

Draft Minutes of the Environment and Leisure Committee Meeting
Held at 8.00pm on Thursday 13th October 2016 in the Small Committee
Room at Claygate Village Hall

Present: Councillors: Bill Chilcott (Chairman), John Bamford, Geoff Herbert

In Attendance: Zak Keshavjee (Parish Clerk)

Co-opted Members: Vanessa Relleen, Carol Manley

Members of Public: None

1. Apologies for Absence

Gavin Wilson

2. Declarations of Interest in Items on the Agenda.

Cllr John Bamford 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 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 Geoff Herbert Co-ordinator of Neighbourhood Watch.

Carol Manley Member of Claygate in Bloom.

Vanessa Relleen Trustee of CVA, Trustee of CRGT, Secretary of Claygate Tennis club, member of Claygate in Bloom.

3. To Confirm the Minutes of the Last Meeting

Minutes of 18th August 2016 were signed and approved by the Chairman.

4. Report on the Actioning of Items from Previous Minutes

AP 1 Clerk, Cllr Bill Chilcott and Vanessa should write to EBC complaining about action taken at Firs Verge and cost of replacing plants. A large amount of grass cuttings left on Foley Road Triangle can also be mentioned in the letter. Letter sent but Firs Verge has been mown again. **AP 16 New** Cllr Chilcott to contact EBC and Paul's Gardening Services and clarify.

AP7 Applegarth- a conifer needs to be felled. Cllr Chilcott will investigate. SCC have agreed to do it but yet to happen.

AP 8 See AP 1.

AP9 Woodstock Triangle: consider proposal at next E&L Committee Meeting. **Not done.**

AP 10 Risk Assessments should be posted onto the website -Cllr Wilson to propose to Council however, Cllr Chilcott has done so. Risk Assessment date should be accompanied with review or amended date. The tree planting RA apply to only to the H&T Committee. Keep old RAs.

AP 11 Parish Clerk to circulate to Cllr Chilcott assessments with dates of assessment for gardening work: June 2014, HGS sites inspections June 2013, Tree Planting June 2013, Clean up Day June 2013. Reviews should be updated with date of review. **Done**

AP 12 Cllr Mark Sugden to review insurance policy. We should know the names and address of volunteers and contact details and they should wear high visibility clothes. List of registered volunteers required. Need to know who is under insurance of Claygate in Bloom. **AP 17 New** Vanessa to provide names of volunteers used by Claygate in Bloom and who should be aware of CPC risk assessments.

AP13 BT to remove non functioning phone box at Foley Road Triangle. Cllr Chilcott to chase BT. See later in agenda.

AP 14 Clerk to chase EBC on cost per basket and shortfall in baskets. Waiting in response from EBC.

AP 15 Clerk to contact EBC over missing bin at the Green. **Done.** No longer missing. Bin at Foley Road Triangle to have more frequent emptying. **Done.** More frequent emptying seems to be happening.

5. To Discuss Insurance and Agree Action.

Covered under AP12 above.

6. To Discuss the Highway Garden Sites and Agree Action; including-

a. Inspection and Reporting Arrangements

AP 18 New Add Meadow Road (a Village Green) to the inspection list. **AP 19 New** Write to Barry Daybourne who was involved in maintaining in the past.

Claygate in Bloom – 40 to 50 volunteers who tend to live near sites with 15 to 20 people working on HGS sites. Maintenance at Woodstock Triangle should be mainly by Paul Quinnen with possible occasional planting by volunteers. **AP 20 New** Vanessa to provide a list of volunteers. Nancy Hornby quits as co-ordinator of maintenance on Foley Road Triangle and she has suggested Ros Hall as her replacement.

b. Recent Inspection

A Checklist for Cllrs when inspecting. **AP 21 New** Cllr Chilcott to provide.

HGS Sites:

The Green – Ask Paul Quinnen to advise Vanessa/Carol when he is working so that they can advise on gardening. **AP22 New** Clerk to inform Paul. **Done.**

Red Lane – some weeds due to a lot of rain in June and this will cause plants to grow quickly.

Applegarth- The site looks quite good. Pruning of penstemon early in the New Year. Drainage can be a problem but tree is the only issue where a conifer needs to be felled.

Glenavon Close – Looking better helped by good weather.

Fee Farm Road – Going well particularly with planting.

Coverts Road/ Foley Road Triangle–5 plants in two beds with two plants failing which requires ordering new plants to uphold original design. If seeds can be sourced can buy it now otherwise will look bare. Up to £100 required and agreed by Committee otherwise if seeds are not available then will plant April/May.

Bed by Winning Horse – Vanessa Relleen will aim to do some weeding.

Glebelands – Shrubs are growing well. Weeds and big brambles need clearing and some planting required once brambles cleared. Plant shrubs next spring.

Torrington Lodge – Limited scope to do anything though some brambles should be cleared. **AP 23 New** Clerk to write to EBC to say happy to see a large tree cleared at 118 Hare Lane with damaged roots.

St Leonards Road – Poor pruning. Some plants doing well but may need to add new plants, £50 agreed by Committee.

Church Road – Add Evergreen plants soon at a cost of £20 agreed by Committee.

Red Lane-is fine. Edges of grass cut rather than strimmed. Advise Paul Quinnen.

Hare Lane Car Park – Limited scope though have added some plants

Firs Verge- Vanessa Relleen/Carol Manley want to be with Paul Quinnen when he is cutting branches, to ensure that he does it correctly.

Bed by the Parade- Looking fine and will buy some tulips £25 cost agreed.

Woodstock Triangle - ground cover needed while any planting is better in autumn because of lack of watering. Some weeds should be cleared.

7. To Review the Cleanup Day Risk Assessment

Needs a header. Under 5, amend to scouts or guides. Otherwise no other changes amended Oct 2016.

8. To Discuss Telephone Boxes and Agree Action.

Notice on box outside Village Hall that BT intend to remove it; objections to be sent to EBC planning. Bill Chilcott received an e-mail from BT saying that there is a similar notice in the Coverts Road phone box, but there is not. Foley Rd box is already due for removal. **AP New 24** Clerk/Cllr Herbert to contact Planning to object removal of boxes outside Village Hall and at Coverts Road. **Done.**

Bus shelter outside Village Hall has broken glass. **AP 25 New Clerk** to contact EBC for repair. **Done**

9. to Discuss Litter, Litter bins, Graffiti and Fly-Tipping and Agree Action

For The Green bin see above.

10. To Discuss the Status of the Greens and Submission to EBC Open Space Review and Agree Action.

Submit information on Village Green. Note that the criteria for an open space are different from a village green. **NEW AP 26** Cllr Chilcott to tailor what documentation we have to be in line with existing criteria of open space. Cllr Herbert to do a similar exercise on the Roundway.

11. To Discuss the Tesco Bags of Space Grant Scheme and Agree Action.

The derelict land at Loseberry Road was suggested as a project, but it is likely to have a house built on it. Deferred to next meeting.

12. To Discuss Material for Inclusion in the Courier and on the Website.

Cllr Bamford is prepared to write an article but deadlines may extend into 2017.

13. Matters for Information Purposes Only.

None.

14. To Confirm the Date of the Next Meeting – 1st December 2016

Vanessa Relleen and Carol Manley leave 10.04pm. Meeting closed at 10.47 pm.

Signed.....

Dated.....