

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



## HIGHWAYS & TRANSPORTATION COMMITTEE MEETING

8.00 p.m. on Thursday 26 June 2014

Village Hall Committee Room

### *Minutes*

**Present:**           **Councillors** - Ken Huddart (*Chairman*), Kate Hallett, Anthony Sheppard, Helen Maguire, Geoff Herbert, Mark Sugden (*ex-officio*)  
                  **Co-opted members**- Bill Chilcott, Caroline Stevenson, David Cowie  
                  **Parish Clerk**- Freda Collins  
                  2 members of the public

Cllr Herbert was not present at the start of the meeting.  
Cllr Huddart, as the past Chairman, opened the meeting.

#### **1. Election of Chairman**

Cllr Huddart asked for nominations for Chair.  
Cllr Sheppard proposed Cllr Huddart. Seconded by Cllr Hallett  
There being no other nominations, Cllr Huddart was duly elected Chairman.  
He was congratulated. He thanked the meeting.

#### **2. Apologies for absence**

Cllr Herbert sent apologies that he would be late for the meeting.

#### **3. Declarations of Interest in items on the Agenda**

**Cllr Hallett** declared that she is an employee of TfL.

#### **4. Election of Vice Chairman**

Cllr Huddart asked for nominations. Cllr Huddart proposed Cllr Hallett. Seconded by Cllr Sugden  
There being no other nominations, Cllr Hallett was duly elected Vice Chairman.

#### **5. Constitution of the Committee**

The co-opted members are currently Bill Chilcott, David Cowie, and Caroline Stevenson. No-one has indicated they wish to resign. The Committee agreed they should continue.

#### **6. Remit**

The remit was reviewed and confirmed.  
This Committee is also responsible for the parking policy. This may have to be amended in the light of the results of the parking survey.

#### **7. Risk Assessments**

Generally, we have low risks, since most essential H&T work is done by authorities with the primary responsibility. We do limited physical work e.g. planting trees and tidying up Rights of Way, which could result in injury to ourselves and others, and damage, for which we are covered by PC insurance and other risk assessments.  
The Risk Assessment for tree planting was reviewed and no changes were required.

#### **8. Minutes of the last Meeting**

The minutes of the meeting on 24 April 2014 were approved and signed by the Chairman.

#### **9. To report on the actioning of items from previous minutes.**

**AP28/34** *Second ticket machine.* Outstanding action for Cllr Huddart

**AP29** *List of footways needing repair.* SCC will carry out a full slurry repair of both sides of the footway of Coverts Road before November. Also repairs to Gordon Road. It was noted that many footways are damaged by the trees planted in them. In order to repair the footway the trees

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would have to be removed, which would affect the environment. It was agreed to widen the scope of this action to include footways which need to be wider such as Oaken Lane near the Swan PH and the High Street.

Outstanding –all committee members will action.

**AP36/37** *outstanding street lighting*. Some has been reported-see agenda item. We need a new action to notify Skanska of those lights that have not been replaced satisfactorily e.g. the heritage lights in The Green, before they leave the area Councillor Sugden agreed to continue direct discussions with Skanska, see item 11c

**AP45** *Safe Routes to School* It was noted that SCC has published a new cycle strategy; one element of this being safe cycling to schools. Crossing Claygate roads at school times is difficult because of high traffic flow. Claygate roads are too narrow for refuges, so the best solution would seem to be crossing marshals. There is a scheme where lollipop ladies can be voluntary (with the necessary training). It was noted that a Walking Bus to Claygate School failed due to lack of parental support. If we produce a scheme for this then the school must be involved. Cllr Maguire and David Cowie agreed to pursue this action.

**AP46** *Hare Lane bus stop* Cllr Hallett has attempted to check that it is to be returned to its original position but has had no reply. She will also ask about the bench which was removed.  
*Post meeting note: the bus stop has been returned to the original location.*

**AP47** *road foundation failures* Cllr Huddart checked the repaired Common Road and found that it does not have a visible foundation failure. He found that there is a foundation failure outside the newly repaired 17 Albany Crescent, so he will report this. *Post meeting note: reported.*

**AP48** *Cllr Sugden to action a Freedom of Information request, if speeds rise significantly in The Avenue* Speeds do not seem to have increased despite removal of the humps due to the presence of parked cars.

**AP49** *Cllr Sugden to speak directly to Skanska regarding lighting columns*. Agenda item 11c

**AP52** *Parking survey* Cllr Hallett and the working party have entered hard copy survey forms into a spreadsheet.

**AP53** *Old Claygate Lane*. Cllr Huddart to action. See agenda item 14a

**AP54** *service road disabled bay* There is now only one disabled bay outside the Coop. The one outside Boots may take some months to be marked. The transverse bays will not be reinstated.

## 10. Public Transport

### a. Bus shelters, Routes & Bus Stops

The service has deteriorated recently due to the large amount of road works in Surbiton and Kingston. If a bus is running late then the solution is to terminate it at Hinchley Wood causing a loss of service to Claygate.

The buses are shortly to go cashless; they will accept only cards or Oyster.

### b. Trains

The new longer platforms came into use this week; they are now able to take 10 car trains. It was noted that some new trains are being used as well as the usual commuter trains.

### c. Claygate Station

We continue to ask for a second ticket machine.

The steps over the track have now been resurfaced and a slipboard added.

Francis Boff and Linda Wells have been in contact with Network Rail about improving the gardens. Ten Network rail managers will attend a volunteers day where they will work alongside CIB volunteers to improve the look of the station.

There is now a new contactless card machine at the ticket office.

## 11. Liaison with SCC

### a. Road Maintenance and Footpaths

i. On the 12 June, the village sign in The Parade slipped down its post; the shock broke the tiled roof, part of which narrowly missed a Fruit World employee, who was sitting on the bench. Many Parish Councillors then turned up and arrangements were made for Street Smart to remove materials and make it safe. It was noted that the local traders did a good job of clearing up. Cllr Hallett has circulated a history of the sign. It was created by the Claygate Village Residents' Association following extensive discussion and consultation, including a major item at the Flower Show. It will be difficult to do better than this, and the sign now has the status of 15 years' history.

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It was agreed that the future of the sign will have to be decided at the full PC meeting. It was agreed that the sign should be removed from the post pending a decision. We need to arrange for a handyman to make a site visit to assess the situation and what our options are. Cllrs Huddart and Sugden would like to be present at the site visit *Post meeting note Councillor Huddart has inspected the sign and started a specification for repair; this will require a jobbing builder rather than a handyman .*

**AP1 The Clerk to arrange for a handyman**

ii. The new bollard outside Champions is still in situ. It is higher than previous ones, so can be seen when drivers are reversing.

iii. A resident complained that a shrub on the Stevens Lane/Red Lane bed was blocking sightlines. Cllr Huddart measured it and it conformed to standard. SCC, however, work to a different standard and has cut it back to 750mm. It was noted that the vegetation belonging to SCC/the house on the corner is overgrowing.

b. Highway Tree Replacement and Maintenance

i. We have lost two trees at 5, Foley Road and 38, Oaken Lane. This may be due to vandals. CPC will pay for replacements in the autumn planting programme.

ii. It was noted that the residents of The Avenue would like more trees. Cllr Sugden will look into this.

**AP2 Cllr Sugden to action**

c. Street Lighting

Cllr Sugden has been in direct contact with Skanska regarding outstanding matters. After problems, the heritage lights have now been completed in Gordon Road. Skanska have apologised and will waive the cost of the lights.

Cllr Sugden will make a list of all remaining unresolved issues and contact Skanska.

i. Coverts Road

ii. The Green

iii. Beaconsfield Road Conservation Area

iv. The alleyway between Elm Road and The Roundway

v. There are also some lights which have not been numbered or concreted in correctly.

vi. The lights in Hare Lane are very high compared to those in Milbourne Lane

vii. Foley Road by Albany Crescent there are two lamps with 2 m of each other.

It was noted that some areas of Claygate, such as the alleyways, are not lit at all. It was agreed to ask Skanska to ensure that all replacements are done correctly before we ask for further lights.

**12. Parking**

a. Off- Street

No report

b. On- Street

We had a good response, some 400 on-line and paper. Cllr Hallett rushed to analyse the numeric information for presentation to Annual Meeting. The figures presented at the meeting were:-

Virtually all (over 99%) of respondents were Claygate residents and a few worked (2%) or had businesses (4%) or commuted to work (6%) in Claygate. A large majority (84%) felt that on-street commuter parking is a problem.

The survey did not ask whether controls should be introduced, but did ask for views on when, how and where they should apply, if introduced. Time limited controls were favoured by 66%.

Charging by P&D machines was rejected (only 12%). Minorities opted for permits (29%), or none of the offered options (22%), but it is uncertain whether this should be interpreted as rejecting controls. Likewise the majority 70% opted for weekday control only, and again it is uncertain whether the 9% of non-response on this question should be interpreted as opposition to controls.

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Controls were favoured in Zone A (72%), and to a lesser extent in Zone B (37%); There was significant use (32% at least weekly) of the village car parks spread equally between Torrington Lodge and the Old Village. The main use of the village car parks was for shopping (70% of respondents), and a similar number (76%) would use them more if the first half-hour were free; there was less enthusiasm for reducing the daily charge to £1 (36%) or the season ticket to £100 p.a. (13%).

Residents do not use the station car park, with only 42 (9%) doing so even once a week.

For the manuscript responses, working party members have now captured all the manuscript comments and they are partly susceptible to analysis. Cllr Hallett has started this, for example quantifying the number of forms on which particular roads were stated as having a problem.

It was noted that the Lib-Dems carried out a similar survey some years ago and the conclusion was that Claygate should not have extensive parking controls; this survey recognises that a problem now exists.

It was agreed:-

- i. To amend our parking policy . Draft suggestions will be made by Cllr Hallett to be put to the Council meeting on 10 July. Appendix A

**AP3 Cllr Hallett to action.**

- ii. Outline some solutions- it is recognised that some parking controls are needed, but any proposals will need consultation. The Working Party will refine this matter.

Thanks were given to Cllr Hallett and all the others of the Working Party for all of their input into this huge task.

**13. Traffic Calming**

The Chessington Equestrian Centre is importing huge quantities of soil to increase ground levels. It was believed that the width restrictors in Clayton Road would be removed to allow egress of the empty lorries. CPC asked that when they were replaced that their position be relocated so that lorries did not have to travel through Claygate. The Kingston Officer has informed Cllr Huddart that the bollards will not be removed. Their proposal was for a locking bollard which the contractor could open to allow egress of the empty lorries; so the bollards will not be relocated.

**14. Bridleway Proposals & Rights of Way**

a. Old Claygate Lane track. Cllr Huddart has not taken any action on further repair to the track. When viewed on 24 Jun 14, there had been some attention to the wet patch along the lines of Gerald Abrahams' suggestion. Cllr Huddart has asked him to clarify if he has carried out the work. It seems to have been effective in draining water from the clay on the east side of the track to the ditch underneath the sleeper bridge. It was noted that a couple was seen digging the ditch by the wet patch, so the remedy may have been done by volunteers.

At about the time of the last H&T Committee, Cllr Huddart reminded Gerald Abrahams that we should have to think of strimming during the summer, but did not formally seek a quote or place an order. When Cllr Huddart visited the site on 24 Jun, he found that the track had been well strimmed (probably about three weeks ago), so he has asked Gerald if he has done the work. It is possible that Gerald did the strimming and will be seeking payment of a currently unknown amount. The Committee agreed that a similar amount to last year could be authorised.

A local walker contacted Cllr Huddart on 23 Jun 14, saying that the large tree at the top of the track had been burnt by vandals, and that the walker-created bypass track had been affected. Cllr Huddart made a site visit and had no difficulty walking round the tree, and reported this view to the resident; she persisted that older people had difficulty. It was agreed to get a quote to clear some parts of the tree.

**AP4 Cllr Huddart to action.**

b. Woodstock Lane South horse ride. There was a serious accident last week. It seems that a mattress was fly tipped in the ride near its Clayton Road end. A horse being led by its dismounted rider was spooked by this and escaped to bolt into the road and through the windscreen of a passing car. The horse was killed and the car driver's shoulder broken, putting

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him off work. Various councillors reacted promptly to the situation and were commended for this. Cllrs Marshall and Coomes removed the rubbish.

Cllr Marshall, an 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 noted that the original horse crossing was too close to a blind bend and forced the horses to cross diagonally. If it is reinstated it should be relocated or a Pegasus crossing installed.

Cllr Huddart has explained that the horse ride has no formal status, but for its middle section trespasses on FP31, a fact which is helpfully ignored by Surrey C.C. He also explained that Claygate P.C. had arranged for delivery of scalplings to the north end of the ride, which were distributed by DairyCrest volunteers and Surrey C.C. community workers, and less successfully to the section just north of Elm Farm. Surrey C.C. later dealt with the section between the two Elm Farm entrances. He has been thanked for this information.

An equestrian has been active in email contacts, and received an offer from Surrey C.C. Rights of Way to arrange clearance of the vegetation, which is currently narrowing the horse ride.

It was noted that there is no joined-up policy between SCC, EBC and Kingston on this problem. EBC has cut back some of the vegetation to improve sightlines, but this may now lead to increased speeds. The Manual for Streets recommends limited sightlines so that motorists will slow down.

It was agreed that we should request:-

- i. improvements to the surface of the bridleway
- ii. that the bridleway be put on the definitive map
- iii. that the horse crossing be reinstated at a safer position.
- iv. that the speed limit be reconsidered
- v. that some of the large pot of CIL money retained by EBC be used to pay for traffic safety measures on this road.

### c. Cycling

Heat maps of routes cyclist use can be produced by an organisation called Strava. This is for cyclists in training not those going to school or shopping as the cyclist has to log in using a GPS. Interesting data about the use of the roads can be obtained from these heat maps.

Claygate is a problem for cyclists as the roads are too narrow and pedestrians are resistant to cyclists using footpaths. The speeding traffic between 7.30 and 8.30am has a negative effect on those wanting to walk or cycle.

## **15. Street Signage**

Nothing to report.

## **16. Website & Courier**

15.1 After the PC meeting a piece will be written about parking.

15.2 Cllr Hallett will update the boards for the Flower Show using the updated stats from the Village Meeting.

15.3 The fact that buses are going cashless will be mentioned in the Courier.

## **17. Matters for Information Only**

17.1 It was noted that this Committee should keep a watching brief on the planning application for the Rowan School as part of the planning permission was an acceptable Travel Plan. We need to look at the completed Travel Plan as it could have implications for this Committee.

## **18. Date and place of the next meeting**

**8.00pm on 28 August 2014 in the Committee Room**

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

Date.....

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## APPENDIX A

### **Parking Policy of the Claygate Parish Council**

**draft**

- To reject charging for on street parking in Claygate, except in circumstances where there are clear benefits to residents by introducing Residents' Parking permits in a particular street (for example where off-street parking is limited and time controlled parking restrictions will adversely affect residents).
- To resist controls that may adversely affect access to our shops.
- To lobby Elmbridge Borough Council for the restoration of the free first half hour in Village car parks in Claygate.
- To explore with Elmbridge additional free parking in the Torrington Lodge car park to relieve congestion in the Parade.
- To protect the interests of residents that may be affected by displaced parking arising from any additional parking controls.
- To work pro-actively with Surrey County Council to ensure the results of the 2014 Claygate Parking Survey are reflected in their 2015 Parking Review.

Draft Update 29 June 2014 (V2)

*Dated March 2004*

*reviewed 2013*