

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 3rd August 2017
in the Committee Room, Claygate Village Hall

Present: *Councillors-* Bill Chilcott (Chairman), Mark Sugden and Julian Way
 Parish Clerk – Shirley Round

1. Apologies for Absence: Carol Manley and Cllr Geoff Herbert

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.

Cllr Mark Sugden: : 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.

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 last meeting.

The minutes of the 22nd June 2017 were approved and signed by the Chairman following amendment to Agenda Item 12. Householder, James Bauer-Mein, in Brookfield Gardens lives at No 3.

4. Actioning of items from previous minutes

AP1 Carol Manley has agreed to remain a co-opted member. **DONE**

AP2 Additional Council members of E & L. Cllr Chilcott asked for one or two additional Councillors to join the committee but no offers had been forthcoming. **DONE**

AP3 Remit uploaded onto the website. **DONE**

8. 20 pm James Bauer-Mein (resident of 3 Brookfield Gardens) joined the meeting.

Cllr Chilcott requested a change in the order of the Agenda to discuss Agenda item 8.

This was unanimously agreed.

8. To discuss whether there is a policy for maintaining unadopted grass verges and agree action.

Mr. Bauer-Mein described to the meeting the original state of the grass verge opposite his house (which is probably highway land, but this is uncertain) and the considerable amount of work he had undertaken to improve the site. The site has been cleared, rubbish removed to the tip and manure dug into the ground in preparation for planting, all at his expense.

Cllr Chilcott confirmed there is no Parish Council policy for maintaining pieces of highway land, and suggested that the policy should be that residents are warned that they undertake work on these areas at their own risk. They are the responsibility of Surrey County Council, looked after by Elmbridge Borough Council. As the land had been neglected and become unkempt Mr. Bauer-Mein said he had been happy to undertake the work himself.

AP12 the Clerk was asked to contact SCCllr Bennison to clarify and advise as to who owns the land and how often it should be maintained.

Before leaving Mr. Bauer-Mein offered to become a volunteer and help on other sites as required.

AP13 The Clerk took his contact details and will pass these on to Carol and Vanessa.

8. 45pm Cllr Chilcott thanked Mr. Bauer-Mein for attending and he left the meeting.

4. Actioning of items from previous minutes (continued)

AP4 Dates on the Risk Assessments for HGS Inspections by Councillors/Co-opted Members, HGS/General Gardening Work – Maintenance by Volunteers and Clean Up Day were updated and uploaded on the website. **DONE**

AP5 Winter hanging baskets. Request sent to EBC for costing and passed by them to the contractor. **DONE**

AP6 Local traders welcomed the idea of winter baskets. **DONE**

AP7 Derwent Close. Contact Carol Walker. **DONE**

AP8 Agreements with EBC and SCC about HGSS. **DONE**

AP9 Mr. Bauer-Mein attending the meeting **DONE**

AP10 Ownership of land Stevens Lane/Lower Wood Road **DONE**

AP11 Raised at Parish Council meeting. See agenda item 10) **DONE**

5. Hanging Baskets

i) At the Parish Council meeting on 13th July 2017 (agenda item 54.6) it was agreed the Clerk should write to EBC Cllr Janet Turner, portfolio holder for Leisure & Culture, expressing CPC's regret that the baskets had been such a disappointment this year and that it reflected badly on both EBC and the Parish Council. It was suggested either the baskets should be replaced (although it was thought it was probably too late in the season for this) or removed completely. Her response was immediate, asking the officer to contact the contractor and have the baskets removed. She was very apologetic. A further response from the officer concerned indicated the contractor was asked to have the baskets removed in Claygate and along the route of the Cycle Ride (Ride London). These responses were forwarded to the Parish Councillors by the Clerk.

Cllr Chilcott was unhappy that the letter to Cllr Turner indicated the baskets should be removed. He felt this had not been the recommendation of the Parish Council and that replacement should have been emphasised.

It was noted that the baskets in The Parade seemed to be doing much better than baskets in the remainder of the village, however, no explanation was obvious.

AP14 Cllr Chilcott had circulated a detailed report on the current situation and the Clerk will forward this to Philip Robinson (Green Spaces EBC). The report indicates which baskets should be removed as soon as possible. Further amendments were made as follows:

- Hare Lane (outside no 155) Remove both baskets
- Church Road (entrance to Hare & Hounds Car Park) Remove both baskets
- Church Road (opp Holy Trinity Church) Remove both baskets
- Oaken Lane (outside no 1) Remove both baskets

AP15 The Clerk was also asked to inform EBC that the Council will not pay for the 'dead' baskets and should have a 20% discount on those remaining.

ii) Cllr Chilcott reported that the new hanging basket brackets supplied in Oaken Lane were twice the length of those in the rest of the village. This may account for the fact that these brackets were much more expensive. This will be dealt with at the next meeting. **AP16**

iii) It was agreed that Winter Baskets paid for by CPC would be an attractive addition to The Parade. It was felt that this may set a precedent for the future if the Parish Council should pay for them. It was also agreed that in any case, given the trouble we have had about summer baskets, winter baskets are not a good idea.

6. Highway Garden Sites

Cllr Chilcott suggested that the inspection of Glebelands be carried out by Cllrs Herbert and Way in future. This was agreed. **AP17** Clerk will inform Cllr Wilson.

Site Reports from Councillors

- a) Applegarth: No report.
- b) Fee Farm Road: Looks good.
- c) Torrington Lodge: Right-hand side looks good but left (by estate agent) is overgrown and needs attention.
- d) Coverts Road/Foley Road: No report but looks okay.
- e) Glebelands: Weed suppressant membrane is exposed but generally looks okay.

- f) The Green: See report.
- g) St. Leonard's Road: No report.
- h) Glenavon Close: Looks good – better than for a long time.
- i) Red Lane: Looks good. Area around the street sign would merit some improvement.
- j) Church Road: One of the bars on the low fence has become detached. **AP18** Clerk to contact Street Smart Team.
- k) Hare Lane Car Park: Looks good. Cllr Pearce regularly picks up litter.
- l) Brickbed at Parade: Looks all right but could be better. Verbena bonariensis needs staking.
- m) Firs Verge: No report.
- n) Woodstock Triangle: No report.
- o) Bed by Winning Horse: Looks well tended.
- p) Meadow Road Island: White picket fence is broken, probably as a result of work being carried out nearby. **AP19** Cllr Chilcott will contact Barry Daborn.

Site and Progress Reports.

Appendix 1& 2 – no updates

Appendix 3 – updated

The Green – Pointy End update

Following a meeting with Carol and Vanessa the Clerk has obtained quotes as follows:

- a) Preparation of the ground by Paul's Gardening Services £120
- b) Plants and bulbs £180
- c) Mulch. Carol is suggesting an organic mulch from Strulch & Co. It was agreed to purchase sufficient for this area only and consider mulching the rest of The Green and other HGS beds at a later date. **AP20** Clerk to check with Paul how much mulch is required.

It was agreed to allocate a maximum of £500 to this project. **AP21** Clerk with contact those concerned re start date.

7. To discuss Derwent Close Green and agree action.

Cllr Chilcott didn't think it's necessary for the Derwent Close Green to be made a Highway Garden Site. There has been no request for a flower bed and isn't a garden site as such. It is mown by EBC and residents have done a certain amount of clearing and maintenance. They are apparently keen to have Andy's Gardening Services do some further work and finance it themselves. **AP22** Cllr Chilcott will contact local residents and request that they inform EBC of their intention before proceeding. **AP23** Cllr Way will add this site to his inspection list.

9 To discuss the Surrey County Council consultation 'Shaping Surrey Community Recycling Centres 2017' and agree any action.

It was agreed individual residents should be encouraged to fill in the on-line survey. In addition **AP 24** Cllr Chilcott will write to SCCllr Bennison on behalf of Claygate Parish Council pointing out the potential effects on Claygate residents. These include the increased cost of using the CRCs, increased waiting times and longer journeys in vans etc. Councillors also felt that in line with Camberley and Farnham CRCs restricting the use of these facilities to Surrey residents only should be encouraged.

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

Cllr Way requested this item, which included a request from CRGT for a new bin on the Recreation Ground, be deferred to the next meeting as it was getting late. This was agreed.

11 Courier/Website

Nothing to report.

12 Matters for information only

Cllr Sugden reported that the 1st Claygate Scout Group were unhappy that the valuable contribution to Clean Up day had not been acknowledged by the E & L committee or Council at their previous meetings. Cllr Chilcott explained that his criticism was about the part for which the Council is directly responsible, and was no way intended as a criticism of the Scouts. **AP24** Cllr Chilcott offered to contact the Scouts and pass on the Parish Council's thank to the volunteers for their valuable efforts.

15. Date of next meeting

Next Meeting: Thursday 5th October 2017, at 8pm in the Committee Room

Cllr Chilcott said he is unable to attend on this date and requested an alternative be suggested.

Post meeting note: it was agreed the next meeting will be held on Tuesday 10th October, 8pm, in the Committee Room.

Meeting closed at 10.20pm

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

Appendices 1 & 2

No reports

**APPENDIX 3
HIGHWAY GARDEN SITE ACTION POINTS (updated 16/08/2017)**

The names of HGSs are more or less as in Paul Quinnen's contract. Date completed is the date of the meeting at which the specified action is recorded as done. If the action is to instruct PQ to do something, it is up to the HGS inspector to check that it has actually been done.

1. Applegarth

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	7	Conifer needs to be felled; discuss at next meeting what replacement is required	BC	Tree was felled; no replacement required	June 17
2017/18					

2. Causeway / Fee Farm Road

NO ACTION POINTS

3. Torrington Lodge CP

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	39	Contact PQ about removing brambles	BC		Feb 17
	No AP	New plants added following CiB sale	VR		June 17
2017/18					
Aug 17	No AP	Check that brambles haven't returned	BC		

4. Coverts Road / Foley Road

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	40	Contact VR about required work	BC/VR	see AP 57	Feb 17
Feb 17	57	Progress agreed planting	VR		
2017/18					

Feb 17: £300 agreed; also Feb 17: £63.50 spent

5. Glebelands

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Feb 17	56	Contact PQ re raking out leaves and applying mulch	BC	transferred to SR - see AP 68	Apr 17
Apr 17	68	Weed suppressant membrane exposed; ask PQ to put down extra mulch	SR	(June 17) done but more mulch required; quote for this mulch required	
2017/18					

6. The Green

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Oct 16	22	Ask PQ to advise VR/CM when he is working	ZK		Oct 16
Dec 16	32	Confirm what ZK did (AP 22)	SR		Feb 17
Dec 16	38	Repair to damage to drains left bare soil; ascertain who is responsible	MS	not known who is responsible	June 17
Feb 17	54	CM, VR and PQ will meet, inspect site and discuss specific plants	CM, VR	(June 17) SR will arrange meeting	
Feb 17	55	Purchase plants and soil	CM, VR	(June 17) CM has list of plants	
Apr 17	69	Contact Nick of Hare & Hounds re repairing wall	JB	(June 17) bricks replaced but not cemented in; BC will do	
Apr 17	70	Contact Sue Clark of Elm Farm re putting horse trough back in correct position	SR	not done; unnecessary	June 17
2017/18					

Feb 17: £250 agreed
 2017/18
 Aug 17: £500 agreed

7. St Leonards Road

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	41	More plants required on Elm Road side; proposal for planting	CM	(Feb 17) plants purchased; (June 17) CM says VR has planted them.	
2017/18					

Feb 17: £43.89 spent

8. Glenavon Close / Common Road

NO ACTION POINTS

9. Red Lane Opposite Old Claygate Lane

NO ACTION POINTS

10. Church Road

Date	AP number	Action	Responsible	Comment	Date completed
2017/18					
Aug 17	18	One of the bars on the low fence has become detached; contact Street Smart Team	SR		

Feb 17: £8.99 spent

11. Hare Lane CP

NO ACTION POINTS

12. Firs Verge

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	8	EBC mowing and ignoring our protests; chase EBC	BC	EBC was chased, not recorded in minutes	?
Dec 16	27	Clarify	BC	It was decided to remain with the original instructions and cut grass in spring, early July and October	Feb 17
2017/18					

13. Parade

NO ACTION POINTS

June 16: £100 agreed

Feb 17: £22.50 spent

14. Woodstock Triangle

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	9	Consider proposal at next meeting	VR?/CM?	(Aug 17) decided to leave at present	
Dec 16	28	Suggest suitable plants	CM	(Feb 17) CM has list of plants but has not provided it; will contact PQ; (Aug 17) decided to leave at present	
Dec 16	42	New planting required	CM	see AP 28	
Feb 17	53	New planting required	CM	see AP 28	
2017/18					

15. Winner

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Feb 17	58	Progress agreed planting	VR	(June 17) has been weeded but nothing said about planting; being tended by local residents	
2017/18					

Feb 17: £50 agreed

16. Meadow Road Island

Date	AP number	Action	Responsible	Comment	Date completed
2017/18					
Aug 17	19	White picket fence is broken; contact Barry Daborn	BC		