

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 31st May 2018
in the Committee Room, Claygate Village Hall

Present: **Councillors-** Bill Chilcott, Geoff Herbert and Julian Way
 Parish Clerk – Shirley Round
 Member of the public – Matt Jefferies (Game Larder)

1. Election of Chairman

Cllr Bill Chilcott

Proposed: Geoff Herbert

Seconded: Julian Way

Cllr Chilcott accepted the nomination and was elected unanimously.

2. Election of Vice Chairman

Cllr Julian Way

Proposed: Geoff Herbert

Seconded: Bill Chilcott

Cllr Way accepted the nomination and was elected unanimously

3. Apologies for Absence: Debbie Machin and Cllr Bernadette Pearce.

4. Declarations of Interests

Cllr Bill Chilcott: Member of the Kingston Branch of the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, Member of Claygate in Bloom.

Cllr Geoff Herbert: Co-ordinator of Neighbourhood Watch. Member of Claygate Village & Flower Show Committee.

Cllr Julian Way: Undertakes care work Sans Soucie, Guildford. Member of Kingston Chess Club. Supervisor at Kingston Contact Centre. Trustee of Claygate Recreation Ground Trust.

The Chairman proposed agenda item 16 be taken at this point. This was agreed.

16. Reducing use of plastics

Matt (Game Larder) and his brother are interested in encouraging a reduction in the use of plastics. They are actively investigating alternatives to the use of plastic and non recyclable packaging both in their own shop and in the village generally. He and his brother are encouraging their customers to bring their own containers when purchasing meat and marinated items. He hopes to encourage the other shop owners in the village to adopt this philosophy but acknowledges that it could not be achieved over night. By attending the E & L meeting he is interested in engaging with the Parish Council in helping to promote this initiative.

The Councillors agreed that the reduction in the use of plastics is to be encouraged and would lend their support – maybe with a grant – to help promote this initiative.

Cllr Chilcott explained the Parish Council had recently agreed a grant of £200 to a local resident who wished to use recyclable materials to make bags which she hoped local shop keepers would use in place of plastic bags.

It was agreed to keep this item on future agenda and include the topic in the next Courier to help raise awareness. A 'plastic free day' in the shops was suggested. It was noted that EBC may be releasing their reusable bags again.

The Councillors thanked Matt for attending the meeting and will keep in touch regarding further developments.

5. Minutes of the meeting on 12th April 2018.

The minutes of the meeting were approved and signed by the Chairman.

6. Minutes of the Extraordinary meeting on 17th May.

The minutes of the meeting were approved and signed by the Chairman.

7. Actioning of items from meetings on 12th April and 17th May 2018

AP38 Litter bin emptying – new bins – Post election Cllr Herbert will contact Cllr Dearlove EBC.
OUTSTANDING

AP64 Cllr Chilcott had contacted Caroline Cartwright who is unfortunately not able to attend E & L meetings on a regular basis. DONE

AP66 DONE (see agenda item 11a)

AP67 DONE (see agenda item 11b)

AP68 DONE

AP69 See agenda item 11. DONE

AP70 BC will donate plants from his garden but will contact CM re suitability before planting

AP71 Treeline Services. Cllr Huddart said that the underground services search should be carried out by the contractor. Treeline Services informed. DONE

AP72 DONE

AP73 Cllr Herbert will raise the matter with Cllr Bamford before placing the Risk Assessment item on the Council agenda.

AP74) DONE

AP75) “

AP76 Done

AP1) See agenda item 11

AP2) “

8. Committee Membership

The Chairman has spoken to Debbie Machin who indicated she would be willing to attend some E & L meetings as a co-opted member. She had, unfortunately, not been able to attend this meeting. It was agreed to include an ‘advertisement’ for volunteers in the next copy of Courier. It was hoped that the inclusion of an article relating to the initiative to use less plastic packaging would also encourage interest. Cllr Herbert said he would try to attend a Gardening Society meeting to speak to members.

AP3

9. Review Remit

The Remit was reviewed and it was agreed there need be no changes. The Clerk will be placing Committee Remits on the website when they are all reviewed. **AP4**

10. Risk Assessments for Banners

Cllr Herbert agreed to raise the suitability of the Risk Assessment at the next Parish Council meeting following consultation with Cllr Bamford. **AP5**

11. To discuss Future Projects

a) Improved planting in Hare Lane Car Park: It was agreed closing the car park was impractical and PQ would be asked to hand dig and clear as much as possible before planting in the Autumn. His charge for additional gardening work is £20 per hour.

b) Woodstock Triangle: CM’s recommendation of ox eye daisies and bluebells had been accepted, the plug plants purchased by the Clerk and planted by PQ on 19th May.

c) Coverts Road/Foley Road Triangle: VR had contacted Cllr Chilcott and together they had planted some sedum, dug out small trees and re-arranged the grasses. There is no viburnum at the Foley Road end of the small bed because Selina Botham’s planting plan did not include any. The bed looks much better now.

12. Highway Garden Sites (HGSs)

Site Reports from Councillors:

- a) Applegarth: Quite nice. There is a large bramble bush at the end. This area had been looked after by a nearby householder. It was agreed to wait to see if the new householder will do the same.
- b) Fee Farm Road: Good. One bed had been refurbished last year and the other one could be considered for refurbishment.
- c) Torrington Lodge CP: Bed at the entrance to car park (on the right) looks good. Bed at the front looks crowded.
- d) Coverts Road/Foley Road: Already discussed (agenda item 11 c)
- e) Glebelands: Membrane still exposed. Mulch being washed off. No action at present.
- f) The Green: Looks good.
- g) St. Leonard's Road: The bench has been refurbished. Bare patch in flower bed on one side. Consider using plants removed from Torrington Lodge CP bed.
- h) Glenavon Close: Looks good. Dead branches have been left on the bed, thought to be cut down by a contractor when new fencing erected. BC has removed branches. It was agreed to wait and see if reported 'dying' shrub recovers.
- i) Red Lane: BC will plant with plants from his garden
- j) Church Road: Looks okay. However there is a bare patch by the bus stop. BC to consider planting a choisya or a variegated holly.
- k) Hare Lane Car Park: Already discussed (agenda item 11a)
- l) Brickbed at Parade: No comment.
- m) Firs Verge: Grass rather long. PQ has requested the 1m strip be mowed. Clerk will contact EBC
AP6
- n) Woodstock Triangle: Already discussed (agenda item 11b)
- o) Bed by Winning Horse: Overgrown. Grass around the tree stump is long and requires strimming.
- p) Meadow Road Green: Looks good. Clerk will contact Barry Daborn to see if the local volunteers are planning to tidy up the shrubs. **AP7**
- q) Derwent Close: Hazel requires coppicing and small maples trees should be removed. BC will undertake this in the Autumn/Winter.

Ad hoc gardening on Derwent Close Green.

A resident of Derwent Close who has been doing some weeding on the Green has asked to be included on the Parish Council's insurance policy. It was agreed that as the Derwent Close Green is not a HGS and that the work is being done voluntarily and not part of a Parish Council initiative that Zurich Insurance would not cover them. The Clerk will write and explain the situation **AP8**

- r) War Memorial: Ok.

13. Hanging Baskets

The baskets and troughs arrived on the 23/24 May. At first glance they are looking good although Cllr Herbert commented the trough by the Foley wasn't looking as good as the others. Baskets and brackets are missing from the traffic island at the junction of Hare Lane/The Parade. These are EBC baskets. Baskets are also missing from outside 94 Hare Lane. These are CPC baskets. Baskets and brackets have been put outside 92 Hare Lane, contrary to the agreed list. Clerk will contact EBC. **AP9**

14. To Discuss Litter, Litter Bins, Graffiti & Fly-tipping and agree action.

- a) We are waiting to hear whether or not EBC will empty additional litter bins if purchased by the Parish Council.
- b) Flytipping in Woodstock Lane. Being removed as and when required.
- c) Graffiti. There have been no reports of graffiti in the village recently.

15. Clean Up Day – Saturday 28th April

It was agreed there had been a much better response this time, probably due to the Courier, banners and social media.

The Clerk may have found a First Aid volunteer for next year in which case it shouldn't be necessary to engage St. Johns Ambulance. Hiring the Committee Room was considered to be useful and it may be possible to organise the volunteers and collection of the rubbish from the village hall car park. More adult litter pickers are required.

It might be possible to make Clean Up a definite date every year eg. Last Saturday in April.

Cllr Chilcott has been in contact with 1st Claygate Scouts and thanked them for their involvement this year.

17. Courier/Website

The E & L article for the next Courier will be a request for volunteers and also a plastic-free initiative in the local shops. Copy for the next Courier will be required by 3rd August.

18. Matters for information only

- a) Land at the junction of Stevens Lane/Lower Wood Road has been replanted. A local resident has been in contact with the SCC contractor and the grass and trees were watered in the hot, dry spell.
- b) Future Minutes of the E & L committee will include a schedule relating to HGS and Action Points. This will be updated on a regular basis by the Chairman and attached to the Minutes for circulation.

AP10

- c) The Chairman will examine records and past Minutes to determine HGS agreements with SCC and EBC **AP11**

- d) The Chairman is not satisfied with the way HGS inspections are being carried out. He feels it would be better if the sites are divided between fewer Councillors thus continuity of reporting would be established. To be discussed at the next meeting. **AP12**

17. Date of next meeting

Next Meeting: Thursday 2nd August 2018 at 8pm in the Committee Room

Meeting closed at 10.10pm

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