

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 22nd June 2017
in the Small Village Hall, Claygate Village Hall

Present: *Councillors*- Bill Chilcott, Geoff Herbert and Julian Way
Interim Administrator – Shirley Round

1. Election of a Chairman:

Cllr Bill Chilcott was proposed as Chairman by Cllr Herbert and seconded by Cllr Way. This was unanimously agreed.

2. Apologies for absence:

Vanessa Relleen and Carol Manley

3. 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 and member of Claygate 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.

4. Elect a Vice Chairman:

Cllr Julian Way was proposed as Vice Chairman by Cllr Chilcott and seconded by Cllr Herbert. This was unanimously agreed.

5. To consider the constitution of the Committee:

It was agreed to ask Vanessa Relleen and Carol Manley if they agree to being co-opted members of the Committee. **AP1** Interim Administrator to email them.

(AP 67) Interim Administrator has received a list of volunteers from Vanessa Relleen.

A general discussion on attracting more volunteers and possible co-opted members ensued. Several suggestions were made including contacting the Gardening Society, an advertisement on the notice boards, the website and inclusion in an article for Courier. It was agreed this subject would form part of the agenda for a future meeting.

In addition the small number of Councillors on the E & L Committee was discussed. Three Councillors are required for a committee to be quorate and there are only three Councillors on the committee. This had led to the cancellation of the last meeting when one Councillor was detained and had been unable to alert the Interim Administrator in time. It was agreed Cllr Chilcott will include a request for at least one Parish Councillor to join the committee at the Parish Council meeting in July. **AP2** Cllr Chilcott to include in his report.

6. To review the Remit:

The Remit was agreed with no changes. The date will be amended and the Remit uploaded on the website. **AP3** IA to arrange.

7. To review the Risk Assessments:

The Risk Assessments for HGS Inspections by Councillors/Co-opted Members, HGS/General Gardening Work – Maintenance by Volunteers and Clean Up Day were agreed with no changes. The dates will be amended and the Risk Assessments uploaded on the website. **AP4** IA to arrange.

8. Minutes of the last meeting.

The minutes of the 6th April 2017 were approved and signed by the Chairman following amendment to Agenda Item 4 AP55 which should read: 'See Agenda Item 9'

9. Actioning of items from previous minutes

The Chairman recommended that all Action Points relating to Highway Garden Sites should be grouped together under location and attached to the Minutes as an Appendix. These specific items will be discussed under the relevant Highway Garden Sites agenda item. The schedule will then be updated as appropriate. This was unanimously agreed.

Other action points:

AP10/29 (remit) see Minute 6.

APs 36 and 49 (Derwent Close) see Minute 11.

APs 59 and 72 (bus shelter, phone boxes) see Minute 15.

APs 61 and 62 (hanging baskets) see Minute 10.

AP63 (Derwent Close) see Minute 11.

APs 64, 65 and 66 (cleanup day) see Minute 13,

AP67 (volunteers) The IA has received a list of volunteers. DONE

AP71 DONE.

AP73 (Elm Road litter) see Minute 16.

10. Hanging Baskets

(AP61) The list was circulated. (AP62) This was only included because an error by Cllr Chilcott.

The Interim Administrator has checked with EBC and these are due next week. EBCllr Mary Marshall has asked if the Parish Council could provide winter hanging baskets in the Parade. The IA agreed to contact EBC **AP5** to find out if a) they could be supplied and if so b) how much would they cost.

The committee agreed it would be wise to contact the local traders to find out if they would like winter baskets. **AP6** Cllr Herbert agreed to contact Gary State.

11. Derwent Close

(AP 63) No grass has appeared, but Andy Baldwin's contract did not require him to provide it.

A reply has been received from Ian Gayton regarding adoption of Derwent Close Green. This area is classified as a SCC Highway Verge. Ian Gayton suggested contacting Carol Walker SCC to discuss these plans to see if SCC is willing to commit additional funding as EBC only cut grass verges for SCC. The Interim Administrator will contact Carol Walker for her comments. **AP7**.

Cllr Chilcott had been unable to locate several Agreements with EBC and SCC regarding HGSs and Verges. The Interim Administrator agreed to check the filing system to determine what is missing, and if they can't be found, to ask EBC and SCC for replacement copies **AP8**

Cllr Chilcott reported that several local residents had been weeding the Green but felt that if additional volunteers could be found then this area could do with some attention.

12. To discuss whether there is a policy for maintaining un-adopted grass verges

Cllr Chilcott reported that there is no policy for maintaining these grass verges. Cllr Herbert agreed to contact the householder at 1 Brookfield Gardens to find out if the residents have any plans for this area. **AP9**. Adoption of grass verges will be discussed following his report.

Cllr Chilcott reported that the grass verge at the junction of Lower Wood Road with Stevens Lane had been enclosed with a fence and gate. Investigation seemed to indicate that this piece of land is public. Cllr Chilcott agreed to report this to Carol Walker SCC **AP10**.

Post meeting note: This area is being dealt with by SCC and no further action is required by the Parish Council.

13. To discuss results of the Annual Clean Up Day

APs 64, 65 and 66 were carried out.

Cllr Chilcott reported attendance had been very disappointing. There were three Councillors and four members of the public. He felt if this event could not be better supported then it should be scrapped from the calendar. It was agreed that lack of advertising, including the absence of the Courier, had contributed to the poor turnout but there was also a feeling that alternative weekend activities also contributed. It was agreed to include the possible cancellation of Clean Up Day in Cllr Chilcott's E & L report to the next Council meeting.

14. Highway Garden Sites

Cllr Chilcott has supplied a schedule for reporting on Highway Garden Sites. This is being updated at E & L meetings. Any actions required will be reported on the schedule. See Appendix 3
For co-opted Members Vanessa Relleen and Carol Manley's site and progress reports see Appendices 1 & 2

The main area for discussion was Pointy End of the Green. The schedule has been updated to reflect the discussion. Because the meeting started late, the discussion was incomplete.

15. To discuss Telephone Boxes and Bus Shelters and agree action.

- a) BT Telephone Boxes. Cllr Chilcott reported the BT telephone box at the junction of Foley Road/Coverts Road has been removed. He will continue to pursue for the removal of the Coverts Road box.
- b) Bus Shelter (Claygate Village Hall) Cllr Chilcott reported this has been repaired.

16. To Discuss Litter, Graffiti and fly-tipping.

(AP 73) Litter bins: The installation of a litter bin in High Street was not considered appropriate in the Conservation Area. Cllr Chilcott had looked at the litter problem in the area of High Street/St Leonard's Road/Elm Road last year and at that time did not think it was particularly bad. Littering by the general public is seen everywhere as a nuisance.

The committee agreed to identify sites in Claygate that may benefit from the installation of litter bins. This may be a project for the Parish Council and if appropriate funded by CIL. Cllr Chilcott agreed to raise this issue at the forthcoming Council meeting **AP11**

Fly-tipping: Cllr Chilcott has reported fly-tipping in Woodstock Lane, possibly asbestos. SCC agreed to remove it by next week.

17. Courier/Website

An article will be supplied when a copy date is announced.

18. Matters for information only

EBC Bin collection complaints. It has been suggested these complaints are referred to the local EBC Councillors.

19. Date of next meeting

Next Meeting: **Thursday 3rd August 2017, at 8pm in the Committee Room**

Meeting closed at 10.15pm

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

Appendix 1

Emailed report from Carol Manley (dated 23th June)

Pointy End.

I have a list of a selection of plants which I made some time ago to help myself and Vanessa when purchasing. In our experience, one has to be flexible in this as the plants you want are not always available or in the size you want. We often have to visit several nurseries to get a balanced selection.

I can't see how it would benefit the committee to see my list. As you probably know both Vanessa I have been unwell this year. I have had the Community Medical Team visiting me in April and May instead of my going into hospital. I will try to progress this, but could Paul be asked to prepare the soil for planting please when we have the plants.

Woodstock Lane.

Nothing has changed since my last email. I think there would be repercussions from some residents if it were to be cobbled. It's an easy way out, but I have spoken with Paul and he agrees that it is dangerous there. He would mow twice year, when the bulbs have died down and a few months later when grass has stopped growing. I will research again some suitable low growing shrubs or plants if the committee wishes me to.

Bed outside the Youth club.

Vanessa has already planted some further plants there some time ago and the plant bill has been settled.

Appendix 2

Emailed report from Vanessa Relleen (dated 31st May)

Brick bed outside Fruit world. I have put in a new plant and weeded, litter-picked and watered a few times. Plants suffer from boxes and rubbish being thrown onto them by Mick and his staff, who also sit on the wall stopping the plants from growing over it. Please could someone ask him not to put things on the plants?

Foley/Coverts triangle. I haven't purchased any more plants - does the budget transfer to this financial year?

But I have been bringing on grasses in pots to put in there.

Winner bed. This was well weeded by a resident who I think will be prepared to continue to look after it.

The Green. No change. I reported to last meeting that Paul has created a large gap by cutting down 3 Abelia, that several plants are missing and lavenders broken. I have not been advised how the committee would like to resolve these problems and the minutes give no guidance - there's no point "liaising with Paul" without a goal.

Torrington Lodge beds. Several plants were added after the CiB plant sale.

**APPENDIX 3
HIGHWAY GARDEN SITE ACTION POINTS**

The names of HGSs are more or less as in Paul Quinnen's contract. Date completed is the date of the meeting at which the specified action is recorded as done. If the action is to instruct PQ to do something, it is up to the HGS inspector to check that it has actually been done.

1. Applegarth

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	7	Conifer needs to be felled; discuss at next meeting what replacement is required	BC	Tree was felled; no replacement required	
2017/18				No replacement required	June 2017

2. Causeway / Fee Farm Road

NO ACTION POINTS

3. Torrington Lodge CP

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	39	Contact PQ about removing brambles	BC		Feb 17
2017/18				New plants added following CiB sale	June 17

4. Coverts Road / Foley Road

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	40	Contact VR about required work	BC/VR	see AP 57	Feb 17
Feb 17	57	Progress agreed planting	VR		
2017/18					

Feb 17: £300 agreed; also Feb 17: £63.50 spent

5. Glebelands

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Feb 17	56	Contact PQ re raking out leaves and applying mulch	BC	transferred to SR - see AP 68	Apr 17
Apr 17	68	Weed suppressant membrane exposed; ask PQ to put down extra mulch	SR	(June 17) done but more mulch required	
2017/18			SR	Quote required for additional mulch	

6. The Green

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Oct 16	22	Ask PQ to advise VR/CM when he is working	ZK		Oct 16
Dec 16	32	Confirm what ZK did (AP 22)	SR		Feb 17
Dec 16	38	Repair to damage to drains left bare soil; ascertain who is responsible	MS	not known who is responsible	June 17
Feb 17	54	CM, VR and PQ will meet, inspect site and discuss specific plants	CM, VR	(June 17) SR will arrange meeting	
Feb 17	55	Purchase plants and soil	CM, VR	(June 17) CM has list of plants	
Apr 17	69	Contact Nick of Hare & Hounds re repairing wall	JB	(June 17) bricks replaced but not cemented in; BC will do	
Apr 17	70	Contact Sue Clark of Elm Farm re putting horse trough back in correct position	SR	not done; unnecessary	June 17
2017/18	54	Refurbishment of Pointy End of Green	SR	Will arrange to meet with VR and CM	

Feb 17: £250 agreed

7. St Leonards Road

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	41	More plants required on Elm Road side; proposal for planting	CM	(Feb 17) plants purchased; (June 17) CM says VR has planted them.	
2017/18					

Feb 17: £43.89 spent

8. Glenavon Close / Common Road

NO ACTION POINTS

9. Red Lane Opposite Old Claygate Lane

NO ACTION POINTS

10. Church Road

NO ACTION POINTS

Feb 17: £8.99 spent

11. Hare Lane CP

NO ACTION POINTS

12. Firs Verge

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	8	EBC mowing and ignoring our protests; chase EBC	BC	EBC was chased, not recorded in minutes	?
Dec 16	27	Clarify	BC	It was decided to remain with the original instructions and cut grass in spring, early July and October	Feb 17
2017/18					

13. Parade

NO ACTION POINTS

June 16: £100 agreed

Feb 17: £22.50 spent

14. Woodstock Triangle

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	9	Consider proposal at next meeting	VR?/CM?		
Dec 16	28	Suggest suitable plants	CM	(Feb 17) CM has list of plants but has not provided it; will contact PQ	
Dec 16	42	New planting required	CM	see AP 28	
Feb 17	53	New planting required	CM	see AP 28	
2017/18					

15. Winner

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Feb 17	58	Progress agreed planting	VR	(June 17) has been weeded but nothing said about planting	
2017/18				Being tended by local residents	

Feb 17: £50 agreed

16. Meadow Road Island

NO ACTION POINTS