

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



**ENVIRONMENT COMMITTEE**  
**Minutes of the meeting at**  
**8.00 p.m. on Wednesday 29 January 2014**  
**in the Small Village Hall**

**Present:** *Councillors* – Anthony Sheppard (*Chairman*), Geoff Herbert, Mark Sugden, Mary Marshall  
*Co-opted Members*- Bill Chilcott, Vanessa Relleen, Helen Maguire, Carol Manley  
*Parish Clerk* - Freda Collins

**1. Apologies for Absence**

Cllr Kate Hallett (with reason)  
Rukshana Master  
These were accepted.

**2. Declarations of Interests**

**Cllr Herbert** declared that he is also a Borough Councillor.  
**Cllr Sugden** declared that he is a CVA Committee member.  
**Cllr Marshall** declared that she is also a Borough Councillor.  
**Cllr Sheppard** declared that he employs the HGS contractor in a private capacity and that he lives near the Hare Lane overflow tank.  
**Vanessa Relleen** declared that she is a Trustee of the CRGT, is on the Committee of Claygate in Bloom and the CVA.  
**Helen Maguire** is also Chair of the CRGT.

**3. Minutes of last meeting**

Two corrections were made on the last minutes of the 12 December 2013:-

- i. Item 6 The Firs verge- the word 'relocate' was changed to 'remove'.
- ii. Item 6 The Firs verge – the phrase 'remove the coppicing poles' was changed to 'coppice'.

The minutes were agreed and then signed by the Chairman.

**4. Actioning of items from previous minutes**

**4.1 Action points**

**AP 16/26- Horizontal wires at St Leonards Road.** Cllr Herbert spoke to Rob Garner who has this in hand.  
**AP 25- plants on The Green.** Vanessa reported that a lot of plants have been removed. Cllr Sugden & Vanessa spoke to the landlord of the Hare & Hounds PH. It was nothing to do with the work done to their drains. Carol believes that some of the plants have died back during the winter and may revive in Spring.  
**AP 29- gate in fence at 158 Hare Lane.** This matter has now gone to Assets Management at EBC. Cllr Sheppard and the Clerk are arranging a site visit with an EBC Officer.

**4.2** All other action points are agenda items.

**5. Litter, Graffiti & Fly-tipping**

**5.1** Cllr Isaacs noted that there has been considerable fly-tipping in the car park of Claygate Common. This has been reported to EBC.

**5.2** Bill gave the report.

- i. He has reported 4 areas of fly-tipping in the past week.
- ii. He has injured his elbow so is unable to litterpick.
- iii. It was noted that there are individuals who do pick up litter in their own areas- but they do it in their own time and may not want to be part of a co-ordinated event. It was agreed to send names of those known to pick litter to the Clerk so that she can compile a list. Then we can see a picture of where litter is regularly collected in the village. It was suggested that the Neighbourhood Watch network may be able to assist by either litter picking or suggesting someone who can assist.

**AP48 The Clerk to contact Malcolm Mackenzie**

*(Post-meeting Note: Malcolm has agreed to sound out members of the Neighbourhood Watch network and speak to Elmbridge NHW.)*

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- iv. Only one Clean-Up day per year is organised by CPC as support for two events per year was dwindling. We now just do one event in April when the Scouts and Guides attend in good numbers.
- v. Fly-tipping is still a huge problem in Woodstock Lane South. CCTV was installed, but was stolen.
- vi. It is believed that Veolia are responsible for hand litter picking in Claygate, but it is not known when. It was agreed to ask EBC.

**AP49 The Clerk to action**

Bill was thanked for his report and wished a speedy recovery for his injured elbow.

**6. Highway Garden Sites**

**a. Inspection Arrangements**

It was noted that Carol has design plans for some of the beds. It was agreed that Carol, Vanessa and Cllr Marshall will meet to look at the plans.

**AP50 Carol, Vanessa and Cllr Marshall to meet.**

Carol is happy to meet with Paul and give advice on the work required on various beds.

**AP51 Carol and Vanessa to meet with Paul.**

Applegarth  
(CM, VR, GH)  
Looks OK

Fee Farm Road/ The Causeway  
(CM, KHa, MM)

Two residents would like to pay for 2 trees in the grass at this site - preferably Himalayan birches as these do not get too big. It was agreed that there may be problems with sight lines if trees are planted at this site.

Vanessa will liaise with Cllr Huddart and take his advice on this matter

**AP52 Vanessa to speak to Cllr. Huddart.**

It was noted that the bushes have been pruned back. It appears that a hedge trimmer was used which spoiled the shape of the bushes. Paul will be asked not to use hedge trimmers in future. (*See AP51 above.*)

Torrington Lodge car park  
(AS, RM)  
No report.

Coverts/Foley Roads triangle  
(CM, VR, MM)

**AP 39- missing plants in Coverts Road bed.** Vanessa has purchased some plants, but more are needed.

The tree work has been done.

The beds are very wet and look dull because they are mostly filled with grasses which look dead.

There are many small branches on the bed due to the stormy weather.

Glebelands  
(MM, MS)

The bed looks tidy.

Cllr Marshall has picked up lots of tree debris from the recent storms.

The Green  
(VR, CM, AS)

The lavenders have been cut back.

It was noted that the clematis still has nothing to climb up. Some sort of frame is required, but it will need fixing securely to prevent it being stolen or blown over by wind. The manager of the Hare & Hounds PH has confirmed that the pub will not replace the previous sign which fell down. Vanessa has suggested a rustic frame which could be made from the coppiced hazel from the Firs verge.

Cllr Marshall suggested an arch which reflects the arches the Hare & Hounds PH has in their garden. This would have to be bolted into the ground to prevent it being stolen. Cllr Marshall will research costs. The Hare & Hounds PH may want to contribute towards this project.

**AP53 Cllr Marshall to action**

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It was noted that the stakes from the Christmas tree have not been fully removed from the grass (they have been sawn off at ground level). It was agreed to contact Andy about this matter.

**AP54 The Clerk to action**

St Leonards Road

(AS, KHa)

Cllr Hallett has not yet replanted the periwinkle in this HGS bed due to the poor weather.

Glenavon Close

(MS, MM)

The work to the bed has been completed. It was noted that there was rubble in the bed, but the bed has now been covered with an extremely thick layer of bark.

It was agreed that a plant list should be obtained from Gerald Abrahams for both beds that he recently renovated so that we are able to start building plant lists for all HGS beds.

**AP55 The Clerk to action**

Red Lane

(KHa, RM)

Looks good.

Church Road

(GH, MS)

The bed looks fine, and the bulbs planted by Cllr Marshall are coming up.

Hare Lane car park

(AS, RM)

A gate was put into the new fence erected down the side of the HGS. It was believed that the gate was access for the new house built in the garden of 158, Hare Lane, but it is now believed that the gate accesses the side of the building (ex British Legion). Cllr Sheppard and the Clerk will be meeting an EBC Officer on site regarding this matter.

The Firs verge

(VR, KHa, GH)

Skanska have installed new street lights and have dug trenches across the bed and installed ugly silver boxes. Cllr Huddart contacted SCC about this matter on our behalf. Skanska have declined to make good any damage to this bed or pay for reinstatement. SCC has not pursued this matter with Skanska but Cllr Mike Bennison has kindly granted this Committee £250 to replace bulbs and plants. It was agreed to reseed the areas where the trenches were dug with meadow mix and buy some new bulbs to replant. The boxes can be camouflaged by shrubs. It was agreed that Carol and Vanessa will research prices and suggestions and forward the information to the Clerk and Cllr Sheppard in time for the March PC meeting.

**AP56 Carol and Vanessa to action**

It was suggested that the Foley Road end could be planted with poppies.

Brick bed at The Parade

(VR, CM, GH, MM)

Some plants appear to be missing- but this may be winter die-back.

Cllr Marshall regular removes litter from this bed.

Woodstock Triangle

(KHa, MM)

The new shrubs are doing well and the bed looks fine.

There are lots of bulbs coming up.

The end of the bed has been run over by a heavy vehicle. It is not known if this has damaged the cobbles.

The Clerk will contact Paul and ask him to inspect the bed.

**AP57 The Clerk to action**

*Post meeting note; Paul has inspected the site and the cobbles are not damaged. He has tried to repair the damage to the grass, but the ground is very damp and muddy.*

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### **b. Suggested Projects**

It was noted that, in order not to increase the precept, changes have had to be made to the budget for 2014/15 due to increases in the contribution required for the SCC pension scheme. This means that the HGS projects budget has had to be reduced. But, if any projects need funding and there is insufficient in the budget, then a bid can be made to the Community Chest.

Project 1-A desire has been expressed by a resident to have another HGS in Oaken Lane outside number 37 where there was a strip of land adjacent to the footway. The owner of number 37 has now erected a new fence close to the footway which encircles this strip of land. SCC confirms that it is not their land and the owner of number 37 states that it belongs to him in agreement with a covenant on the land.

It is not clear from the Planning application who the land belongs to or where the fence should be. It is believed that the height of the fence exceeds that permitted adjacent to a footway and this matter has already been passed to Enforcement at EBC.

It was agreed;-

- i. Cllr Marshall will speak to the owner of number 35 Oaken Lane about the covenants on her land.
- ii. Cllr Sheppard will contact the Land Registry at a cost of £6 about the land and also contact SALC to ask about covenants.

#### **AP58 Cllrs Marshall and Sheppard to action**

- iii. Vanessa will contact the resident who made the suggestion about another HGS.

#### **AP59 Vanessa to action**

Project 2- Improvement of Hare Lane car park once the right of access has been clarified.

## **7. Meadow Road Island**

7.1 The tree work has been carried out.

7.2 A resident saw a Veolia lorry drive over the island and damage the grass. They complained to EBC. Veolia accepted responsibility and the matter has been put into the hands of their insurance company. The resident has not heard from the company and is pressing EBC to resolve the matter. It was agreed that we should offer to help.

#### **AP60 The Clerk to action**

Cllr Sheppard will inspect the site and photograph the damage.

#### **AP61 Cllr Sheppard to action**

*(Post-Meeting Note: the resident has resolved the issue with Veolia's insurance company and is arranging for the work to be done.)*

## **8. Fountain on The Green**

A resident has suggested that the fountain on The Green be restored to work again. This project was looked at some years ago. Cllr Huddart arranged for a plumber to look at the fountain. The inspection revealed decayed lead piping which the plumber stated would be difficult to remove and replace.

It was agreed that restoration of the water to the fountain may be too difficult a project, but we may be able to arrange cleaning of it and Elmbridge Heritage may help.

Cllr Sheppard has spoken to Christine Manly, the Conservation Area officer at EBC. The structure is not listed, but is regarded as an important feature within the Conservation Area, so they would be pleased to assist with a grant for restoration.

The lettering was restored some years ago by this Committee; the Clerk will research.

#### **AP62 The Clerk to action**

*Post meeting note: On 16 Oct 2003 the Environment Committee found out that the cost of the re-lettering the fountain would be £189 (which is more than they expected) so it was transferred to the PC meeting on 6 Nov 2003 for discussion. These minutes note that EBC agreed to pay; they gave us a grant of £189.20 on 28.11.03. We paid 2 cheques to Kingston Masonry on 20.11.03 of £110 and on 27.5.04 for £112.31.*

Cllr Sheppard will inspect the fountain to see what work is required and will contact Christine Manly at EBC.

#### **AP63 Cllr Sheppard to action**

## **9. Claygate Volunteer Groups**

### **a. Green Team**

The Green Team has been busy planting trees.

### **b. Claygate in Bloom**

The tubs and beds are being cared for.

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**10. Status of The Green**

10.1 Cllr Sheppard has contacted Elmbridge museum and will go there to look for information about The Green.

10.2 Vanessa has the entire back-library of the CVA magazine, 'The Resident', but the magazine only started several years after the CVA carried out the renovation of The Green. She will look for evidence of use of the land for pastimes etc.

10.3 Cllr Herbert spoke to Charlie Hibbert's son as his father had lots of information on the village. He will let us know if he has found any evidence.

10.4 Cllr Marshall has not yet spoken to a resident of Hurstbourne who has lived in Claygate for many years and two ladies who used to work in the bakery on the High Street.

**AP64 Cllrs Sheppard, Herbert, Marshall and Vanessa Relleen to action.**

**11. Sewer Overflows in Raleigh Drive**

Flooding used to be a problem in the Hare Lane green area until Thames Water installed a huge tank under the green a few years ago. The tank holds overflowing sewage and rainwater until it can be safely pumped out. Unfortunately the system has not worked as well as expected and there have been overflows; one on Christmas Day 2012, one on Christmas Eve 2013 and two in early Jan 2014.

All of these overflows have been reported to Thames Water. It is not known if the system just cannot cope with the volume of water or if there has been a system malfunction. It is believed that, on Christmas Eve, water got into the pumping kiosk and so may have affected the working of the pump; anecdotal evidence from a resident's conversations with visiting maintenance staff suggests that the pumps and monitoring equipment may not be working properly. Cllr Sheppard has attempted to find out from Thames Water what is going wrong and has telephoned on four occasions. He is always assured that his call will be returned, but no one has called him back.

. It was agreed that Cllr Sheppard should send a letter detailing his conversations with Thames Water to the Environment Agency, pointing out that Thames Water have polluted The Rythe on three recent occasions.

**AP65 Cllr Sheppard to action**

**12. Courier/Website**

12.1 It was agreed to find out what evidence is required for use of The Green over the last 20 years and post guidance onto the website.

12.2 A report on the situation with the Hare Lane overflow tank will be written by Cllr Sheppard.

**AP66 Cllr. Sheppard to action (12.1, 12.2 above).**

12.3 Once the date for the Spring Clean up is decided, this can be advertised and volunteers requested.

*Post meeting note; a date of Sat. 26 Apr 2014 was suggested, this has been agreed by the Scouts.*

**13. Matters for information only**

13.1 CPC will be organising the annual Spring Clean up day in April. The date suggested is 26 April. The Clerk will contact the Scouts to ascertain if this date is convenient for them.

13.2 The CRGT are organising a voluntary day to help tidy up the pavilion.

**14. Date of next meeting**

Next Meeting: **Thursday 3 Apr 2014 8.00pm on the 2014 in the Committee Room**

*Note: AS may be away, MS will be available to Chair the meeting*

.....Chairman.....Date