

ENVIRONMENT & LEISURE COMMITTEE

Minutes of the meeting at
8.00 p.m. on Thursday 7th December 2017
in the Committee Room, Claygate Village Hall

Present: Councillors- Bill Chilcott (Chairman), Geoff Herbert and Julian Way
Parish Clerk – Shirley Round

1. **Apologies for Absence:** Carol Manley.

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

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 10th October 2017 were approved and signed by the Chairman.

4. **Actioning of items from previous minutes**

AP12 Clerk to contact Cllr Bennison for advice as to who owns the verge in Brookfield Gardens. Emailed again. OUTSTANDING

AP26 HGS Contract signed. DONE

AP27 Coverts Road/Foley Road triangle. Emailed Vanessa. No response. OUTSTANDING

AP28 Contacted Paul re Glebelands HGS. DONE

AP29 & AP30 Shrub cut back to improve site line exiting Dalmore Avenue & shrubs along the footpath pruned. DONE

AP31 and AP32 See agenda item 6 Future Projects. REMOVE

AP33 Meadow Road Island – fence. OUTSTANDING

AP34 Mulch for the Green has been spread by volunteers. DONE

AP35 Final figures for Pointy End. See agenda item 8 DONE

AP36 Future projects. Clerk has emailed Carol Manley DONE

AP37 War Memorial inspected and tidied up by EBC prior to Remembrance Sunday. DONE

AP38 Litter bin emptying – new bins – Cllr Herbert OUTSTANDING

AP39 Draft remit. See agenda item 11. DONE

AP40 Brookfield Gardens – future plans – Cllr Herbert OUTSTANDING

AP41 2-page spread for December Courier delayed. Article submitted. DONE

AP42 Revised dates for E & L meetings in 2018 circulated. DONE

5. **To discuss and agree Budget for 2017/18 and agree action.**

Following the full Council Meeting in November it was agreed that in order to maintain the precept for 2018/19 at the same level as 2017/18 it would necessary to make minor adjustments to the budgets of the Planning, Highways & Transportation and Environment & Leisure Committees.

It was agreed to reduce the budgeted amount for Hanging Baskets from £4,300 to £3,500 in the forthcoming year.

It was noted that due to the EBC supplied baskets, paid for by the Parish Council, providing such a poor display EBC would not be charging for them. There will be a charge for the troughs which performed reasonably well although they had been supplied late in the season.

6. To discuss Future Projects

a) Improved planting in Car Park: Bearing in mind the discussion with Paul Quinnen about the proposed work in the Car Parks it was agreed that due to the poor condition the ground, especially in Torrington Lodge, that probably the budget for these projects should be increased. The Clerk will contact Paul and ask him to quote for preparing the ground **AP43**

The total suggested by Carol for planting in both car parks is £1,080 excluding ground work. The total for this project was increased to £2,000 to include ground work. For this reason it was agreed to tackle the Torrington Lodge car park in 2018/19 before possibly progressing to the Hare Lane car park the following year. The Clerk will contact Carol and request a detailed planting plan **AP44**

b) Red Lane/Stevens Lane Triangle: The Councillors agreed that improvements to this bed should be tackled as soon as possible. A considerable amount of damage is being incurred by lorries attempting to turn and driving over the bed.

It was recommended that the existing area of cobbles by the slip road be extended and an area of cobbles on the Red Lane side of the triangle be laid.

It was thought that Andy Baldwin laid the original cobbles and the Clerk will contact him **AP45**

7. To discuss the Surrey Waste Local Plan and agree necessary action.

Links to the Plan were circulated to the Councillors prior to the meeting. It was agreed Cllr Chilcott will draft a response on behalf of Claygate Parish Council to be circulated to all Councillors for discussion at the full Parish Council meeting in January **AP46**

8. Highway Garden Sites

Site Reports from Councillors:

- a) Applegarth: No report
- b) Fee Farm Road: No report
- c) Torrington Lodge CP: No report
- d) Coverts Road/Foley Road: No report
- e) Glebelands: No report
- f) The Green: The planting has been completed at the Pointy End and weed suppressant mulch has been laid. The total cost for this work amounted to £409.48 ex VAT although it was noted that no bulbs had been planted.
- g) St. Leonard's Road: No report
- h) Glenavon Close: Looks good. There is a very nice winter, berry shrub in bloom on the left side
- i) Red Lane: Looks good. There is a small tree/shrub with pink flowers to the left side in bloom.
- j) Church Road: No report.
- k) Hare Lane Car Park: Looks okay
- l) Brickbed at Parade: Looks fine for the time of the year. Somewhat spoiled by items left on the bed.
- m) Firs Verge: Shrub and overhanging vegetation cut back.
- n) Woodstock Triangle: Consider more cobbles on Red Lane side.
- o) Bed by Winning Horse: No report
- p) Meadow Road Island: See agenda item 9.

Site and Progress Reports.

No updates available.

9. To discuss management of Meadow Road Green Trees and agree action.

Following a recent site meeting with Cllrs Chilcott and Huddart, together with Vanessa Relleen, Barry Daborn and other residents of Meadow Road, BD produced a detailed report on the meeting with suggestions for work to be undertaken by local residents and the Parish Council. See App. 1.

In order to maintain the site in good order it was agreed the Clerk should contact Barry Daborn and inform him the Parish Council is happy for the volunteers to undertake items 1, 2 and 3 following consultation with the residents of 10 and 12 Meadow Road and that they would be responsible for removing the debris. **AP47**

In addition it was agreed to obtain quotations for the suggested tree work and the additional items mentioned in his notes following consultation with tree surgeon(s). The Clerk will draw up a schedule of work to be circulated to the Councillors for approval before proceeding with obtaining quotations.
AP48

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

- a) A grant for a new bin for the Recreation Ground has been approved by the Parish Council.
- b) Flytipping in Woodstock Lane. Although reported back in June only one of the three piles of possible asbestos has been removed. Following numerous phone calls to SCC and emails to Cllr Bennison these items have still not been removed. The Clerk will find the contact details of the SCC Cabinet Member for Environment **AP49**. It was noted that Woodstock Lane is a continuing problem with almost daily flytipping.
- c) Graffiti. There have been no reports of graffiti in the village recently.

11. To discuss what policy, if any, there should be for maintaining unadopted grass verges and agree action.

Proposed addition to E & L Remit:

Cllr Chilcott drafted the proposed amendment to the E & L Remit to include an item relating to unadopted grass verges as follows:

Item 14 In cases where it is discovered that unauthorised work is being done on land that is open to the public, to advise the person doing the work against doing it, because of the possible risks; if the work is nevertheless done, and is apparently beneficial to the public, to make arrangements so that the benefit is maintained, subject to the agreement of the relevant authorities; if it is apparently harmful to the public, to ensure that the work is stopped.

The Councillors agreed this paragraph should be added to the Remit and submitted to the full Council meeting in January for approval.

Brookfield Gardens grass verge. The Clerk has emailed SCCllrs Bennison regarding ownership of this verge and has also been in touch with Philip Robinson, Green Spaces EBC who has offered to investigate ownership. It is possible that this verge has no status. **AP50**

12. Clean Up Day – Saturday 28th April

This date has now been confirmed and agreed with the Claygate Scouts. It was agreed that improved advertising is essential to ensure this event is a success. It was agreed the Clerk will find out the size and cost of banners. **AP51** The banners to be sited at Village Hall,

Corner of the Parade,

beside the Railway Bridge in Hare Lane and

? on the Recreation Ground by the old Pavilion. Cllr Way agreed to find out if this site is feasible

AP52.

Clean Up Day is also being mentioned in ‘Forthcoming Events’ on the website and also in the current issue of Courier.

The precise wording on the banner will be discussed at the February meeting. **AP53 ALL**

13. Courier/Website

The E & L article for the Spring edition of Courier (copy date 10th February) will feature the Highway Garden Sites. Cllr Herbert will take pictures of the sites and forward to Cllr Chilcott and the Clerk **AP54**

The Spring edition will also contain advertising for the Clean Up Day.

Christmas Tree disposal at the Scout Centre could also go on the website. **AP55**

14. Matters for information only

Nothing to report at this meeting.

15. Date of next meeting

Next Meeting: **Tuesday** 13th February 2018, at 8pm in the Committee Room

Meeting closed at 9.55pm

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

Appendix 1

Meadow Road Village Green

A meeting took place around the green between members of the Parish Council and Residents of Meadow Road to discuss various issues concerning the green.

- 1 The Forsythia opposite Nos 10 and 12 to be cut back or removed altogether.
(Residents of 10 and 12 should be consulted on their views)
- 2 The Ivy climbing up the trees opposite Nos 10 and 12 to be brought under control.
- 3 The two self-sown Oak saplings opposite No 15 to be taken out.
- 4 For reasons of safety, the large Weeping Willow tree should be checked/pruned on a regular basis by a professional tree surgeon. (once a year?)
- 5 The lowest branch from the Oak tree opposite No 16 to be cut back.
(It is often hit by delivery trucks passing underneath with resulting debris on the road plus it fouls the telephone cables passing through it)
- 6 One of the Silver Birch trees opposite No 19 looks dead. To be inspected in the spring to see if any signs of life otherwise to be taken out.
- 7 Picket fencing to be re-installed at the southern end of the green.

Bill Chilcott to check with Parish Council Committee that it is OK to proceed with 1, 2 and 3.

Given the go-ahead, a Meadow Road Residents working party will be formed to carry out the work probably in early spring 2018.

Barry Daborn
14 Meadow Road

Appendix 2

HGS SITES

HGS Future Planning (dated 10/10/2017)

The two sites Vanessa and I would concentrate on would be the two Car Parks. The cost involved for plants would be an **'up to' amount**. The costings are based on the prices that were paid for this year's plants.

Torrington Lodge.....bare fences on the right hand side need covering with climbers and the ground would need preparing for this. There are many suitable climbers that could be used.....cost approx.£20 each for 6 = £120.

Additional shrubs for use around the site....5x12 =£60

flowering low trees.....cost approx.£50-£100 each for (say) 5 trees = £500 (10L pots). **Total cost = £680 (An 'up to' amount)**

Hare Lane.....left hand fence needs covering with climbers..... £20 each for two = £40

Evergreen plants for right hand bed10x £10 = £100

Small columnar trees for right hand bed3 x £100 = £300

Total cost =£400 (An 'up to' amount)

Altogether £1,080 including VAT at 20% which is reclaimed.

Please add A cost for some ground preparation on both sites **which may be needed**. I don't know how much Paul charged CPC for the preparation of the ground this year but an 'up to' amount needs to be included for this.

I have suggested plantings including trees which will I hope give added value Year on year, will be easy maintenance and give seasonal differences.

OTHER HGS

Several other prominent sites need some infill plants, so I would suggest an amount be included for this....say, 10 at £10 each = £100.

