

ENVIRONMENT COMMITTEE
Draft Minutes of the meeting at
8.00 p.m. on Thursday 1st December 2016
in the Village Hall Committee Room

Present: *Councillors*- Bill Chilcott (Chairman), John Bamford, Gavin Wilson, Mark Sugden (ex officio)
Co-opted Members- Carol Manley
Interim Administrator – Shirley Round

1. Apologies for Absence: Geoff Herbert, Vanessa Relleen

2. Declarations of Interests

Cllr Bill Chilcott declared that he is a Member of the Kingston Branch of the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, Member of Claygate in Bloom.

Cllr John Bamford declared that he is 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 Gavin Wilson declared that he is a member of Claygate Lawn Tennis Club.

Cllr Sugden declared he is a member of Claygate Village Association and Trustee of the Claygate Recreation Ground Trust.

Carol Manley declared she is a member of Claygate in Bloom and employs Paul's Gardening Services.

3. Minutes of the last meeting.

The minutes of the 13th October 2016 were approved and signed by the Chairman following minor amendments to Action Points 24 & 25 which had not be completed and correction to misspelling of Barry Daborn's name.

4. Actioning of items from previous minutes

AP16 EBC are planning one more cut before changing to Burleys although the committee considered it was too late in the season.

AP 27 Cllr Chilcott to contact EBC and Paul's Gardening Services to clarify.

AP9 Woodstock Triangle. Paul to be asked to plant ground cover plants.

AP 28 Carol Manley to suggest suitable plants.

AP10 Risk Assessments and Remits to be checked and the correct ones made available to upload onto the website.

AP 29 Clerk and Cllr Sugden to check the correct ones are available to upload.

AP7 Done

AP17 Done. Claygate in Bloom Volunteer list has been supplied. Noted that Cllr Chilcott's name has not been included.

AP 30 Clerk to check with Vanessa Relleen.

AP13 Phone boxes. See agenda item 10

AP14 Cost of hanging baskets.

AP 31 Clerk to check with EBC cost of individual baskets.

AP18 Done

AP19 Done. Mr Daborn has reported a tree growing over the road. Cllr Chilcott has reported this to EBC.

AP20 Done.

AP21 Check list. See agenda item 9

AP22 Done. Clerk to check email has been sent to Paul.

AP 32 Clerk

AP23 Done.

AP23 Done.

AP 24 Agenda item 10

AP25 Repair to phone box at the village hall discussed at H & T meeting. To be followed up with TfL. Cllr Chilcott asked to contact Cllr Huddart as it is understood this should be dealt with by EBC.

AP 33 Cllr Chilcott to contact Cllr Huddart

AP26 Agenda item 12

5. Hanging Baskets

The Parish Council currently purchases additional hanging baskets from EBC. It is proposed to increase this number to include Hare Lane/The Parade to the Railway Bridge, Oaken Lane and St. Leonards Road.

It was agreed Cllr Chilcott will contact Vanessa Relleen to find out when the order for the baskets should be placed. The Clerk will contact EBC to find out the cost of individual baskets.

AP 34 Cllr Chilcott to contact VR

AP 35 Clerk to contact EBC.

6. Derwent Close

Residents of Derwent Close are pressing to have the area at the end of the cul de sac tidied up. It has been confirmed the land is owned by SCC and managed by EBC under the Highways Verge contract. In the event work is required EBC informs SCC who may or may not have the funds to undertake the work. It is thought unlikely EBC or SCC will have a budget for this type of work.

Cllr Chilcott undertook a site visit with EB Cllr Mary Marshall, Dave Page (Countryside Estates Officer EBC) and Liz Shakeri (SCC) to discuss the area. Dave Page has produced a map of the site with 'desired work' marked.

The E & L committee agreed there were 4 options on how to proceed:

- a) Decision required from EBC and SCC on whether they will undertake the work
- b) Contact Lower Mole Project to find out if they will undertake the work on instruction from Claygate Parish Council and possible cost.
- c) Quotes for undertaking the work independent of the above.
- d) Contact residents once an idea of the cost has been obtained to gauge whether they are willing to contribute to the work.

The committee agreed there were elements of the proposal from Dave Page that they would not be entirely happy with and wished to be kept closely informed. Appendix 1 attached to Minutes.

AP 36 Cllr Chilcott to progress

7. Tesco Bags of Space Scheme

Deferred.

8. To Review Budget Requirement for 2017/18

The approved 16/17 E&L budget is £12,910. There is an EBC grant for HGS of £3,697, a net budget of £9,213. There was a preliminary 17/18 budget meeting of Councillors on 26th November. After 6 months it seems that the E & L 16/17 spend is likely to be in the order of £10,910 (net £7,213 after EBC grant) due to potential underspend on Other, Hanging Baskets and Leisure.

The committee discussed the proposed budget for 17/18 and recommended: £6,742 for HGS Maintenance (+2%), £3,500 for hanging baskets to provide for more locations such as Oaken Lane, HGS projects £1500, £1,000 Other and £500 for Leisure. 17/18 total proposed Committee budget £13,242. Assuming a grant from EBC of £3,734 (+1%) net proposed E & L committee budget is £9,508.

The final Council budget for 17/18 will be finalised at the meeting on 12th January 2017.

9 Highway Garden Sites

a) Inspection and reporting arrangements.

Cllr Chilcott has circulated a draft inspection check list to all Councillors with responsibility for inspecting HGS. The list of things to look for was amended to remove 'dead flowers on living plants' and to include 'dead leaves'.

AP37 Cllr Chilcott to amend inspection check list and re-circulate.

It was agreed Vanessa Relleen and Carol Manley will report verbally to the E & L committee with their views and recommendations and these will be included in the Minutes of the Meeting.

Councillors not on the E & L committee will be expected to email their inspection reports to the Chairman prior to meetings.

b) Recent inspections.

a) Applegarth: Looks okay although another tree will need removing during the winter.

b) The Green: Leaves need removing. Lavender needs clipping and some replacements required.

c) The Green (pointed end): Damage caused by repair to the drains has left bare soil. Some 12 plants and additional soil is required. Agreed £150

AP 38 Cllr Sugden to try to ascertain who was responsible for the damage.

d) Fee Farm Road: Looks good. More still to be planted.

e) Torrington Lodge: Tree removed. Brambles to be removed.

AP 39 Cllr Chilcott to contact Paul's Gardening Services.

f) Coverts/Foley Road: Vanessa reported in an email which had not been received at the time of the meeting. Work planned for next year.

AP 40 Cllr Chilcott to contact Vanessa re detail of work required.

g) Glebelands: Looks okay. Mulch required.

h) St. Leonards Road: Good. More plants required on the Elm Road side. Leaves.

AP 41 Carol to put forward a proposal for planting next year

i) Glenavon Close: Good

j) Red Lane: Good

k) Church Road: Plants required as agreed at last meeting.

l) Hare Lane car park (Champions): Leaves

m) Parade (raised bed): Okay. Bulbs to be planted.

n) Firs Verge: No report

o) Woodstock triangle: Leaves. Previously reported new planting required.

AP 42 Carol Manley

p) Winning Horse: No report.

q) Meadow Road: Okay. See comment from Mr. Daborn re overhanging tree AP19.

10 To discuss Telephone Boxes and Bus Shelters.

Cllr Chilcott reported BT have cancelled removal of telephone box in Church Road (Village Hall) but plan to go ahead with removal of the one at the end of Coverts Road. The one at the junction of Foley Road/Coverts Road has been disconnected but not removed.

Use of the telephone boxes to house defibrillators was discussed. It is essential that a defibrillator, wherever it is located, should be accessible. Pubs, village hall etc are not open all the time and therefore are not suitable. There is/was one at the Pavilion but following the fire it isn't certain whether this will still be functioning. Provision of a defibrillator in the village has been discussed by the Parish Council sometime ago and will be placed on the agenda for the January meeting.

AP 43 Clerk to agenda for Parish Council meeting.

10.20 Cllr Sugden and Carol Manley leave the meeting.

11 To Discuss Litter, Graffiti and fly-tipping.

Nothing to report.

12 To discuss status of The Greens and submission to EBC open space review

It was decided to await the publication of the draft Local Plan in February. It was agreed that guidance is required in order to discuss the criteria required to lodge a meaningful submission.

AP 44 Cllr Chilcott

13. Courier/Website

Minor changes were made to the Report provided by Cllr Bamford. The removal of the reference to volunteers from Claygate in Bloom was agreed and Parish Council volunteers substituted.

14. Matters for information only

Nothing to report.

15. Date of next meeting

Next Meeting: **Thursday 8.00pm on the 2nd February 2017 in the Committee Room**

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