

**DRAFT**  
**ENVIRONMENT & LEISURE COMMITTEE**  
**Minutes of the meeting at**  
**8.00 p.m. on Thursday 12<sup>th</sup> April 2018**  
**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:** none

**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 meeting on 13<sup>th</sup> February 2018**

The minutes of the meeting were approved and signed by the Chairman.

**4. Minutes of the extraordinary meeting on 27<sup>th</sup> February 2018**

The Minutes of the extraordinary meeting were approved and signed by the Chairman

**5. Actioning of items from meetings on 13<sup>th</sup> and 27<sup>th</sup> February 2018**

AP33 Meadow Road Island – fence. Barry Daborn has painted and erected a new fence DONE

AP38 Litter bin emptying – new bins – Cllr Herbert OUTSTANDING

AP56a Planting Woodstock Lane triangle – DONE (see agenda item 8b)

AP56b Foley Road triangle – contact Ros Hall. DONE

AP57 The Green – remove from the list.

AP58 St. Leonards Road bench – Street Smart have renovated the bench. DONE

AP59 Meadow Road Green – extraordinary meeting to approve contractor. DONE

AP60 Article for Courier - DONE

AP61 Hanging baskets - DONE

AP62 Green plastic hanging baskets - this has been mentioned to EBC. DONE

AP63 Cleanup Day IN HAND (see agenda item 12)

AP64 Contact Caroline Cartwright IN HAND (see agenda item 7)

AP65 Meadow Road Green – the contract for the tree work has been awarded to Treeline Services who will commence work on the Tuesday 4<sup>th</sup> September. Barry Daborn has been notified and will inform local residents. DONE

**7. Committee Membership**

Caroline Cartwright is unable at this time to commit to the Environment & Leisure committee. Cllr Chilcott agreed to ask if she could suggest anyone with knowledge of plants and flowers who might be interested in being co-opted onto the Environment & Leisure Committee.

**8. To discuss Future Projects**

a) Improved planting in Hare Lane Car Park: Cllr Chilcott met with Paul Quinnen to discuss the work necessary before planting could proceed. PQ said the only way the ground could be rotavated is if the car park is clear of cars. Clerk will find out how long PQ will need to rotavate the beds and the price. **AP66**

Once this is known it will be necessary to ask EBC to close the car park whilst the work is undertaken.

b) Woodstock Triangle: The daffodils look very good. It was agreed to proceed with Carol Manley's suggestion of ox-eye daisies and muscari – both for summer flowering. **AP67** Cllr Chilcott. Inform CM.

Cllr Chilcott agreed to ask Carol Manley to purchase the plants and bulbs and ask Paul Quinnen to plant **AP68**

c) Coverts Road/Foley Road Triangle: The committee is unsure if the recommendation from Vanessa Relleen for plants is to fill in the gaps or is a complete redesign. Cllr Chilcott agreed to contact VR for clarification. If a redesign is recommended then this should be discussed at an E & L meeting. Cllr Chilcott said he would be happy to be involved in the planting. **AP69**

d) Red Lane: Gap needs to be filled. Cllr Chilcott will ask Carol Manley for recommendations. **AP70**

## **9. Highway Garden Sites (HGSs)**

### **Site Reports from Councillors:**

- a) Applegarth: Very nice.
- b) Fee Farm Road: Good.
- c) Torrington Lodge CP: Bed at the entrance to car park (on the right) looks good. Bed at the front looks crowded. Maybe some of the plants could be moved to Red Lane HGS.
- d) Coverts Road/Foley Road: Already discussed (agenda item 8 c)
- e) Glebelands: Membrane still exposed. Mulch being washed off. No action at present.
- f) The Green: Looks okay.
- g) St. Leonard's Road: The bench has been refurbished. Bare patch in flower bed on one side.
- h) Glenavon Close: Looks good.
- i) Red Lane: Already discussed (agenda item 8d)
- j) Church Road: Looks okay.
- k) Hare Lane Car Park: Already discussed (agenda item 8a)
- l) Brickbed at Parade: No comment.
- m) Firs Verge: Looks good.
- n) Woodstock Triangle: Already discussed (agenda item 8b)
- o) Bed by Winning Horse: Looks okay.
- p) Meadow Road Green: Looks good.
- q) Derwent Close: see agenda item 10
- r) War Memorial: Ok.

## **10. Meadow Road Green Trees**

Contractor Treeline Services provided a start date early September. Clerk to check with Cllr Huddart about underground services. **AP71**

## **11. Derwent Close**

There has been a report that the trees on the north side of Derwent Close green are rather tall and shading the garden of No. 24. The resident has asked if the Parish Council can do something about it. Cllr Chilcott will pass the email to the Clerk who will respond with details of the EBC and SCC website. The resident can make a request to have the trees examined with a view to pruning. **AP72**

## **12. To Discuss Litter, Litter Bins, Graffiti & Fly-tipping and agree action.**

- a) We are waiting to hear whether or not EBC will empty additional litter bins if purchased by the Parish Council.
- b) Flytipping in Woodstock Lane. Being removed as and when required.
- c) Graffiti. There have been no reports of graffiti in the village recently.

## **13. Clean Up Day – Saturday 28<sup>th</sup> April**

The banners have arrived. Cllr Chilcott and the Clerk will hang these on Saturday morning.

The banners will be sited at

Church Road (recreation ground fence by the bus stop

Hare Lane car park

Junction Manor Road South/Oaken Lane on the fence

Junction Hare Lane/Aston Road on the embankment fence by the bridge.

As it had not been possible to find volunteer First Aiders it was agreed to seek the services of St. John Ambulance volunteers. The cost will be £92 plus VAT. The 2 volunteers will be located in the

committee room of the village hall from 9.30am to mid-day. They will be given Cllr Chilcott's mobile number as the contact.

Zurich Insurance Company has been informed of the event and the Risk Assessments forwarded to them as requested.

Cllr Chilcott will check equipment (bags/litter pickers) on Friday. He will also contact the Scout representative and arrange collect of bags and litter pickers.

**14. Risk Assessments for Banners**

Cllr Chilcott considers that the format of Risk Assessments is unclear, in particular the meaning of the column headings and which columns are permanent and which need to be completed for each relevant event. Also, banners may be used by the Council or by other committees, so a risk assessment for banners should be approved by the Council. Cllr Herbert agreed to raise this at a future Parish Council meeting. **AP73**

**15. Wildlife Protection**

A local resident has complained that fields and hedges in Claygate and the surrounding area are being 'decimated' by landowners to the detriment of wildlife. Also that a local footpath has been blocked by a new tenant. She has asked if the Parish Council, SCC or EBC can do anything about it. Cllr Chilcott agreed to find out from Cllr Huddart exactly which footpath the resident is referring to.

**AP74.** The Clerk will email the resident and give her the contact link to the EBC, SCC and Natural England websites where she can report local issues. **AP75**

**16. Courier/Website**

The article for the Courier will be an E & L report about the Clean Up Day. Cllr Chilcott will provide the articles and pictures. The report will also contain the contact details for reporting instances of fly tipping. The copy date is 27<sup>th</sup> April with an extension of 5 days for the Clean-Up report. **AP76**

**17. Matters for information only**

Nothing to report.

**18. Date of next meeting**

**Next Meeting: Thursday 31<sup>st</sup> May 2018 at 8pm in the Committee Room**

Meeting closed at 10.15pm

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