

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



ENVIRONMENT COMMITTEE
Minutes of the meeting at
8.00 p.m. on 14 June 2012
in the Village Hall Committee Room

Present: *Councillors* – Sarah Whittaker (*Chairman*), Geoff Herbert, Anthony Sheppard, Shirley Round (ex-officio & substitute),
Co-opted Members- Vanessa Relleen, Rukshana Master.
Parish Clerk - Freda Collins

Anthony Sheppard and Shirley Round were not present at the start of the meeting. As the past Acting- Chair, Sarah Whittaker opened the meeting.

1. To elect a Chairman

Geoff Herbert proposed Sarah Whittaker.

There being no other nominations, Sarah Whittaker was duly elected Chairman.

2. Apologies for Absence

Cllr Kate Hallett who was on holiday

Shirley Round & Anthony Sheppard previously sent apologies as they would be late arriving at the meeting.

These were accepted.

3. Declarations of Interests

Vanessa Relleen declared that she is a Trustee of the CRGT, is on the Committee of Claygate in Bloom and the CVA.

Rukshana Master declared that she is on the Committee of Claygate in Bloom and the CVA.

Cllr Herbert declared that he is also a Borough Councillor.

4. To elect a Vice Chairman

Deferred

Shirley Round arrived at the meeting.

5. Constitution of the Committee

Vanessa Relleen and Rukshana Master agreed to continue as co-opted members.

It was agreed to contact Carol Manley to see if she will continue as a co-opted member.

(Post meeting note: Carol has agreed to continue as a co-opted member)

Anthony Sheppard arrived at the meeting.

6. Remit of the Committee

Cllr Huddart proposed at the Planning Committee that CPC should look to protect all green spaces in the village. This was deemed to be a matter for the Environment Committee.

It was proposed that the following be added to the remit:-

To ensure that all other existing open spaces and greens within the village are protected.

This was **agreed**.

It was agreed to change the order of the agenda to take Item 4. **To elect a Vice Chairman**

Sarah Whittaker proposed Anthony Sheppard.

There being no other nominations, Anthony Sheppard was duly elected Vice Chairman.

7. Review of Risk Assessments

There are two Risk Assessments which relate to this Committee:-

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i. General gardening/Green Team

It was noted that the Green Team do not sign in. They generally work when convenient to themselves, so we do not know when people are doing work on behalf of the Parish Council. We do have a list of Green Team members. Some members of the Green Team are also members of CIB, so there is inevitably a great deal of cross-over. It was agreed to update the list of Green Team members in early spring on an annual basis.

ii. Clean Up Days

People do sign in for this activity. Where the Scouts or Guides are involved, the Leaders are responsible for their groups.

Both Risk Assessments were agreed

Items 8 & 9

Already dealt with

10. Minutes of last meeting

The minutes of the last meeting on 12 April 2012 were confirmed and signed by the Chairman.

11. Actioning of items from previous minutes

AP34- planting suggestion for the brick bed. Done

AP36- Jubilee tree. There is no report from Cllr Hallett-outstanding.

AP39- path on Firs verge Cllr Whittaker still to speak to Cllr Huddart.

AP40- watering Coverts Road/Foley Road. Cllr Whittaker spoke to a local resident who is willing to help with watering. Due to the recent weather conditions, however, this is not needed at the moment.

AP41- Woodstock triangle The Clerk arranged for this bed to be tidied by Paul Quinnen.

AP42- Plantlock. This has been purchased and is with Steve and Linda Wells who will arrange for it to be positioned and planted.

AP43 & 44- Clean Up day. Done

12. Highway Garden Sites

Site reviews

It was noted that due to the recent prolonged period of wet weather many of the HGS sites have not been mown.

The Green

(VR, CM, GH)

The beds look good considering the very dry hot weather earlier in the year. The grass does not look good as there are lots of weeds that need treating and there are still holes present from Christmas tree fixings. Vanessa is trying to get Andy to complete this work.

The pointy end looks quite lush and the clematis looks wonderful but needs higher fixings so it can climb up the pub sign.

Carol and Vanessa bought and planted a narrow cherry tree on the Hare & Hounds side.

It was noted that the new fencing around the boundary of the Hare & Hounds now prevents patrons walking across the beds to get to the restaurants on the other side of the road.

Francis Boff has offered to repaint the planter. He also offered to repair damage to the little fence which Vanessa and Cllr Hayes had put up earlier in the year. It was agreed that this little fence is now no longer necessary and that it should be removed.

AP1 The Clerk to contact Francis Boff.

St Leonards Road

(AS, KHa)

The low wall next to the Elm Road sign is cracked. Cllr Herbert confirmed that this is part of the Youth Club wall belonging to Surrey. He will speak to Cllr Bennison about it.

AP2 Cllr Herbert to speak to Cllr Bennison

More low planting is needed east of the seat and tree. Otherwise the bed is looking good.

Vanessa and Carol have purchased more hellebores, but these have yet to go in.

The Firs verge

(VR, KHa, NH)

Vanessa watered the new planting during the dry spell, but they are now OK.

SCC still has not repaired the crumbling path edge. Cllr Whittaker will speak to Ken Huddart about this.

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This is an outstanding action point.

The grass is very long, but it is due for one of the two annual cuts. It was agreed that it should be done at the beginning of July in time for the CIB judging and the Flower Show. Before it is cut, Vanessa will mark the small shrubs so that they do not get mown. Cllr Whittaker will contact Luke Burley about various HGS matters and remind him about cutting this bed.

AP3 Cllr Whittaker to speak to Luke Burley

Hare Lane car park

(AS, RM)

The east side (Champions) needs weeding.

On the north side (front) there is a concrete area behind picket fence that is starting to show weeds. It was agreed not to use weed killer here, as there are roses just the other side of the picket fence. It was agreed that the weeds could be burnt with a garden weed wand. The grass in front of the fence is the responsibility of EBC, but CIB have taken over looking after it.

The south side (the former Claygate Club).

On the west side there is a blue pipe is exposed along most of the bed and a telephone cable at the SW corner. The blue pipe is apparently a temporary water supply connection for the Club building as the original lead pipe has developed a serious leak. Cllr Sheppard spoke to a resident who has planning permission for a house in his back garden. He has made a very narrow pedestrian access at the side of his house; car parking will be by a season ticket for the Car Park. He will need access from the Car Park near the SW corner between the club and the oak tree while constructing his new house. Cllr Sheppard told him he would have to apply to CPC as well as Elmbridge BC. It should be drawn to the attention of EBC that the tree should be protected during construction. He would have to bury the pipe and cable properly as well.

Torrington Lodge car park

(AS, RM)

The north side needs weeding. The NW end needs soil improvement and planting and the 2 trees planted by EBC in the NE end are flourishing.

There is a gap in the planting a little way S of the ticket machine. The SE corner needs weeding and planting. The Car Park Approach is looking lovely. It was noted that a resident has asked if the root in this bed could be removed and replaced with a shrub. She will pay half of the cost of £50 to have the root removed. It was agreed that this was a very generous offer. The Clerk will thank her and inform her that the Committee will agree to pay the other half of the cost of the root removal.

AP4 The Clerk to action

Applegarth

(CM, VR)

A resident has complained that the grass has not been cut. There is no mention of grass in the contract. The Chairman will inspect the site.

AP5 Cllr Whittaker to action

Red Lane

(KHa, RM)

It is believed that a Green Team member looks after this site.

Glenavon Close

(SW, GH)

No report

Church Road

(SW, GH)

The grass needs cutting, but otherwise OK.

Fee Farm Road/ The Causeway

(CM, KHa)

This bed is looking presentable. The team have still to buy plants

Coverts/Foley Roads triangle

(CM, VR)

Since the wet weather the bed looks OK.

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Glebelands

(SW, GH)

Looks fine after pruning.

Brick bed at The Parade

(VR & CM)

We have asked SCC not to repair the bed until after the judging of CIB, so Carol and Vanessa have put back the soil and planting which they had removed when they thought the repair to the wall would be done. New plants were also purchased and included. Rukshana has been watering this.

Mike Bennison has been working to get the bed redesigned. He arranged a site meeting with Linda Wells, Vanessa and Cllr Hallett. They agreed that the best course of action would be to leave the bed where it is, but to make it narrower, so that it is not so near to the road (and hence prone to being hit by vehicles), by moving the wall away from the kerb. They also agreed that the seat should be taken out, so making the bed rectangular. Seats would then be positioned at either end; one facing down The Parade and one facing across Hare Lane.

Since then, Cllr Bennison has come up with various other ideas such as a circular bed with a seat all the way round or total removal of the bed. Cllr Huddart, on behalf of H&T, has put forward his comments:-

- This is an item of street furniture, and up to Surrey C.C. to design, install and maintain.
- Mike Bennison has put in several personal issues of design and positioning, and is now offering the funding, so he calls the shots.
- Surrey C.C. may want to see a more robust design, and Mike's suggestion probably covers this, as being further from the road and less likely to be struck.

It was agreed that the design agreed at the site visit was the preferred one and that Cllr Bennison should be notified.

AP6 The Clerk to action

Burleys Work

It was noted that there have been several recent complaints about the quality of the work carried out by Burleys. Some of the complaints relate to lack of grass cutting. This is excusable due to the recent exceptionally wet weather. But, there have been other complaints, such as the number of weeds in the grass. Cllr Whittaker will speak to Luke Burley and mention the weeding and the grass cutting; particularly the Firs verge. She will also ask that the monthly check lists be sent to her.

(AP3 Cllr Whittaker to speak to Luke Burley)

Re-tendering of the HGS contract

The contract will need to be put out to tender this year. It was agreed that the contract and schedule of work needs to be examined and revised if needed. A group of Cllrs Whittaker, Sheppard and Round will meet in July to do this. Invitations to tender will be issued at the end of August. This will give sufficient time for replies, consideration of the tenders and drawing up of the contract. It was agreed to advertise the re-tendering in the Courier.

13. Other Flower Beds

13.1 Woodstock triangle

The bed has been tidied, but is no longer being maintained. It was agreed that this will be added to the HGC contracts as it is too a dangerous a position for a volunteer to maintain it.

13.2 CIB has sown wild flowers in the verge on the far side of the entrance to the Wyevale site.

13.3 EBC intends to make flower beds at the bottom of the picket fence entrances to areas in the Borough. Not all entrances will have beds, so it is not known if Claygate will get any.

14. Meadow Road Island

The trees are growing well.

15. Village in Bloom Competition 2012

15.1 The new larger oak tubs have been positioned and planted. The old tubs have all been re-used elsewhere. 2 have been given to residents of Aston Road who want to position them at the entrance to the tunnel. 4 have gone to the new Club house and the rest have gone to the Guide Hut.

15.2 The station is on the route and work will be done on the beds.

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15.3 The proposed draft route: Start Hare and Hounds PH walk across into top end ST Leonards across into Elm Rd to exit of Day Centre in Woodward Close, walk around perimeter path to dry garden, back along Elm to The Green, then along to the War Memorial, along Church Rd into Recreation Ground. Across RG to corner gate and out into Foley and look at Coverts/Foley triangle. Then drive along part of Coverts into Foxwarren to the Guides hut, from there drive back turning into Vale Rd, Beaconsfield, Claremont, down Albany to the RLWY Station. Walk along the parade, cross over and pick up the car again in the Torrington Lodge car park, drive up to Dalmore Rd, and walk along Dalmore into the Rec to the Pavilion for presentation and lunch.

15.4 The Clerk has received an email from Linda Wells who is concerned about the lack of mowing on certain verges. The Clerk will reply telling Linda which beds are the responsibility of CPC and that the matter is in hand.

AP7 The Clerk to action

16. Courier/Website

Cllr Whittaker will provide the article for the next Courier and will include:-

- i. The re-tendering of the HGS contract.
- ii. The local residents who will be planting the oak tubs by the tunnel in Aston Road.

17. Matters for information only

17.1 The stump of a cherry tree in the slip road island needs grinding out. SCC is now committed to grinding out all stumps and has a list of stumps waiting to be removed. Cllr Herbert will see if he can get a copy of this list. It was agreed to tell Vanessa about all outstanding stumps in the village, so that she can let Cllr Bension know.

AP8 Vanessa Relleen to action.

17.2 Claygate no longer has a hosepipe ban.

18. Date of next meeting

Next Meeting: **Thursday 8.00pm on the 2 August 2012 in the Village Hall Committee Room**
Apologies: Cllrs Whittaker and Sheppard as they will be on holiday. Cllr Round agreed to attend as substitute.

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