by hand at the rate of 60 grammes per square metre. Following application, the fertiliser shall be lightly hoed or forked into the bed surface.
- (vii) The Contractor may be required to mulch shrub beds. This operation will be at the direction of the Clerk, who will advise as to what type of mulch is to be used, , to provide a 75mm layer over all shrub beds. The depth of mulch is to be maintained on the first routine maintenance visit each year of the Contract.
- (viii) During the course of maintenance visits, the pruning of Shrubs shall be carried out in accordance with this Specification.
- (ix) The purpose of pruning is to build a strong framework keeping Shrubs healthy and vigorous, maintaining the shape and balance, ensuring the maximum amount of flowering wood is produced and that the Shrubs are kept so that they do not create a nuisance or danger to persons or traffic.
- (x) Shrubs shall not be permitted to encroach over footpaths and roads. The Contractor must take account of this in his overall pruning prices.
- (xi) Growth of shrubs shall not be permitted to encroach more than 50mm onto grassed areas.
- (xii) All pruning cuts made shall be clean and without jagged broken wood or torn bark remaining after pruning operations.
- (xiii) The Contractor shall carry out any remedial pruning necessary resulting from acts of vandalism and account for this in his overall prices.
- (xiv) All arisings resulting from pruning operations shall be removed to the Contractors tip as the work progresses.

- (xv) Wall shrubs, including creepers and climbers, will be treated using normal cultural methods as set out above. All work is to be carried out in accordance with good horticultural practices associated with the care and culture of wall shrubs.
- (xvi) On each visit for routine maintenance the Contractor will inspect all wall shrubs to ensure that they are securely supported to the wall, either by horticultural wall nails, wire supports attached to the wall with intermediate vine eyes and end strainers or by wooden lattice frames, ensuring that all ties are made with strong tarred twine or other approved tying material.
- (xvii) Wall shrubs are to be pruned in accordance with the pruning schedules. The pruning of shrubs shall be carried out in accordance with one of the following instructions as detailed on the pruning schedule. **It should be noted that the schedule is not exhaustive.**

A - No pruning **required other than light shaping and removal of dead** and diseased wood.

Shaping shall be carried out in late spring with the remaining pruning carried out when required.

B – After flowering, remove all wood which has borne flowers retaining the young wood to ripen and produce flowers the following year. Pruning to be carried out immediately after flowering, including the removal of dead and diseased wood.

C – After flowering, remove completely one or two old stems, cut back younger flowering shoots to fresh growth on the main branches. Thin out crowded shoots and remove weak twigs.

D – In early spring, cut back previous season's wood to within two or three buds of the old wood.

PRUNING SCHEDULE

Shrub Species	Pruning Instruction
Amelanchier	B
Arbutus	A
Artemisia	D
Aucuba	A
Berberis	A
Buddleia	D
Ceanothus	A
Choisya	A
Cistus	A
Cornus	D
Cotinus	A
Cotoneaster	A
Cytisus	A
Eleagnus	A
Escallonia	A
Euonymus	A
Fatsia	A
Forsythia	B
Fuchsia	D
Genista	A
Geranium (cut back after flowering)	A
Griselinia	A
Hamamelis	A
Hebe	A
Hippophae	A
Hydrangea (dead head in mid April)	E
Hypericum	A
Ilex	A
Kalmia	A
Kerria	B

Kolkwitzia	C
Lavandula	D
Ligustrum	A
Lonicera	A
Mahonia	A
Olearia	A
Osmanthus	A
Pachysandra	A
Pernettya	A
Perovskia	C
Pittosporum	A
Potentilla	A
Prunus	A
Pyracantha	A
Rhododendron (dead head after flowering)	A
Rhus	A
Ribes (except R. sanguineum)	B
Rosmarinus	B
Rubus	D
Ruta	D
Salix	D
Salvia	D
Sambucus	D
Santolina	D
Sarcococca	A
Senecio	A
Skimmia	A
Spiraea	B
Symphoricarpos	A
Syringa	A
Viburnum	A
Vinca	A

The above represents general guidelines for pruning. The Contractor must note that methods of pruning will differ for spp and cvs within genera, and where there is doubt about the appropriate method the Contractor will consult with the Clerk who will direct accordingly. Where shrubs have been incorrectly pruned replacement/remedial work will be carried out as deemed necessary by the Clerk, at the Contractor's own expense. Replacement planting will generally be carried out in November and December each year as directed by the Clerk.

E – Roses

The pruning of Roses shall be carried out in accordance with the following instructions

- (i) In March prune newly planted bushes to within 150mm of the union, cutting to an outward pointing bud.
- (ii) Established (1 year +) large flowering (Hybrid Tea) roses to be shortened to three to five eyes from the base of the previous season's wood. Cuts should be made to an outward pointing eye to encourage a shapely habit. Remove dead, diseased and weak shoots, suckers and if possible at least one old shoot. Dead heading shall be carried out at each maintenance visit.
- (iii) Established (1 year +) cluster flowered (Floribunda) roses shall have dead, diseased and weak shoots removed entirely. Dead heading shall be carried out as required at each maintenance visit. All wood should be pruned back in to four or five eyes from the base of the previous season's wood to an outward pointing eye.

- (iv) Established (1 year +) climbing roses should be pruned to offer a permanent framework. Prune back shoots which have flowered to four eyes. Prune out very old or weak shoots and tie in new growths. Discourage shoots from growing straight up, encourage horizontal trained shoots. Dead heading shall be carried out at each maintenance visit. The Contractor shall ensure that all climbing rose stems are satisfactorily secured to the supporting framework. The method of attachment shall be approved by the Clerk. The Contractor shall promptly report any instability or defect of the supporting frameworks to the Clerk.
- (v) All dead flower heads and suckers will be removed at each maintenance visit.

2.3 Shrubs Pest and Disease Control

- (i) Where possible, organic or biological means of pest control will be used.
- (ii) Pesticide application to Shrub beds, (for which there will be a Provisional Rate), will be priced by the Contractor to be carried out when instructed by the Clerk.
- (iii) On the Direction of the Clerk, the Contractor will carry out Pest and Disease control measures in accordance with the Manufacturer's instructions. The Contractor will apply a DEFRA approved Pesticide or Fungicide using a knapsack sprayer or other approved method.

2.4 Shrubs - Routine Maintenance - Irrigation

- (i) Shrub beds will be irrigated on completion of any planting and during dry periods at the instruction of the Clerk, (for which there will be an agreed rate). Irrigation may be applied by sprinkler or manual means; either method to be supplied by the Contractor.
- (ii) Irrigation will be applied until the topsoil is thoroughly moistened to a depth of 300mm. Care must be taken to apply water at such times and by such method so as to ensure that no scorching of plant foliage or other damage to plants occurs.
- (iii) Where possible, rainwater or grey water will be used.

2.5 Replacement of Stock

- (i) As required, shrubs will be removed from beds and replaced with new stock as directed by the Clerk. Areas will be prepared, and plants may be required to be supplied and/or planted by the Contractor (for which there will be an agreed rate)
- (ii) All shrubs replaced will comply with BS.3936 and unless otherwise specified all will be containerised stock. All will be top quality; the sizes of each will be specified by the Clerk.
- (iii) Where areas are to be planted with Shrubs as new beds or replanting, these areas will be cultivated to a depth of 250mm using cultivators, rotovators or hand tools as applicable, to provide a medium fine tilth.
- (iv) The soil will only be worked in reasonable weather conditions and not in conditions that could result in serious damage to the soil structure. All stones, builders' rubbish, weeds, roots or other deleterious matter over 37mm which are brought to the surface will be removed from site by the Contractor to an approved tip.
- (v) All planting areas are to be top dressed with 60 grammes per square metre of bonemeal or similar fertiliser approved by the Clerk, and raked into the surface.
- (vi) Planting holes will be excavated to take the full spread of the root structure of the plant when carefully separated. All containers will be removed by the Contractor from site. Each shrub will be placed upright in the centre of the hole and set at nursery level with due allowance for settlement. The hole will be backfilled to half its depth and firmed by treading. Care will be taken not to crush the rootball. The remainder of the soil will be returned and again firmed by treading.
- (vii) On completion the Contractor will thoroughly water each shrub with between 4 and 8 litres of water. On completion, any mulch to be replaced.

2.6 Vandalism

- (i) The Contractor will inform the Clerk of any vandalism or damage within 24 hours of the discovery.

3 LITTER AND DEBRIS CLEARANCE

3.1 General

- (i) The Contractor is required to maintain all areas identified within the Contract and indicated on the plans, to a clean, safe, litter, leaves and debris free standard to ensure public safety throughout the period of the Contract and in the manner detailed below.
- (ii) All persons operating any equipment or machinery must wear appropriate protective clothing.
- (iii) The Clerk reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health & Safety legislation and competent in their operating methods.

3.2 Clearance of Litter and Debris

- (i) The Contractor shall be required to inspect and remove all items of litter and any other debris in order to maintain each area in a clean, tidy condition and appearance. At each visit particular attention shall be given to ensure that grass areas are clear of glass or objects that could cause injury.
- (ii) The Contractor shall ensure that clearance operations are carried out thoroughly gathering litter, fallen leaves and debris from all grassed areas, shrub, herbaceous, rose and seasonal beds, on and at the base of fence lines, beneath, on and within hedges/trees and other associated areas. All litter, leaves and debris collected shall be securely bagged and recycled.
- (iii) Having undertaken these operations, all sites will, at the time of the Contractor leaving the site, be in a tidy, clean condition and appearance, free of litter, leaves, debris and other deposits.

3.3 Sweeping (Hard Standing and Safety Surfaces)

- (i) The Contractor shall allow for the inspection and sweeping of general amenity and hard surface areas within all the sites in this Contract. This operation shall be carried out during routine maintenance.
- (ii) Sweeping shall be carried out in a thorough and methodical manner by hand using suitable brooms/blowers or on larger suitable areas, mechanical sweepers.
- (iii) The Contractor shall ensure the removal of all dirt, litter, leaves, glass and any other accumulated debris and matter from all hard areas. This includes hard standing under and around landscape furniture, that abutting buildings and fences/walls, and also mowing strips. All debris shall be securely bagged and removed to the Contractor's tip immediately.
- (iv) The Contractor shall take care not to displace arisings into surface water draining channels, or on to adjacent areas of land.

3.4 Vandalism

- (i) Should any hard surface area be found on inspection by the Contractor to have suffered vandalism or other damage, the Contractor shall inform the Clerk within 24 hours of discovery. The Contractor is to immediately fence the area off if it is a danger to the public.
- (ii) Where in the opinion of the Clerk damage incurred was due to the negligence of the Contractor, the Contractor will be liable for the cost of making good such repairs to the full satisfaction of the Clerk.



Kate Biggs
Clerk & Responsible Financial Officer
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk
Website: www.claygateparishcouncil.gov.uk

xx February 2024

Dear ,

Thank you for agreeing to tender. Please find attached the specification for maintenance of the 6 Claygate highway garden sites under the management of Claygate Parish Council. These specifications will form part of the contract. The contract will begin in early March and will be for 3 years.

Tenders should be addressed to the Clerk at the above email address and marked 'Tender'. They should be received no later than the 15th February 2024 and should be accompanied by the contact details of two recent customers whom the Council can approach for references.

Please note that the successful bidder will be required to carry Public Liability Insurance for no less than £5M and also to be insured for work on Highway land. The Contractor should be able to provide adequate proof that his operators are well trained and equipped with appropriate protective clothing, conversant with Health & Safety legislation and competent in their operating methods. They should also ensure that any current Covid-19 government regulations are being adhered to and have carried out any necessary risk assessments. You will be notified of the outcome of the decision of the Parish Council by the 5th March 2024.

Kind regards,

Kate Biggs
Clerk & Responsible Financial Officer
Claygate Parish Council