

These are draft minutes and are subject to approval at the next meeting.



**Minutes of the Meeting of the Council
held at 7.30pm on the 7 November 2013
in the Small Village Hall**

Present: *Chairman:* Shirley Round
 Councillors: Geoff Herbert, Kate Hallett, Alex Coomes, Noel Isaacs, Michael O'Brien, Mark Sugden, Anthony Sheppard, Mary Marshall
In attendance: *Parish Clerk:* Freda Collins

Mary Marshall was not present at the start of the meeting.

84. Apologies for Absence

Ken Huddart who was on holiday
These were accepted.

85. Declarations of Interest in Items on the Agenda

Cllr Herbert declared that he is a Borough Councillor, Chairman of the Youth Club Committee and a member of Elmbridge Rent Start.

Cllr Round declared she is Secretary to the Trustees and Lettings Manager of the Claygate Village Hall Association.

Cllr Isaacs declared that she is a Trustee of the CRGT.

Cllr Sugden declared that he is a Trustee of the CRGT.

Cllr Hallett declared that she is a Trustee of Claygate Village Hall Association and is Secretary to the CVA.

Cllr Coomes declared that he is a Borough Councillor and a Trustee of the CRGT.

86. Confirmation of the Minutes

The minutes of 5 Sept 2013 were confirmed and signed.

87. To report on the actioning of items from the last meeting

AP22, 24, 25, 28, 33, 34, 35, 38, 39- done

AP26 Cllr Herbert to speak to Conor Frehill- Mr Frehill is still not back at work.

AP27 letter to Police- the Clerk has drafted it. Cllr Huddart to approve

AP28 taxi discounts- EBC has a scheme of taxi vouchers. Cllr Herbert will obtain information.

AP29 leaflet distribution- outstanding

AP30, 31, 32, 36-agenda item

AP37 press & media protocol- amended, to circulate

AP40 Claygate Royals- Chairman's report

88. Report from the Chairman

88.1 A Saturday morning 'chat' session was held in The Parade. It was a useful exercise to talk to members of the public and for councillors to chat to each other. It was agreed to hold another one in March/April. If 2 'chat' sessions are held every year in March/April and September, together with the Village meeting and the Flower Show, this means that Councillors are meeting the public four times per year. There is also the open invitation to speak to councilors 15 minutes prior to each meeting.

Cllr Marshall arrived at the meeting.

88.2 An informal meeting was held to discuss CIL policy. A draft policy has been drawn up by Cllrs Round & Hallett and the Clerk. A letter was sent to EBC regarding their Regulation 123 list. No reply has been received.

88.3 During the last meeting it was noted that some of the Claygate Royals players are not from Claygate. Cllr Round spoke to Tony Sherman of Claygate Royals who was concerned that this may adversely affect any grants that they may apply for from CPC. Cllr Round assured him that this was

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never considered. It is now known that many local clubs and organizations such as the Claygate Scouts do admit children from surrounding areas, not just Claygate. It was noted that the CRGT is trying to arrange a meeting between Claygate Royals and Claygate Casuals.

89. Report from the Parish Clerk

89.1 Grants have been awarded to Claygate Casuals and to Mary Marshall. All the necessary paperwork has been signed and returned to the Clerk.

89.2 The Clerk held a training session for Cllr Marshall.

89.3 Cllr Hallett is now a cheque signatory for both banks.

89.4 NALC has published a book called 'Local Councils Explained' which costs £50. It was agreed that this is very expensive. We already have a library of excellent reference books, so we will not purchase the NALC book at this time.

90. The Planning Committee Report

Minutes of the Planning Committee have been circulated.

Cllr Isaacs gave an oral report to the meeting.

90.1 Planning applications have slowed down.

90.2 A Holm Oak under a TPO was felled in Chadworth Way last week. This tree had been subject to unauthorised tree work last year and the landlord had been fined for it. The tree was showing signs of decay so Alex Needs took off the TPO and authorised its felling. 90.3. A new house has been built behind 158, Hare Lane; access to the build being over a HGS. Now the building work has been finished, a new fence has been erected at the back of the HGS and a gate has been put in the fence. The Planning permission did not show access to the building via any gate, but down the side of the existing house. Cllr Isaacs has been in contact with EBC about this matter.

90.4 The Inspectorate has upheld the refusal for planning permission at 1, Woodlands Close, so the owners have 6 months to replace the roof.

90.5 The 40 acre field which lies on the Claygate side of the A3 has been sold. A Claygate resident tried to buy it with a consortium but was outbid. He managed to raise pledges of £320,000. It was agreed that Cllr O'Brien will contact him to congratulate him for his efforts on behalf of the village.

AP41 Cllr O'Brien to action.

It was noted that there are two other fields for sale on the Claygate side of the A3.

90.6 It was noted that the gate to Claygate Manor, which had put erected without planning permission, has been removed.

91. The Highways & Transportation Committee Report

As Cllr Huddart was not present at the meeting, the Vice- Chairmen of Highways & Transportation, Cllr Hallett, gave an oral report to the meeting.

The Committee met on 31 Oct 13, and the minutes have been produced.

91.1 Matters currently being dealt with are:-

- i. Cllr Huddart is in dialogue with SW Trains about the new glaring lights at the station.
- ii. Cllr Huddart is in dialogue with SW Trains about a second ticket machine
- iii. Cllr Huddart is in dialogue with SCC about access routes from Wingham for wheelchair users. Two new dropped kerbs are required.
- iv. SCC has requested that we plant two trees for them in Trystings Close. Cllr Huddart is negotiating a price.

91.2 Old Claygate Lane wet patch has had work done, which seems to have been successful. A couple of trees blew down on the lane during the recent bad weather, but these have now been removed.

91.3 The parking leaflet will be distributed next week.

92. The Environment Committee Report

Cllr Sheppard circulated a written report prior to the meeting.

Minutes of the meeting on 17 Oct have been circulated. The report updates the Minutes and highlights key issues.

92.1 Cllr. Mary Marshall has joined the Committee, following her co-option to fill a casual vacancy on the Parish Council. It was AGREED to ratify her membership of the Environment Committee.

92.2 It was decided not to renew the HGS maintenance contract with Green Gardens as there have been a number of complaints about their work. The firms who sent in affordable quotes for the last re-tender last year were asked to quote again. Four contractors sent in tenders. After a review of the

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tenders it was agreed to award the contract to Paul Quinnen. Paul was the original HGS contractor. His work was satisfactory, his price reasonable and we had no complaints. Cllrs Sheppard and Marshall went on a site visit of all the HGS sites with Paul.

92.3 War Memorial Garden- agenda item

92.4 The Green - agenda item

92.5 Claygate Common is heavily used by dog walkers but only has one bin for dog poo. Following a resident's complaint and correspondence with Elmbridge, Cllr Marshall is pressing for additional bins. EBC will not provide extra bins due to the cost of emptying, but may re-locate existing, under-used bins. It was noted that this month EBC will highlight inconsiderate dog walkers by marking poo on the pavement with brown balloons.

It was agreed to change the order of the agenda to take Item 108- War Memorial Garden

108. War Memorial Garden

CIB have asked the Parish Council to take over responsibility for the War Memorial Garden, in so far as it is not maintained by Burleys, on behalf of EBC. Burleys cut the grass and look after the hedges. The remaining area that needs maintenance is the front bed with the box balls, recently re-renovated by CIB. The plants put in last year during the renovations died due to lack of watering. CIB feel strongly that the area should be looked after by a permanent statutory body, not linked to any one religious denomination, and have asked CPC to take over the front bed. The amount of work involved is minimal – trimming the box balls once or twice a year and watering/weeding if needed in summer. The stone chippings should discourage most weeds. If we agree to take this on, we would need to amend the spec for our HGS maintenance arrangements and there would be a small incremental cost.

The Church has a Gardening Group who looks after the graveyard, but not the War Memorial.

Cllr Sheppard **proposed** that CPC, from the next financial year, take over the maintenance, including watering, of the small beds at the front of the war memorial; adding it to the work of the HGS contractor

Seconded by Cllr Herbert

A discussion took place. It was agreed that the previous plants in the beds had died due to lack of water; so watering is the issue. Our HGS contractor does not water any of the HGS beds. If watering of these beds is required, it is done by volunteers. It was noted that CPC has no budget for this bed and that the Green Team now has very few members.

A vote took place and the proposal was defeated by 3 FOR, 4 AGAINST and 2 ABSTENTIONS.

It was agreed that the Clerk should write to Linda Wells of CIB that CPC does not have the resources, human or budgetary, to take this responsibility on. We would, however, be willing to work with CIB and/or the Church to find a solution.

AP42 The Clerk to action.

Post meeting note: a reply has been received from Linda Wells stating that her email was misleading and that CIB were not requesting CPC to take on the maintenance now, but to agree to take on the responsibility should CIB fold in the future.

93. Communications Report

Cllr Round gave an oral report to the meeting

In the event that it becomes difficult to fill 8 pages she proposed a new double-fold format for a 6 page Courier. She will price it.

AP43 Cllr Round to action.

94. Finance Report

94.1 A copy of all receipts and payments from the last meeting and all payments made since the last meeting were circulated prior to the meeting.

94.2 Bank Reconciliations for all months since the start of the financial year have been prepared by the Clerk and signed by the Chairman.

94.3 All payments made since the last meeting were APPROVED.

95. Plan for Expenditure

These are draft minutes and are subject to approval at the next meeting.

95.1 A copy of the detailed Income & Expenditure by budget was circulated prior to the meeting. More information has been included on the notes to the accounts. 'Miscellaneous' and 'Public Projects' are now detailed and a rough breakdown of the current financial situation was included.
95.2 The Clerk gave an explanation of any overspends.

96. Cardiac Defibrillators

Cllr Coomes gave a report to the meeting.

96.1 He has put in an application to the British Heart Foundation, but has had no response. He hopes to hear back before Christmas.

96.2 The manager of the Hare & Hounds PH is keen to have a defibrillator located in the pub as there have been 6 cases where a defibrillator could have been used in the last 2 years. It was noted that if a unit is installed at the Hare & Hounds then other Claygate pubs may also want units. It may be possible to approach organisations, such as the breweries, to sponsor these units.

96.3 Cllr Coomes knows of a First Aid Trainer who he will approach for training sessions.

96.4 The cab firm at the station were not receptive to having a unit in their office.

97. Draft CIL Policy

The Chairman thanked everyone who attended the CIL meeting on 2 Oct 2013.

97.1 Cllr Round verified that we do not need a separate bank account for CIL monies, just separate codes in our accounts showing CIL monies in and out.

97.2 A letter was sent by the Clerk to EBC requesting that more projects, particularly ones in Claygate, be included on the Regulation 123 list. *(Post meeting note: Mark Behrendt verified that he did receive a copy, but as he has not recruited an infrastructure co-ordinator yet, he has not been able to respond on the list. However he hopes to have a replacement soon and will report back shortly.)*

97.3 A draft policy has been put together by the Clerk and Cllrs Round and Hallett; this has been circulated. Cllr Round proposed that the policy is adopted. This was seconded by Cllr Coomes and AGREED unanimously.

97.4 No CIL monies were due to CPC this October.

97.5 We now need to draft a procedure for the governance of CIL monies. We do not yet have a Service Level Agreement with EBC so we are not sure if this will impinge on our procedures. It was agreed that we need a Working Party to draft the procedure; this will comprise of Cllrs Sugden, Isaacs, Sheppard and Round together with the Clerk. It is hoped that a draft will be ready for the January PC meeting, if the Service Level Agreement has been agreed.

98. Firs Verge Artwork Scheme

CIB have asked CPC if it will be possible to mount artworks on the Firs Verge. This was done previously by the Scouts to celebrate their centenary year. It was agreed that this was generally a good idea.

It was suggested that the artworks might be moved around the village on various HGS sites to ensure that all residents can enjoy them.

There are details which will have to be worked out. It was agreed that:-

- i. We wish to reserve the right to see and approve the art (or the design if it needs to be constructed in situ) prior to siting.
- ii. Art on the Firs verge will be limited to the months June-Sept because of the bulbs; although this restriction may not apply to other HGS sites.
- iii. Legal and insurance issues will also need to be attended to, as the area is highway land.

It was agreed that our Environment Committee should offer to work with CIB on this exciting new project to address these matters. The Clerk will reply to Linda Wells asking her to contact Cllr Sheppard.

AP44 The Clerk to action.

99. Christmas Thank you Function

It was agreed to hold a function near Christmas to thank all of our CPC volunteers and others who work for Claygate, such as Kevin Hurley. It was agreed to use the village hall again. As Cllr Sheppard needs to be there to make the mulled wine, it was agreed to wait to decide the date until he is free. Refreshments will be similar to last year. Cllr Sheppard will produce a non-alcoholic mulled drink as well as his usual mulled wine.

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100. Winter Warden Scheme

Cllr Hallett prepared a comprehensive report on this project and circulated it prior to the meeting (Appendix A). She put forward 3 recommendations:-

1. The Parish Council publish winter weather advice on the web site and in the Courier
2. The Parish Council start up a scheme to offer equipment to organised Winter Warden Groups subject to insurance implications
3. The Parish Council considers the need for additional grit bins in the village

1001.1 **Advice-** all the advice used in the leaflet was taken from other published sources, so is robust. It was agreed to publish this on the website. A smaller version will be included in the Courier.

100.2 **Winter Warden Groups-** it has been previously agreed that to organise a warden scheme is a great deal of work and no-one came forward to champion the scheme. It is known that there are groups of residents who would be willing to clear certain roads. The Dalmore Avenue residents under Helen Maguire have shown an interest in clearing this road as it is a route to school. The groups need three things, training, equipment and insurance. It was agreed that we could not give training, but we could give a copy of the advice leaflet. We cannot offer insurance as there is usually a stipulation to have a qualified First-Aider in the team.

AP45 The Clerk to check

We are in a position to offer equipment in the way of snow shovels and high visibility jackets.

It was AGREED to pilot Dalmore Avenue as they already are an organised group as a test to see if the scheme will work. CPC will supply equipment and advice leaflets. It was agreed that the equipment needs to be given to a scheme leader- in this case it will be Helen Maguire. It will be necessary to have some undertaking for the team leader to sign as the equipment will be purchased for the team to clear the street and not just their own properties.

It is hoped that if this is a success, other groups will come forward, such as Foley Road as this is an important road to keep clear as a route to school. It was agreed that the criteria will be to keep the roads clear to a community resources such as the schools, shops, Church etc.

The Clerk will contact Helen Maguire to ask if she will organise the scheme in Dalmore Avenue and what equipment she will require.

AP46 The Clerk to action

100.3 **Grit Bins-** Cllr Hallett also researched the cost of buying a grit bin and contents locally compared to purchasing a package from SCC. It will be cheaper for us to buy our own bins and content but will require more work. A licence will also be required from SCC to site the bins.

AP47 Cllrs Hallett to action the licence from SCC

It was agreed that Cllr Marshall will research a source of grit from local suppliers.

AP48 Cllr Marshall to action

It was agreed to check if we need insurance to site our own grit bins.

AP49 The Clerk to check

It was agreed to research suitable locations; the sites suggested were:-

- Dalmore Avenue/Hare Lane
- Both ends of Foley Road
- Hare lane Telephone Exchange
- Hare lane slip road

AP50 Cllrs Hallett and Sugden to action

It is not known how long the process of obtaining licences from SCC will take. It was agreed that as Dalmore Avenue will be used to pilot the snow-clearing scheme it is imperative to have a grit bin sited there. If we cannot provide our own grit bin in time, we will purchase one from SCC.

Thanks were given to Cllr Hallett for all her hard work on the project.

101. Times of Committee Meetings

At the moment, all Committee meetings start at 8pm, but PC meetings begin at 7.30pm. It has been suggested that all meetings should start at 7.30pm. It was agreed that this would be difficult for those working outside Claygate to get back in time. It was agreed to keep the current timings.

102. EBC Review Polling Districts & Stations

These are draft minutes and are subject to approval at the next meeting.

Elmbridge BC is holding a review of Polling Districts and Polling Places in the Borough and has invited CPC, as a stakeholder, comment on the review. Cllr Round spoke to Alex Mammous of EBC and there will be no change to the polling district in Claygate. EBC are suggesting, however, that the venue of the Polling Station moves from the Youth Club to the Day Centre. It was agreed not to make any comment from the Parish Council, but members of the Council can make comment as individuals.

103. The Green

Cllr Sheppard has started the process of gathering information so support an application for The Green to be registered as a Village Green. An article is appearing in Courier asking for assistance with evidence. Cllr Sheppard is also in touch with local historians and will approach Elmbridge Museum. Evidence will be used from the Claygate book and the 'gold' book. Cllr Hallett has provided information from local histories. She will also provide Cllr Sheppard with all the information on ownership of The Green. He requested evidence (including pictures) of The Green's use over the last twenty years. This project is now delegated to the Environment Committee.

104. Standing Orders

NALC have produced a new set of Standing Orders. Cllr Sheppard has spent a considerable amount of time comparing these to our current Standing Orders and updating our existing set. Due to time constraints, it was agreed to look at these changes at the budget meeting on 21 Nov 2013 which will be in the Committee Room at 7.30pm. The agreed changes will be ratified at the January PC meeting. Thanks were given to Cllr Sheppard for the enormous amount of work he has done on this.

105. Garden in Foxwarren

An application has been received on behalf of residents of 1-12 Foxwarren in order to approve the appearance of the paved area and flower beds in the Foxwarren cul-de-sac. It was agreed that this was a good, public-spirited project and worthy of support.

Resolution 1.

It is RESOLVED that this Council grants the sum of £250 to Berenice Chandler on behalf of Foxwarren residents in order to improve the appearance of a paved area and flower beds in Foxwarren.

PROPOSED by Shirley Round

SECONDED by Anthony Sheppard

AGREED unanimously

AP51 The Clerk to inform the residents and raise the cheque

106. Street lighting in The Parade

Cllr Herbert gave an oral report.

A resident of The Parade received notification from Skanska that the lights in The Parade are to be replaced. This is contrary to the original advice that The Parade columns were fit for purpose, so would not be refurbished. Skanska intended to replace the existing lights with the standard ones, not the Victorian-style ones as at present. He informed Cllrs Bennison and Herbert who were able to get Skanska to agree to heritage lighting, but it was realised that the new columns would not take the weight of the hanging baskets. Special columns, with white lights, will have to be used to take the hanging baskets which will cost an additional £1471.74 each. There are 5 columns, so the total will be £7357.36. EBC have a fund called the ECIF which may give 90% of the total cost. CPC will need to apply to this fund. There will still be a shortfall of £750 even if the grant from the ECIF is given. Cllr Bennison will contribute some of the shortfall leaving CPC to pay a contribution.

It was agreed that this was a serious failure in communication by Skanska.

It was noted that EBC have funded similar schemes from the ECIF.

If we do not agree to the special reinforced columns proposed by Skanska, they will put in swan-neck columns with orange lights. It was agreed that these would damage the appearance of The Parade.

Resolution 3.

It is RESOLVED that this Council pays up to £500 towards the cost of special heritage streetlights for The Parade, contingent upon a grant being obtained from the ECIF fund.

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PROPOSED by Geoff Herbert
SECONDED by Alex Coomes
AGREED UNANIMOUSLY

The Clerk will apply for a grant from ECIF and Cllr Bennison on behalf of CPC.

AP52 The Clerk to action

107. Purchase of Christmas Trees

The CVA has applied for a grant in order to renew 30 Christmas trees. This will be part of a phased replacement of all the trees over the next 2-3 year period. The cost of the trees will be £299.70. The CVA are still researching trees with integral LED lights, but have not yet found anything that will be suitable, so these trees will be a stop-gap until the technology improves.

Resolution 2.

It is RESOLVED that this Council purchases 30 Christmas trees up to a cost of £300 for the annual Claygate Christmas event.

PROPOSED by Shirley Round
SECONDED by Anthony Sheppard
8 FOR
1 ABSTENTION

AP53 The Clerk to inform the CVA and raise the cheque

108. War Memorial Garden

Already dealt with

109. Feedback from Surrey ALC AGM

Cllr Sheppard attended this meeting and circulated a written report.

109.1 Following complaints about increases last year and the merger of SCAPTC and the Sussex Association of Local Councils, a new system of standardised subscriptions has been introduced across Surrey and Sussex. There will be a flat rate of 28p per elector per annum, capped at £1600, with a maximum increase of 2% over the previous year, but no reductions. We were told that for 2014/15, only 4 Councils in Surrey will see an increase. As of 15 October, details had not yet been sent to Parishes. It was agreed that Cllr Sheppard will contact Surrey ALC to confirm what our subscription will be for next year.

AP54 Cllr Sheppard to action.

109.2 Trevor Leggo gave a sobering briefing on Local Government Finance. There is a risk that central Govt. grants to Local Authorities will reduce by an average of 10% from April 2015 and could disappear altogether by 2020 if current Govt. policies continue. Given that education budgets are protected, the impact on a District Council would be proportionately higher. In Trevor's view there is a high risk that principal authorities, especially District/Borough Councils, will want to cease or offload discretionary services, such as leisure services, public toilets and day centres. There is also a risk that Councils will be unable to pay Council Tax Benefit Grants to Parish Councils, as the percentage of Council Tax Benefit funded from central Govt. continues to fall.

Prior to the meeting, Cllr Round spoke to Sarah Silvanathan of EBC who does not see any problem with EBC continuing to provide the Council Tax Benefit Grant.

109.3 Trevor Pugh (Strategic Director, Environment & Infrastructure of SCC) presented a high level view on the financial challenges facing Surrey. The most positive point was the existence of the SE7 group of County and Unitary Councils who are collaborating to save money and pool ideas. Surrey is leading on waste disposal and highway maintenance.

Anne Butler, an Assistant Director in Adult Social Care, talked about the increasing involvement of friends and volunteers in providing care alongside professional social workers. It all sounded satisfactory, but was clearly driven by a desperate need to cut budgets, so raised issues about coordinating an increasingly complex network of amateurs round every case. Given that nearly every social work disaster seems to involve poor coordination between professionals, introducing whole networks of amateurs seems a high risk strategy.

A discussion on this matter will be deferred until the Budget meeting on 21 Nov 2013.

110. Matters for information only

These are draft minutes and are subject to approval at the next meeting.

Remembrance Day is on 10 November. Councillors attending will meet in the Hare Lane car park at 10.30am for the march up to the war memorial. Cllr Round will lay the wreath. Seats will be reserved for CPC in the Church for the service afterwards.

111. Date of next Meeting

The next meeting will be:-

**(Budget meeting- Thursday 21 Nov at 7.30pm Committee Room)
Thursday 2 January 2014 in the Small Village Hall**

Signed.....as a true and fair record of the meeting.
Date.....

Please note: Agenda items and resolutions need to be sent to the Clerk two weeks prior to the next meeting.

Appendix A

**CLAYGATE PARISH COUNCIL
WINTER WARDENS SCHEME PROPOSAL**

November 2013

Recommendation:

- 1. The Parish Council publish winter weather advice on the web site and in the Courier**
- 2. The Parish Council start up a scheme to offer equipment to organised Winter Warden Groups subject to insurance implications**
- 3. The Parish Council considers the need for additional grit bins in the village**

Introduction

The Parish Council first looked at the idea of a 'Winter Wardens' scheme for the Village back in 2012 and spoke to Thames Ditton (Peter Haynes) about their Snowman scheme.

At the time it was felt that there was no person, or group, interested in committing the time required to set up a successful scheme but that the PC could potentially play a role in facilitating local initiatives if an interest was shown.

It was also felt that the PC should play a role in spreading more information about how to deal with snow and ice.

Local Initiatives

Since 2012 two local schemes have been suggested by members of the public:

- Dalmore Avenue. To clear the footpaths (old style red brick) to improve access to/from the Rec and the Firs. This would also benefit Claygate Primary School as this is one main walking route. (Helen Maguire)
- Foley Road. To clear walking route to / from Claygate Primary School and Rowan. (Helen Maguire)

Holy Trinity Church also expressed an interest if we were to run any pilot (Mike Haynes)

Other areas to consider:

These are other high use areas where to date no specific interest has been raised but may benefit from a local initiative to clear footways:

- The Parade (traders sometimes utilise the grit bins to clear the area)
- Elm Road (Bus stop to Surgery / Day centre)
- Hare Lane slip road
- Back entrance to the station / corner of Hare Lane
- Hare Lane - Firs to The Parade
- Other School walking routes

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There may also be interested in local streets

Surrey and Elmbridge Support

It is Surrey County Council's responsibility to grit the roads. They have a schedule of roads (prioritised) for gritting, but this does not include the footways. Footway gritting should be by the public utilising grit bins.

Surrey will provide the Parish Council and the public with advice. They will provide grit bins at a cost (see below).

Surrey has agreements with several district and borough councils to clear footways. Unfortunately Elmbridge has not officially signed up to the statement of understanding for this. However, their street cleansing operatives do assist clearing pavements of snow when they are unable to carry out normal duties.

Surrey has only identified The Parade as a priority for this support in Claygate (Surrey Winter Service Plan 2013/14)

Unlike other councils, Surrey County Council do not supply or sell grit to the public. Grit can be purchased from builders merchants.

Parish Council Support

Winter Warden Schemes (see attached flyer):

In similar schemes around the country, local council's provide the equipment free of charge to organised groups. Equipment includes Shovels and hi Vis vests (because they will be working near the highway) and more critically training. This enables the Councils' to provide public liability insurance. Clear guidance needs to be given on the limit of the PC's responsibility. We can do this by way of advice.

Grit Bins

There are 5 public grit bins in Claygate ([SCC Interactive Map](#)):

- The Parade / Albany Crescent
- Beaconsfield / Queen Anne Drive
- Beaconsfield / Vale Road
- Common Road / Ruxley Ridge
- Stevens lane / Oakhill

There may be other 'private' bins around the Village

We can purchase additional grit bins at a total cost of **£1,040 for a 4 year period** from Surrey County Council, or we can buy them and service them ourselves (we will require a licence however from Surrey to put these on the public highway) – costs below.

Costs to the Parish Council

Winter Warden Scheme:

For 2013/14 our budget identified £200 in the community grants that should be used for a Winter Warden Scheme

Shovels	£9.99 incl VAT (£8.33) - Homebase
HiVis	£4.70 each (based on previous cost of £116 for 25)

The Parish council would be able to fund around 15 volunteers our budget of £200 for 2013/14

Grit Bins:

From Surrey £1,040 for 4 years

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Online (www.onlinerocksalt.co.uk)

200L Bin £119.99 + VAT

400L Bin £168.19

400L bin + rock salt £209.99 (excl VAT)

Salt:

10kg Rock salt £1.99 minimum 10

10kg White salt £1.99 minimum 10

Delivery cost

For a 400L bin plus alt £2.99

There are 2 types of salt:

Rock salt: Granular, crushed, pink/brown rock salt used for preventing and thawing ice on paths or driveways. The same product used by councils and the highways agency giving you guaranteed quality.

White Salt: White salt is well suited to all de-icing being a virtually pure product. This marine salt is perfect for spreaders (unlike some table salts which can jam) and is very clean making it ideally suited to areas such as business car parks and shopping centres.

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Winter Weather - Community Advice



You can help to make winter easier for everyone by clearing the ice and snow from pavements, around your business premises and outside yours or your neighbour's home if they need help.

However, there are some important tips to bear in mind before you do this:

- Do not use hot water: this will melt the snow, but will replace it with black ice, increasing the risk of injury.
- Shovelling snow: use a shovel with the widest blade available, make a line down the middle of your path first, so you have a safe surface to walk on. Then you can simply shovel the snow from the centre to the sides.
- Be careful not to create an obstruction that may cause a risk of injury: make sure that the mound of snow that remains after shovelling is placed at the side of the road and not on it. However, don't pile it too high or road users may not be able to see over it and accidents may happen.
- Use salt: spread some ordinary table salt on the area you have cleared to prevent any ice forming. Ordinary salt works well and can be purchased cheaply from any local shop, but avoid spreading on plants or grass.
- Use the sun to your advantage: simply removing the top layer of snow will allow the sun to melt any ice beneath, however you will need to cover any ice with salt to stop refreezing overnight.

Clearing snow in this way can be carried out without fear of legal action so long as no hazards are created which might cause damage or injury to other road users.

(<http://www.surreycc.gov.uk/roads-and-transport/road-maintenance-and-cleaning/salting-and-gritting/frequently-asked-questions-gritting>)

These are draft minutes and are subject to approval at the next meeting.

Use of Grit Bins

There are currently 5 public grit bins in Claygate:



- The Parade / Albany Crescent
- Beaconsfield Road / Queen Anne Drive
- Beaconsfield Road / Vale Road
- Common Road / Ruxley Ridge
- Stevens Lane / Oakhill

All grit bins are checked and filled by Surrey County Council prior to the start of the winter season in the third week of October.

Anyone may use a grit bin to clear a public path or road, though they are not intended for personal use.

You will need a spade or shovel to spread a thin layer of grit onto the road surface, covering any snow or ice.

Misuse of the grit can lead to unnecessary shortages. If you require grit/salt for your own property, it can be bought from major builders' merchants or large garden centres

Personal Advice

Action Surrey produces a cold weather guide to services in Surrey (<http://www.elmbridge.gov.uk/winterweather.htm>)

Key contacts are:

Action Surrey

Telephone: 0800 783 2503

Email: info@actionsurrey.org

Website: www.actionsurrey.org

NHS Direct

Telephone: 0845 4647

Website: www.nhsdirect.nhs.uk

Adult Social Care Helpline

Telephone: 0300 200 1005

Website: www.surreycc.gov.uk

Age UK Elmbridge

Telephone: 01372 474645

Email: careandrepair@elmbridge.gov.uk

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Winter Warden Groups

Claygate has an amazing community spirit, helping each other on a voluntary basis during times of extreme weather. The Parish Council is offering support to any local groups by providing advice and equipment.

The Parish Council is launching an initiative to provide support and advice to local Winter Warden groups.

A Snow Warden Group must:

- Be organised and co-ordinated and have a specific remit to provide snow clearance related to a community need in a specific geographical area

The Parish Council will

- Provide Hi Visibility vests, Snow Shovels and **Public Liability Insurance**



What does an interested community group need to do?

Firstly, determine what self-help would be of greatest benefit to the local community and what local resources may be available.

For example, footways and footpaths leading to bus stops or to local schools may be a good starting point.

It is important to be realistic about what can be achieved and not to be over ambitious. We would suggest that action should be limited to severe winter weather when extreme cold or heavy snow is likely.

Secondly, nominate a Winter Warden who is capable of co-ordinating a local response and managing local volunteers. The Winter Warden is the key point of contact between the local community and the Parish

Council and can apply to the Parish Council for equipment and advice.

The Voluntary group needs to be registered with the Parish Council along with the geographical scope of the area covered.

Thirdly to encourage responsible local use of the grit bin facility and help to minimise abuse. Spreading the correct amount of salt is essential to ensure that supplies do not run out when they are most needed. Salt can be spread manually but you may want to consider buying a push-along spreader.

The Parish Council may be able to provide a small quantity of salt if there is not a grit bin near your area, subject to agreement to manage the salt responsibly and ensure it is only used as agreed on the highway/footpaths.

(Salt is usually readily available to buy from many local outlets if the community group require more.)

Public liability

In the unlikely event of a claim, Claygate Parish Council will cover the public liability aspect of insurance for voluntary work on the public highway or footway, providing it is undertaken in a safe manner and that the Group and individuals are registered with the Parish Council. This, for example, would cover any claims by a third party as a result of the clearance, which the Parish Council would defend if clearance was done in accordance with Surrey County Council Guidance (set out above)

Claygate Parish Council will not provide any other form of insurance cover for this activity which must be undertaken at the volunteers own risk. So, for example, any damage to one's own person, property or vehicle would not be covered. If vehicles are to be used then they must ensure that the vehicle is suitably insured for any activity undertaken – if in doubt, owners should check with the vehicle's insurer. If a community group considers that further insurance cover is required, then this should be sought from their own provider.

How to enquire about registering your community group Please call the Parish Clerk on.

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