

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 2nd February 2017
in the Committee Room, Claygate Village Hall

Present: *Councillors*- Bill Chilcott (Chairman), John Bamford, Geoff Herbert, Gavin Wilson, Mark Sugden (ex officio)
Interim Administrator – Shirley Round

1. Apologies for Absence: Vanessa Relleen and Carol Manley

2. Declarations of Interests

Cllr Bill Chilcott declared that he is a Member of the Kingston Branch of the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, Member of Claygate in Bloom.
Cllr John Bamford declared that he is Trustee of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Holy Name Church, Esher.

Cllr Gavin Wilson declared that he is a member of Claygate Lawn Tennis Club and a member of Torrington Lodge Association.

Cllr Mark Sugden: Trustee of Claygate Recreation Ground Trust, Trustee of Claygate Village Hall Association, Committee member Claygate Village Association, Committee member Claygate Gardening Society, Chairman, Outreach Group, Church of the Holy Name, Esher.

Geoff Herbert: Co-ordinator of Neighbourhood Watch

3. Minutes of the last meeting.

The minutes of the 1st December 2016 were approved and signed by the Chairman following the addition in the title ' & Leisure', minor amendments and spelling corrections.

4. Actioning of items from previous minutes

AP16/27 Firs Verge grass cutting. It was decided to remain with the original contract instructions and have the Verge cut three times a year – Spring (after the bulbs have died back), early July (before the Flower Show) and October. **Agreed**

AP9/28 Woodstock Triangle. See Minute 9 a) **Outstanding**

AP10/29 Risk Assessments and Remit to be checked and the correct ones made available to upload onto the website. Clerk and Cllr Sugden to check the correct ones are available to upload.

Outstanding

AP17/30 Noted that Cllr Chilcott's name has not been included on the Claygate in Bloom volunteer list. **Done**

AP13 Phone boxes. See Minute 11

AP14/31 Cost of hanging baskets. See Minute 5

AP22/32 Email has been sent to Paul. Carol, Vanessa and Paul will meet to discuss HGS beds. **Done**

AP25/33 Bus shelter repair. See Minute 11

AP 34 Hanging baskets. **Done**. See Minute 5

AP 35 Hanging baskets. **Done**. See Minute 5

AP 36 Derwent Close Green. **Ongoing**. See Minute 6

AP 37 Amendments to inspection & reporting arrangements checklist. **Done**

AP38 The Green. Damage to pointed end. **Outstanding** See Minute 9 (c)

AP39 Torrington Lodge HGS removal of brambles. **Done**

AP40 Coverts/Foley Road triangle HGS. Suggestion of work required. See Minute 9 (h) **Done**

AP41 St Leonards Road HGS. Suggestion of work required. **Outstanding**

AP42 Woodstock Lane triangle HGS. Suggestions for planting. **Outstanding**

AP43 Provision of defibrillator. Item placed on Parish Council agenda. **Done**

AP44 EBC Draft Local Plan submission (local Green Spaces). **Done**. See Minute 8

5. Hanging Baskets

The budget for Hanging Baskets 2017/18 was confirmed at £3,500.

The cost of hanging baskets, troughs and additional brackets was confirmed as follows:

Hanging baskets £90, troughs £62, additional brackets £84 and additional brackets with baskets £264. These prices include VAT. It was agreed that as the Parish Council can reclaim VAT these prices can be reduced accordingly.

It was agreed to increase the number of hanging baskets purchased and request additional funding from the Parish Council.

Initially every other lamp post on both sides of Oaken Lane will be considered. Possible additional baskets will be purchased for St. Leonards Road when the number for Oaken Lane is known. Baskets and troughs were ordered in April 2016.

AP45 Cllr Chilcott to confirm number of additional baskets to be purchased.

AP46 Interim Administrator to contact EBC for invoice for last year's baskets.

6. Derwent Close

Following the Extraordinary Meeting of the Environment & Leisure Committee held on 12th January it was agreed

- a) Spend up to £1,000, less residents' contributions, for a one off clear up of Derwent Close green and
- b) to send out invitations to tender to 6 contractors

3 responses had been received. After discussion it was unanimously agreed to award the contract to Andy's Gardening Services subject to written confirmation that all elements in Parts 1 and 2 of the schedule are included in the quotation and can be carried out by the end of March, that the company can provide a current insurance certificate and that they have insurance which covers work on public land.

AP 47 Cllr Chilcott will contact Andy's Gardening Services.

A number of Derwent Close residents have offered contributions towards the work. It was agreed to discuss residents' contributions once the work is completed.

AP48 Interim Administrator to agenda for the next Environment & Leisure committee meeting.

It was proposed at the Extraordinary Meeting of the Environment & Leisure Committee held on 12th January that the Derwent Close green become a Highway Garden Site. The site is owned by SCC and managed by EBC.

AP 49 Cllr Chilcott will investigate the procedure followed previously when adopting HGSs and whether extra annual grant funding will be made available from EBC.

7. Clean Up Day

Cllr Chilcott has been approached by Hugh Gostling (1st Claygate Scouts) who has suggested 22nd April for the Clean Up Day. This was agreed. He also suggested that the Scouts should clear Claygate Common, as they have traditionally done. This was also agreed. Carol Manley suggested including Torrington Lodge car park also.

AP 50 Interim Administrator to make Clean Up instructions and Risk Assessment available at next meeting.

AP 51 Cllr Bamford to confirm the inclusion of Common Lane in the Clear Up.

AP52 Cllr Chilcott to arrange publicity to include Courier, website, Twitter and Claygate Network.

8. Local Green Spaces

It was noted that The Green, the Recreation Ground and both allotment sites in Claygate have been identified as Local Green Spaces in the EBC Draft Local Plan.

The Chairs of the Highways & Transportation and Planning Committees, together with Cllrs Sugden and Bamford, have met and Cllr Sugden will draft answers to the Elmbridge Local Draft Plan questionnaire. Cllr Chilcott was unable to attend this meeting, but submitted documents to it.

The questionnaire will be passed to the Planning Committee for discussion at their meeting on the 9th February prior to submission to EBC by 24th February.

9. Highway Garden Sites

- a) Woodstock Triangle: Recent lorry tracks across the bed. Shrubs looking straggly. Snowdrops and daffodils appearing. Carol Manley has a list of plants which may be suitable though whether they will survive large vehicles turning round is doubtful. She will contact Paul for more information. **AP 53**
- b) Large cobbles were placed around the edge to offer some protection to plants but maybe larger vehicles are using the road now.
- c) The Green: convolvulus cnorum is a star plant, evergreen, needs little attention and is now three times its size as when planted in 2008. Abused by public with footprints on bare soil, brick wall damaged/loose and detached bricks. Lavenders have been trimmed. Some plants need more specialist attention. Leaves under shrubs and on top of shrubs under oak tree need removal. **AP 54** Carol and Vanessa will meet with Paul and inspect the site and discuss specific plants. Nick, the Hare & Hounds manager, has offered to get his maintenance man to repair the brick wall.
£150 is already allocated for replacement plants for the area damaged by Thames Water. It was agreed to increase this amount to £250 for plants and soil.
AP 55 Carol and Vanessa to purchase plants and soil to refurbish this area, probably in March.
- d) Firs Verge: snowdrops appearing
- e) Glebelands: Leaves need raking out from tops of shrubs. Shredded bark mulch applied. **AP56** Cllr Chilcott to contact Paul
- f) Torrington Lodge car park: The fence panels need covering with climbers and planting required where mature tree was removed (future projects). The rubbish around the car park needs clearing and could be included in Clear Up Day.
- g) Hare Lane car park: More long lasting shrubs required.
- h) Coverts Road triangle: Vanessa has met with Selina Botham and it has been agreed that more plants are required. Suggested 6 viburnum, 26 geranium, 16 sedum and 8 bags of compost. It was **agreed** to make up to £300 available for this project.
AP 57 Vanessa to progress
- i) Winner bed: Geraniums required. It was **agreed** to make up to £50 available.
AP 58 Vanessa to progress
- j) Vanessa reported that plants for Coverts triangle £63.50, St. Leonards Road £43.89, Church Road £8.99 and the Parade bed £22.50 have been purchased.

10. Tesco Bags of Space Scheme

Deferred.

11 To discuss Telephone Boxes and Bus Shelters.

Cllr Chilcott reported BT have still not removed the telephone box at the junction of Foley Road/Coverts Road.

Cllr Chilcott reported that there are still panes of glass missing from the bus shelter.

AP59 Cllr Chilcott will remind EBC that this is still outstanding

12 To Discuss Litter, Graffiti and fly-tipping.

Cllr Pearce reported that 2 full bins of domestic rubbish have been left outside Woodbourne House (next to Champions) and not emptied. Cllr Chilcott has emailed EBC.

13. Courier/Website

Clean Up Day to be advertised in Courier and the website.

AP60 Interim Administrator to supply Cllr Chilcott with draft poster.

14. Matters for information only

Nothing to report.

15. Date of next meeting

Next Meeting: **Thursday 8.00pm on the 6th April 2017 in the Committee Room**

Meeting closed at 9.50pm

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

Appendix 1 - Vanessa Relleen's message of 1 February

I am forwarding my email of 1st December as it is still relevant.

I planted all the plants mentioned below except for the Carex which I am looking after until I have the energy to plant it.

The proposed new plants for the Coverts triangle will cost £300 and we need a few more geraniums for the Winner bed - say 10 at £5 = £50.

If the committee would approve this spend I hope to be able to source and plant them in March.

Carol and I went round most of the hgs yesterday and she will let you have suggestions for some of the other sites.

Vanessa

> Begin forwarded message:

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>

> I have paid for plants and bulbs for the following sites:

> Coverts triangle, geraniums - 63.50

> St Leonard's Road, bergenia & Helleborus - 43.89

> Church Road, Carex - 8.99

> Parade bed, tulips - 22.50

>

> I'm afraid I haven't be able to plant them for various reasons - this week the soil has been too cold.

>

> I met Selina at the triangle and agreed that we need a lot more plants to restore it to its former glory, approx:

> 6 viburnum @ £8

> 26 geranium @ £5

> 16 sedum @ £6

> and 8 bags of compost @ £3

>

> most of these won't be available until March, except possibly the viburnum

>

> Vanessa

>

>

Appendix 2 - Carol Manley's message of 1 Feb

HGS - as to be expected, all the sites look winter weary.

Woodstock Triangle - Recent Lorry tracks across bed. Shrubs scraggy. Snowdrops and daffodils appearing. I have made list of plants which might be suitable though whether they will survive large vehicles turning round is doubtful. Will talk to Paul to get more information. I saw Gareth's photo. In an effort to solve this, cobbles we're laid at the vulnerable ends of the bed, but perhaps larger vehicles are using the road now.

The Green - convolvulus cnorum is a star plant, evergreen, needs little attention and is now three times its size from when planted in 2008.

Abuse by public (dog and human footprints where soil is bare, brick wall damaged/loose and detached bricks.). Lavenders have been trimmed. Many plants need more specialist attention. Leaves under shrubs and on top of shrubs under the oak tree. Vanessa and I will meet with Paul and go round the site with him re specific plants.

Nick, the Hare manager whom we know went out and looked at the damaged bricks and also at the damage caused by Thames Water repairing a cracked pipe under The Pointy end of the Green (for which £150 has been allocated by the EL Committee for replacement plants etc.) He has offered to get his maintenance man to repair the brick wall.

We thanked him.

We have made a list of plants for the Thames Water damaged area and have had to revise the cost due to a lot of pure clay subsoil on the surface which will require removing and replacing. The plants will roughly cost 15 x £12 = £180 plus soil costs. The soil needs to dry out a little before this is done around March. We will probably need help with the execution of this, though we will do the buying and design and organisation of the planting.

Firs Verge - snowdrops appearing.

Glebelands - leaves from trees need raking out of tops of shrubs. Shredded bark mulch applied.

Torrington Lodge Car Park - future projects - fences need covering with climbers.

West facing panels - 3climbers

11 North facing panels- depending on variety of climbers chosen.

The rubbish around car park needs clearing. NB: CPC clean up day?

Entrance - future Project - planting required where mature tree was removed.

Hare Lane Car Park - future project. More long lasting shrubs required.

Glenavon Close, Fee Farm/Causeway, Red Lane - all good.

Carol.