

**ENVIRONMENT COMMITTEE**  
**Minutes of the meeting at**  
**8.00 p.m. on Thursday 6 June 2013**  
**in the CPC Registered Office**

**Present:**        *Councillors* – Anthony Sheppard (*Chairman*), Geoff Herbert, Mark Sugden  
                  *Co-opted Members*- Vanessa Relleen, Carol Manley, Bill Chilcott  
                  *Parish Clerk* - Freda Collins

As the past Chairman, Anthony Sheppard opened the meeting and asked for nominations for Chair.

**1. To elect a Chairman**

Mark Sugden proposed Anthony Sheppard.

Seconded by Geoff Herbert.

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

**2. Apologies for Absence**

Kate Hallett who had a business appointment.

Rukshana Master

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.

**Cllr Herbert** declared that he is also a Borough Councillor.

**Cllr Sugden** declared that he is a Trustee of the CRGT.

**Carol Manley** declared that she is on the Committee of the CVA.

**4. To elect a Vice Chairman**

Anthony Sheppard proposed Mark Sugden

Seconded by Geoff Herbert.

There being no other nominations, Mark Sugden was duly elected Vice Chairman.

**5. Constitution of the Committee**

Vanessa Relleen, Carol Manley, Bill Chilcott and Rukshana Master agreed to continue as co-opted members.

An expression of interest in joining the Committee as a co-opted member has been received from Helen Maguire. She is unable to attend this or the next meeting.

**6. Remit of the Committee**

The remit was circulated prior to the meeting. It was agreed that no changes were required.

**7. Review of Risk Assessments**

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

i. General Gardening/Green Team

It was agreed that most Claygate gardening volunteers now work under CIB. The only members of the Green Team are the members of this Committee and Sam and Katrina Collins. All are aware of the Risk Assessment. The RA will be updated and circulated.

ii. Clean Up Days

It was agreed to add 'and the medical emergency numbers for out-of-hours emergency cover'. The RA will be updated and circulated.

iii. HGS Site Inspections

The RA was drawn to the attention of all Committee members.

## 8. Minutes of last meeting

The minutes of the 11 April 2013 were agreed and signed by the Chairman.

## 9. Actioning of items from previous minutes

All action points have been carried out or are agenda items.

## 10. Litter, Graffiti & Fly-tipping

10.1 A complaint was received that there was a great deal of litter on the new sports facility in Oaken Lane (former Wyevale site). The Clerk contacted Surbiton High School and asked them to remove it. It was noted that some of the rubbish lies between two fences. Bill looked at the site today and believes that all the rubbish has been removed.

10.2 Cllr Sugden ran the Clean Up day which went very well. The Scouts and Cubs did an excellent job; collecting about 30-40 bags of rubbish. There were about 8/9 other volunteers. EBC also did an excellent job of collecting from three different locations. Cllr Sugden was thanked for his work.

He did not send volunteers to clear up Woodstock Lane South as this location was considered too dangerous for volunteers.

10.3 An appeal was made in the last Courier and at the village meeting for volunteers to form a litter picking team. But there has been no response. Many residents do collect litter in their own roads, but may not be interested in joining a team. Bill still collects litter and would like a CPC tabard to wear. Carol and Vanessa also asked for a CPC tabard. It was agreed to contact Cllr Round who holds keys to the village store to ask her to get out 4 tabards.

### **AP1 The Clerk to action**

10.4 Woodstock Lane South continues to be a litter and fly-tipping problem, but an arrest of a fly-tipper was recently made. It is known to be one of the worst areas for fly-tipping in the Borough, so EBC are now targeting this area and progress is being made. It is always one of the topics raised at the Police Partnership meetings.

10.5 One of the Claygate entrance signs was recently defaced with graffiti. Cllr Round reported it to EBC and it has been cleaned off. Excellent service from EBC.

## 11. Highway Garden Sites

### **a. Inspection Arrangements**

It was agreed that all unsatisfactory matters should be brought to the attention of the contractors Green Gardens by the Clerk and Cllr Sheppard.

### **AP2 The Clerk & Cllr Sheppard to action**

#### Applegarth

(CM, VR)

This bed is disappointing. The grass has been mowed and some new plants have been put in (probably by local residents). The shrubs look OK. The penstemmons should have been pruned; but it is now too late and the spirea needs taking out as it will spread.

#### Fee Farm Road/ The Causeway

(CM, KHa)

The grass has not been cut and the edges have not been trimmed.  
The residents will prune the shrubs this weekend.

#### Torrington Lodge car park

(AS, RM)

The beds at the entrance to the car park are looking wonderful.  
The north side bed needs weeding.

#### Coverts/Foley Roads triangle

(CM, VR)

The grass has not been cut and the edges have not been trimmed.

The vibernums are now growing. There are some bare patches where plants have died. It was agreed that Vanessa and Carol will replant with some of the plants taken out of the tubs and Bill will water. Vanessa, Carol and Bill will arrange a site visit.

### Glebelands

(GH, MS)

A resident telephoned to complaint that a large pile of chippings had been dumped on the shrubs at the far side of the bed and had not been spread. Weeds, including convolvulus, are now growing through the chippings. When Cllr Sugden inspected the bed last time, he did not see the unspread chippings, but it is obvious that they have been there for some months.

Not only should they have been spread correctly in April, but the contractors should have seen the chippings and weeds at subsequent visits. This needs rectifying; especially the convolvulus as this will spread.

### The Green

(VR, CM, GH)

The grass has not been cut and the edges have not been trimmed.

It also needs weeding.

### St Leonards Road

(AS, KHa)

This needs weeding.

The bed also needs more mulch in front of the arris rail. It was agreed that the contractor could use the unspread pile of chippings from Glebelands on this bed.

### Glenavon Close

(MS, GH)

Work is in progress at this bed. It has been some months since Gerald Abrahams was contracted to renovate this bed. Cllr Sheppard will speak to him to ascertain why it is taking so long.

**AP3 Cllr Sheppard to action**

### Red Lane

(KHa, RM)

Work is in progress at this bed. It has been some months since Gerald Abrahams was contracted to renovate this bed. Cllr Sheppard will speak to him to ascertain why it is taking so long.

### Church Road

(GH)

A bag has been dumped on this site. Cllr Sheppard will ask Green Gardens to deal with this.

**AP4 Cllr Sheppard to action**

### Hare Lane car park

(AS, RM)

This needs weeding and the bluebells need deadheading.

Three of the pyracanthas have gone- it is not known if they have been removed or have died.

### The Firs verge

(VR, KHa, GH)

Vanessa has done some weeding around the shrubs which were planted 18 months ago. Some are doing well, some not. She would like to contractor to tell her when he intends to mow so that she can mark where the shrubs are so they are not accidentally damaged.

There are more wild flower varieties than previously.

### Brick bed at The Parade

(VR & CM)

Vanessa has weeded the bed. More plants are needed. Carol has bought some tobacco plants, and she and Vanessa will put them in this weekend.

**AP5 Vanessa & Carol to action**

The bed will need watering at least once a week. Cllr Herbert has to talk to some shop owners this week so will ask if any of them will help to water the bed.

**AP6 Cllr Herbert to action**

### Woodstock Triangle

(KHa)

The grass has been mowed, but it could do with being tidied.

#### **b. The Fence on The Green**

The fence was previously damaged, but has now been almost demolished (cause unknown). A quote has been received from Green Gardens to repair it and it will be £380 ex. VAT. It was agreed that another quote is needed; Cllr Sheppard will request a quote from Mr Tickner, the carpenter who renovated the notice boards.

#### **AP7 Cllr Sheppard to action**

The large sign for the Hare & Hounds also fell down. It is known that this will not be replaced. A lot of rubble and the remains of the post are still in the bed. It was agreed to ask the manager of the Hare & Hounds if he will arrange for removal of the rubble and post. Also it was agreed to ask if the pub would replace the sign with an obelisk for the clematis to climb up.

#### **AP8 Cllr Sheppard to action**

#### **c. Suggested Projects**

The Hanging Baskets have been put up, but some are in the wrong place and some are missing. Vanessa has tried to contact Matt Almond of EBC but without success. She will try to call him again. Cllr Herbert will also try to speak to him.

#### **AP9 Cllr Herbert & Vanessa to action**

Cllr Mary Marshall has contacted Vanessa about hanging baskets as Cllr Marshall would like some hanging baskets in Coverts Road.

### **12. Meadow Road Island**

12.1 The forsythia needs pruning. We have a quote from Green Gardens for £60 plus VAT. It was agreed to accept this. The Clerk to contact Green Gardens

#### **AP10 The Clerk to action**

12.2 Another tree is needed at the south end. Cllr Sheppard will speak to Cllr Huddart to see if the cost of the tree can be met out of the H&T budget.

#### **AP11 Cllr Sheppard to action**

12.3 There is a problem with the south end being over-run by vehicles which are damaging the grass. Various solutions were put forward at the last meeting. The Clerk and Cllr Hallett researched the various options for safety, effectiveness etc. It would seem that the most acceptable option is for white-painted wooden posts secured into the ground. Vanessa has 5 x 3' sections of fencing which was previously used on The Green stored at her house. Some of the fencing is slightly damaged and would need mending and painting white. It was agreed to meet Barry Daborn on site and offer him this fencing. Perhaps some of the Meadow Road residents could mend, paint and install the fencing.

#### **AP12 Cllr Sheppard & Vanessa to action**

It was noted that Torrington Road and Meadow Road will be resurfaced in the near future, but the precise date is not known. Notices about the resurfacing have been posted, so the date may be on these. It was agreed not to install the fencing until after the resurfacing.

### **13. Claygate Volunteer Groups**

#### **a. Green Team**

Vanessa has been working on various HGS recently.

The horsetrough has been planted for summer.

#### **b. Claygate in Bloom**

The plant sale raised over £300.

The tubs have been planted.

It was noted that the new cycle racks at the station are very useful but are not attractive. It may be possible to improve their appearance with some planting/tubs. Cllr Huddart has contacted SW Trains about moving the bollards near the new racks, so nothing will be done until we hear if this work will go ahead.

This Committee would like to thank CIB for all their work.

### **14. Courier/Website**

A meeting of the Strategy Working Party was held on 5 June 2013 and would like to compile a wish list of projects, large or small, that residents would like for Claygate. An article to this effect will be put in the next Courier.

### **15. Matters for information only**

15.1 Three weeks ago a team from the Environment Agency inspected the course of the Rythe.

15.2 The Garden Trail is on the 16<sup>th</sup> June 2013.

**16. Date of next meeting**

Next Meeting: **Thursday 8.00pm on the 15 Aug 2013 in the Committee Room**

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