

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 4th October 2018
in the Committee Room, Claygate Village Hall

Present: Councillors- Bill Chilcott (Chairman), Geoff Herbert, Bernadette Pearce, Anthony Marques and Julian Way
Parish Clerk – Shirley Round
In attendance – Debbie Machin

The Chairman opened the meeting by saying that in future, after an issue has been discussed, he will summarise what he believes has been decided. If no-one disputes this, this decision will be minuted. Otherwise, the decision will be formally proposed, seconded and voted on.

1. Apologies for Absence: None

2. 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. Member of Friends of the Earth.

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

Cllr Bernadette Pearce: Employed by Kingston College, Secretary Outreach Group, Church of the Holy Name, Esher.

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.

3. Minutes of the meeting on 2nd August 2018

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

4. Actioning of items from previous meetings

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

AP3 Cllr Herbert will attend the Gardening Society Meeting in September or October. He will endeavour to attend the October meeting. OUTSTANDING

AP5 Risk Assessments. It was agreed the Risk Assessments relating to the E & L committee were all right. DONE

AP7 Meadow Road Green OUTSTANDING

AP10 HGS Schedule. DONE

AP11 HGS agreements. Some items are missing. Clerk to contact EBC and SCC. **AP17**

AP12 HGS inspections. DONE

AP13 Hare Lane car park planting (see agenda item 9)

AP14 Additional quotations for hanging baskets. DONE

AP15 Treework in Meadow Road. DONE

AP16 Circulate Risk Assessments. REMOVED

5. Committee Membership

Debbie Machin said she was happy to attend meetings in an advisory capacity but did not wish her name to be placed on any list of co-opted members.

6. Highway Garden Site Maintenance Contract 2019

It was proposed by Cllr Julian Way, seconded by Cllr Geoff Herbert and unanimously agreed that the current contract should be renewed for another year and the monthly maintenance figure be increased from £560 to £575 with effect from 1st November 2018. Chairman will contact the contractor and arrange for another Councillor and the Clerk to be present to sign the contract. **AP18**

7. Future Projects 2018/19 for budget purposes and agree action.

The following projects are due for payment from the current budget:

Treeline Services (Meadow Road Green trees) £924.00 (£590 ex VAT)

Andy's Gardening Services (watering HGS 31/8) £144.00 (£120 ex VAT)

Hare Lane car park replanting approx £500

ATS Ltd removal of OPM nests approx £250

Treeline Services (Meadow Road Green trees remainder of work) approx £200 (ex VAT)

8. Report on Highway Garden Sites (HGSs)

Site Report from Cllr Chilcott:

a) Foley Road triangle: 1 x dead viburnum. BC will get in touch with the team leader and have the plant removed. **AP19**

b) Fee Farm Road/Causeway: 2 x dead shrubs. Clerk will contact Caroline Cartwright and Carol Manley and suggest the plants are removed and replaced. Clerk will arrange to reimburse costs. **AP20**

c) Woodstock Lane triangle: currently no oxeye daisy flowers, but there are plants that are probably oxeye daisy plants.

d) Meadow Road Green: the shrub clearance by neighbours will be carried out in due course. Treeline has completed the work on the ash and willow. However Oak Processional Moth was discovered on the 2 oaks which has delayed completion. The small white picket fence has been broken again. **AP21** Clerk will contact Barry Daborn.

e) The Green: CiB have reported a bush in a tub has died and they would like to replace it.

It was proposed by Cllr Julian Way, seconded by Cllr Bernadette Pearce and unanimously agreed £30 could be spent on a replacement. Clerk will contact Caroline Cartwright. **AP22**

9. To discuss and agree final planting arrangements in Hare Lane car park.

Cllr Chilcott expressed concern at the number of plants that had been suggested for the car park beds. He had calculated that once the plants had reached full maturity they would require more than twice the available space. He produced a reduced list. It was unanimously agreed to proceed with the reduced plan, and fill in any gaps later. Planting will be done by Cllr Pearce and volunteers. **AP23** Cllr Chilcott will contact Carol Manley and discuss ordering the plants from Spring Reach Nursery. In addition 5 x 70l bags of compost will be ordered at the same time. Delivery will coincide with the planting work. **AP 24**

Cllr Chilcott will also calculate the amount of Strulch required and this will be delivered after the planting is completed. **AP 25**

Cllr Chilcott will contact Caroline Cartwright and CiB to request assistance with the planting. **AP26**

It was agreed volunteers would plant the beds on **Saturday 27th October at 11am** and that volunteers will bring their own spades, trowels and forks.

Prior to 27th October Paul Quinnen will be asked to prepare the beds as best as possible by digging and weeding the planting areas, tidy up the large pyracantha and remove ivy from the magnolia. **AP27**

10. Discuss quotations for Hanging Baskets 2019

Provision and maintenance of baskets 2019/20

As requested at the last meeting the Clerk provided quotations for 30 hanging baskets and 7 troughs from 2 alternative suppliers:

Quote A: £4,350 (this quote would include all planting and maintenance)

Quote B: £4,116 (this quote is for baskets and plants only)

Quote C: £4,800 (watering only and applies to Quote B).

It was agreed Quote B and C together would be a prohibitive cost.

It was proposed by Cllr Julian Way, seconded by Cllr Bernadette Pearce and agreed by majority decision with one abstention that the Clerk should obtain a detailed quote from A. **AP28**

Post meeting note: The Clerk contacted EBC and confirmed the basket brackets could be used by an alternative supplier. She was, however, requested to ask the Parish Council to delay any firm decision about provision of hanging baskets until after EBC had quoted. It is their intention to supply baskets from a contractor in 2019/20 to the standards pre 2017/18. As only 2 quotes had been received to date the Chairman agreed.

11. Discuss and agree management of OPM infestation – Meadow Road Green

Whilst carrying out the work on Meadow Road Green, Treeline Services discovered an infestation of Oak Processionary Moth on the 2 oaks trees identified for remedial work. This work has been postponed pending a decision on treatment.

It was proposed by Cllr Bernadette Pearce, seconded by Cllr Julian Way and unanimously agreed the OPM should be treated initially by having the nests removed and subsequently spraying at a time advised by the Forestry Commission.

Two quotes had been received for removing nests:

Quote A: £120 per hour or part thereof + VAT = £144 (estimate 1 hour’s work)

Quote B: £880 + VAT

It was unanimously agreed to proceed with Quote A. The Clerk will arrange for the removal of the nests. **AP 29**

12. Reducing use of plastics

In order to promote and encourage residents to reduce their use of plastics it was agreed to invite a speaker from Friend of the Earth to the Village Meeting in May 2019 in the main hall. Cllr Chilcott will confirm this at the next Council meeting and contact Friends of the Earth. **AP30**

Post-meeting note: The Village Meeting will be on Thursday 23rd May.

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

- a) Waiting to hear if 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. Any graffiti has been quickly removed although there have been few reports.

14. Courier/Website

Cllr Chilcott has submitted an article which he will revise to include the decisions made at this meeting. Final copy date is 26th October. **AP31**

15. Matters for information only

It was agreed outstanding Action Points from 2016-17 and 2017-18 on BC’s Highway Garden Sites schedule will be written off as it was agreed they have probably been carried out or are irrelevant.

16. Date of next meeting

Next Meeting: Thursday 6th December 2018 at 8pm in the Committee Room

Meeting closed at 9.35pm

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