

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 Thursday 19 June 2014**  
**in the Village Hall Committee Room**

**Present:**        *Councillors* –Mary Marshall (*Chairman*), Geoff Herbert, Anthony Sheppard  
                  *Co-opted Members*- Vanessa Relleen, Rukshana Master, Bill Chilcott  
                  *Parish Clerk* - Freda Collins

As the past Chairman, Anthony Sheppard opened the meeting and asked for nominations for Chair.

**1. To elect a Chairman**

Geoff Herbert proposed Mary Marshall  
Seconded by Anthony Sheppard.  
There being no other nominations, Mary Marshall was duly elected Chairman.

Cllr Marshall took the Chair.

**2. Apologies for Absence**

Cllr Kate Hallett with reason.  
Carol Manley  
These were accepted.

**3. Declarations of Interests**

**Cllr Herbert** declared that he is also a Borough Councillor.  
**Cllr Marshall** declared that she is also a Borough Councillor.  
**Cllr Anthony Sheppard** declared that he employs the HGS contractor in a personal capacity.  
**Rukshana Master** declared that she is on the Committee of Claygate in Bloom and the CVA.

**4. To elect a Vice Chairman**

Mary Marshall proposed Anthony Sheppard  
Seconded by Geoff Herbert.  
There being no other nominations, Anthony Sheppard was duly elected Vice Chairman.

**5. Constitution of the Committee**

5.1 An expression of interest in joining the Committee as a co-opted member has been received from a Claygate resident. She is unable to attend this meeting. Cllr Sheppard will invite her to the next meeting.

**AP1 Cllr Sheppard to action**

Vanessa Relleen arrived at the meeting.  
5.2 Vanessa Relleen, Carol Manley, Bill Chilcott and Rukshana Master agreed to continue as co-opted members.

**6. Remit of the Committee**

The remit was circulated prior to the meeting. It was agreed that no changes were required.

**7. Review of Risk Assessments**

There are three Risk Assessments which relate to this Committee:-

i. General Gardening/Green Team

It was agreed to amend the 'what further action is necessary' comment of 2,3,4 to that of 1.

ii. Clean Up Days

It was agreed to add 'None by CPC' under column 4, row 4 and instead of the date in the 'action when' column to put 'every Clean Up Day'.

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iii. HGS Site Inspections

It was agreed to remove the comments in the 'action by when' and 'action by whom' columns.

**8. Minutes of last meeting**

Two corrections were agreed to the minutes of the 3 April 2014:-

- i. Item 5.3 – 'Claygate Common has been cleared' was revised to 'He has worked on Claygate Common'.
- ii. Re Brick bed at The Parade- 'regular' was changed to 'regularly'

They were then approved and signed by the Chairman.

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

**AP16/26-** *wires at St Leonards Road*- now done thanks to Cllr Marshall and Vanessa with the donation of wire trellis from a resident. The Clerk has sent a letter of thanks to the resident.

**AP65-** *flooding on Hare Lane Green*. A response has been received from Thames Water regarding the flooding of Hare Lane Green area. The sewer in Raleigh Drive is functioning, and the electrical pumping equipment in Hare Lane Green has been repaired. Thames Water states that they have a three month maintenance plan for the pumping station. We should ensure that this is working during autumn. The Environment Agency has not yet carried out the annual clean of the Rythe. There are signs of deterioration of the bank which EBC will need to repair.

**AP78/79-** *repair of fountain* Cllr Sheppard has prepared a specification of the work needing to be done-see agenda item

All other action points have been carried out or are agenda items.

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

10.1 It was noted that there was a poor turnout of residents (12) on the Clean Up Day- although the Scouts had a number of helpers who did a good job on Claygate Common. Litter seems to be concentrated in a small number of black spots such as the alley from Elm Road to The Roundway and Claygate Common. It was noted that Cllr Marshall and Bill Chilcott did a wonderful job of tidying Woodstock Lane South. Cllrs Herbert and Huddart also assisted.

10.2 Following an accident where a horse was killed and a driver injured due to the horse being frightened by abandoned rubbish, Cllrs Marshall and Coomes removed the rubbish. Cllr Marshall, and EBC official and a SCC official made a site visit to Woodstock Lane South to see what can be done about the increasing problem of fly-tipping. SCC has agreed to put posts into the verge to stop vehicles pulling in to fly-tip. EBC have agreed to cut back the vegetation. Cllr Marshall found the fencing of a horse crossing from years ago hidden in the vegetation. She has asked EBC to reinstate this. It was again suggested that the high cost of taking rubbish to the SCC tips encourages fly-tipping. It is not known how much it costs EBC every year to remove fly-tipping from Woodstock Lane South.

10.3 Bill continues to collect litter from around the village. He has worked on Oaken Lane. He has noted that there is litter on the slope down near the rugby club beyond the Oaken Lane Sports Ground. It is difficult to access and a dangerous place to work as it is beyond a blind bend. Cllr Marshall will ask the Streetsmart team to clear this.

**AP2 Cllr Marshall to action**

10.4 There is still graffiti on the gates to the Recreation Ground in Church Road. Cllr Marshall will ask the Streetsmart team to clean this.

**AP2 Cllr Marshall to action**

10.5 There was a complaint from a resident about dog fouling along the Firs path, Oaken Lane and Torrington Road. Cllr Sheppard has made a site visit and did not find a problem; nevertheless, dog fouling is an issue. It was raised at the Police Panel meeting. Cllr Sheppard will include this matter in his article in the Courier. It was noted that EBC placed brown balloons over all instances of dog fouling on the footway recently- but not one brown balloon was seen in Claygate. She will ask if Claygate was not included in the project.

**11. Highway Garden Sites**

**a. Inspection Arrangements**

Applegarth

(CM, VR)

This bed is OK

Fee Farm Road/ The Causeway

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(CM, KHa)

There is a sycamore seedling in the bed and the bed needs weeding.

**AP3 The Clerk to inform Paul**

Torrington Lodge car park

(AS, RM)

Fine

Coverts/Foley Roads triangle

(CM, VR)

Looks very good as the volunteers weeded recently.

It was noted that there is a patch of land across the road from this bed near to the Winning Horse which belongs to the Elmbridge Housing Trust. There used to be a tree in this patch of land, but it has been felled leaving a stump. If the stump is removed we may be able to make a bed which matches the ones in the Coverts/Foley Roads triangle.

**AP4 Cllr Marshall to speak to the EHT to ask if they will remove the stump and allow us to make a bed on the land.**

Glebelands

(GH, MS)

The middle looks lovely but the outside is full of weeds and bindweed.

**AP5 The Clerk to inform Paul.**

The area where the bark was dumped still looks bare; so more shrubs are needed. Cllr Marshall and Vanessa were to make a site visit to ascertain how many more are needed (AP69). This is still outstanding- but no planting can be done until the weeding has been carried out. It will be best to plant after the summer so not so much watering will be required.

The Green

(VR, CM, GH)

This looks good, there are no more gaps.

The metal bar has not been removed.

**AP6 The Clerk to inform Paul.**

Cllr Marshall has put a small obelisk there to support the clematis which is flowering. It was agreed to move the clematis and plant in its place a winter honeysuckle. This grows to about 6ft and does not need support. It has agreed to reimburse Cllr Marshall for the obelisk which can be used elsewhere.

St Leonards Road

(AS, KHa)

The wire has been done. A local resident donated some wire mesh which has been secured to the wall by Cllr Marshall and Vanessa.

The periwinkle still needs to be planted. Cllr Marshall and Vanessa will action this.

**AP7 Cllr Marshall and Vanessa to action.**

A branch is hanging off one of the trees. Vanessa will lop it off

Glenavon Close

(MS, GH)

Looks OK- but a bit bare at one end. It was agreed to move the clematis from The Green to this bed in the autumn.

Red Lane

(KHa, RM)

Looks OK.

Church Road

(GH)

There is graffiti on one of the posts- being dealt with.

There is a bare patch where children kick the plants with their feet whilst sitting on the fence.

Hare Lane car park

(AS, RM)

Looks OK

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The Firs verge

(VR, KHa, GH)

We have received a complaint from a resident that the shrubs are overgrown and are blocking light from the flats in Firs Close. Cllr Marshall and Vanessa will make a site visit to see what work is required.

**AP8 Cllr Marshall and Vanessa to action.**

It was noted that Paul quoted to do some work on the Firs verge; the Clerk will check to see if this was done.

**AP9 The Clerk to speak to Paul.**

Vanessa has done some planting and watering in the bed.

The commemorative bed for the Brownies has been approved by CPC. Planting will not be into the ground, but into two large tyres. Now a site needs to be approved by Vanessa. She will meet with the Brownie leader.

Brick bed at The Parade

(VR & CM)

The Millennium sign collapsed onto this bed recently. EBC Streetsmart team cleared the site and the debris from the bed.

Vanessa was going to plant more sedum, but all further planting will be postponed until the fate of the sign is decided.

The hollyhocks which were self-seeded have been left as they are about to flower.

Woodstock Triangle

(KHa)

There were lots of weeds in the bed and grass. The grass needs cutting.

**AP10 The Clerk to speak to Paul.**

Cllr Marshall spent some time working on the bed. One recently planted shrub has died and more bark is required.

**b. Suggested Projects**

The Fountain

Cllr Sheppard has prepared a specification of work to be carried out

1. Re-secure step block on S. side of fountain to pavement.
2. Prepare metal superstructure for repainting, stripping or sanding off any loose paint. Repaint with black exterior paint, taking care not to seal switch box.
3. Clean fountain basin, and overflow soak away on E. Side.

It was agreed that the expense of replacing all the step blocks is not justifiable, even though they are all chipped to some degree. The Clerk will seek quotes for the work.

**AP11 The Clerk to action**

The Hanging Baskets

The Hanging Baskets have been put up, but some are in the wrong place and some are missing. Vanessa has produced a map showing the locations.

It would seem that EBC are working from an old list. It was agreed to ask EBC to make the necessary changes.

**AP12 The Clerk to action**

**12. Meadow Road Island**

Rukshana has been busy recently so has not actioned the work on the fences. She will pass them onto Cllr Michael O'Brien who lives in Meadow Road and ask Barry D'aborn to assist. Cllr Marshall will speak to Cllr O'Brien.

**AP13 Cllr Marshall & Rukshana to action**

**13. Claygate Volunteer Groups**

**a. Green Team**

Vanessa has been working on various HGS recently. She and one other volunteer did some planting in the Firs verge.

**b. Claygate in Bloom**

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- i. The tubs have been planted.
  - ii. Linda Wells and Francis Boff have spoken to Network Rail and a Volunteer Day has been arranged for the 27<sup>th</sup> of June. Ten Network Rail managers will come to Claygate to work alongside CIB volunteers to improve the station beds. Network Rail may even provide funding for new shrubs.
- It was noted that the billboard at the station has been removed and replaced with a fence.  
Thanks were given to CIB.

**14. Status of The Green**

Cllr Sheppard reported that this matter has been difficult to progress. An article in the last Courier asking for evidence of use for lawful pastimes has not produced any replies. It was noted that the new Elmbridge Museum website has much better search facilities. Bill agreed to search on-line or visit the museum for any useful information.

**AP14 Bill Chilcott to action**

Cllr Sheppard has carried out an electronic search of the local papers for evidence, but this did not reveal anything useful.

It was agreed that the Clerk will contact the Holy Trinity Church to ask how long they have been organising carols on the Green and if they have any photo evidence of use.

**AP15 The Clerk to action**

**15. Courier/Website**

15.1 The Council received a complaint about the lighting of bonfires causing disturbance to a Claygate resident. CPC has no policy on bonfires and there are no byelaws in Elmbridge about this matter. EBC do have very useful advice on their website and an advice leaflet about this issue. It was agreed that the Clerk would reply to the resident informing him of the information on the EBC website.

**AP16 The Clerk to action**

15.2 Cllr Sheppard will write an article for the next Courier which features:-

- i. a thank you to all residents who joined the Clean Up day.
- ii. responsible use of bonfires
- iii. dog fouling

15.3 It was agreed that fly tipping, litter, dog fouling and bonfires would make good topics for the Flower Show display. We could also have a supply of brown balloons to hand out.

**16. Matters for information only**

It was noted that EBC mowed the grass on the roundabout in Holroyd Road which had been sown with poppies. Cllr Marshall has been given another packet of poppy seeds to re-sow this area. This has been done with the help of EBC.

**17. Date of next meeting**

Next Meeting: **Thursday 8.00pm on the 7 Aug 2014 in the Committee Room**

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