

These are draft minutes and are subject to approval at the next meeting.



**HIGHWAYS & TRANSPORTATION
COMMITTEE MEETING
8.00 p.m. on Thursday 31 October 2013
Village Hall Committee Room
*Minutes***

Present: **Councillors** - Ken Huddart (*Chairman*), Geoff Herbert, Kate Hallett, Anthony Sheppard, Mark Sugden
 Co-opted members- Caroline Stevenson, Bill Chilcott
 Parish Clerk- Freda Collins

1. Apologies for absence

None

2. Declarations of Interest in items on the Agenda

Cllr Herbert is also a Borough Councillor.

Cllr Huddart is Acting-Chairman of the Claygate Conservation Area Committee.

Cllr Hallett is Secretary to the CVA and an employee of TfL.

Cllr Sugden is also a Trustee of the CRGT.

3. Constitution of the Committee

David Cowie has missed several meetings, so the Committee is not getting the input of the cycling community. Cllr Herbert knows a resident who is a keen cyclist; he will ask him about joining the Committee.

AP18 Cllr Herbert to action.

Bill Chilcott also cycles, so will be able to give advice.

4. Minutes of the last Meeting

The minutes of the meeting on 29 August 2013 were read and the following alterations made:-

i. It was agreed to delete the sentence 'The reason....cost' in Item 6a as this was not factual.

ii. In item 6c, the word should be *from* not *form*.

iii. Item 7 a (i) the words *are* and *so* were deleted from the sentence 'Any potholes.....'

iv. Item 7 a (ii) the word *which* was corrected.

They were then approved and signed by the Chairman.

5. To report on the actioning of items from previous minutes.

AP24 *Funding for cycle parking at Claygate Primary School.* David Cowie to report. Still outstanding.

AP12 *Elmbridge Dial-a-Ride.* Geoff Herbert has contacted Kim Chadwick at Elmbridge. He has received the relevant information which will be published in the Courier as residents may not be aware of this service.

AP13 *Glaring cycle rack lights at the station.* Cllr Huddart has been in repeated contact with Bill Brittan, who reports that the light level is being studied.

AP14 *Bill Chilcott to report drain without a cover in Oaken Lane.* Bill did not need to do this, as the cover was replaced.

AP15 *Caroline to report the damage caused to the base of a streetlight in Trystings Close.* Done and the damage mended.

AP16 *Kate to organise leafleting of cars in selected roads.* This will be done in the next couple of weeks.

AP17 *Parking on footways.* Elmbridge B.C. has advised that enforcement can be applied wherever there are W&L controls; otherwise a special traffic order would be required.

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6. Public Transport

a. Bus shelters, Bus routes and Bus stops.

The problems with the new operator seem to be sorted out. There has been disruption to the timetables of many routes due to the on-going road works all around the area.

b. Trains

It was noted that SW Trains have been proactive in arranging emergency procedures prior to the last bouts of disruptive weather conditions.

c. Claygate Station

Cllr Sugden attended the Claygate Network monthly meeting at which there were requests for a ticket machine on the UP platform. Cllr Huddart has previously asked SWT for a second machine, and this is said to be under review. A discussion took place about the desired location of the machine.

If it is located next to the existing machine:-

- i. It will give better service to the numerous passengers who queue for tickets and often have to abandon their attempts when the train comes.
- ii. Many train commuters get off the train (on the down platform) in the evening and buy their ticket for the next day.
- iii. It is easier for the ticket clerk to get to in case it goes wrong.
- iv. It was noted that purchase of tickets may be done in advance or on-line, so that disabled passengers or those with buggies can approach the station from the UP side.

If it is on the UP platform:-

- i. This will benefit those having to manipulate buggies or shopping trolleys or the disabled using the Hare Lane entrance to the station.

It was agreed to continue to ask for a second machine, but not to specify the location. Thanks were given to Cllr Sugden for his work on this matter.

7. Liaison with SCC

Highways Localism- It is known that Surrey C.C. wish is for some highway works to be paid for from Parish Council funds, either precepted or CIL. At the policy level there is Jason Russell's paper on Highways Localism, which essentially encourages parishes to undertake minor maintenance, and has examples of grant aiding such efforts i.e. only part funding instead of bearing the whole cost. At the Area Office level, Cllr Huddart has been asked to put in dropped kerbs, and to plant replacement highway trees, which Surrey C.C. had previously offered.

For CPC to be proactive in this way would increase the Council's relevance, but this needs to be offset against the cost of funding and the bureaucracy.

It was noted that Localism does not mean that we can undertake many of the things which SCC leaves outstanding. We could undertake grass cutting, but this is already done to a sufficient standard. One of the few projects we may undertake is the pruning of epicormic growth.

Although the Streetsmart team are very good at this sort of job.

It was noted that Surrey ALC gave a very pessimistic view of Local Government Finances at the recent AGM. Trevor Leggo believes that funding will get tighter and principal authorities will want to off load more services, so we may have to do more in future. It was agreed that we work quite well with both EBC and SCC at the moment, so unless the balance changes, we should maintain the status quo.

a. Road maintenance & footpaths including Highways Localism

Cllrs Huddart and Sugden have been following up on Flower Show feedback seeking a suitable accessible highway network in Claygate, for wheel chair users from Wingham. Their destinations are mainly The Parade area, or the Village community facilities in Elm Road and Church Road. The main access problems are at the south (Old Village) end of Oaken Lane. Between about Nos. 4 and 10 on the East side the footway has an unacceptable crossfall and gravel from drives. The west footway is unacceptable because of the absence of dropped kerbs at Derwent Close. The simplest solution would therefore be to provide dropped kerbs, or at least one on the South side, so that users could cross Oaken Lane here and access the crossings of Hare Lane with refuge and the raised crossing in the High Street.

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Another issue is accessibility to the bus stop in Hare Lane at the service road. This would equally be solved by a dropped kerb behind the bus stop into the service road. Nick Healey agrees these suggestions technically, and reckons that dropped kerbs cost £2,000 a pair. However, he seems unwilling to provide them from the centrally managed maintenance fund, and reports that Mike Bennison's local fund will be more than spent on resurfacing Common Road, Blakeden Drive and the Roundway, so the dropped kerbs would have to wait until 2015. It was agreed that dropped kerbs would be a good use of CIL money and that we could improve the access for disabled people with only 2 dropped kerbs at a cost of around £2k. It was noted that this project would need careful management as the cost of one dropped kerb is £1k unless services are found. Some services are not found until digging begins. In these cases, we would only pay for the digging, but then have to re-site the dropped kerb. Cllr Sugden thought that there was a fund for improving disabled access which could be used for this project. He will check on this. Cllr Huddart will liaise with Nick Healey.

AP19 Cllrs Sugden & Huddart to action.

b. Highway Tree Replacement and Maintenance

Our tree wardens have identified a planting programme for this winter. Because they are short of volunteers to plant they have not done any work on trees for the verge of Old Claygate Lane. They have identified a local gardener charging modest rates, and suggest doing most of the planting at weekends, when local residents would be willing to help.

The suggested programme includes a PC-funded replacement tree in the Hare Lane service road island, a PC-funded replacement oak tree at 9 Oaken Lane, a tree on the Meadow Road Island and trees largely supported by donations in Dalmore Avenue, 27 and 36 Beaconsfield Road, oaks at 38 Oaken Lane, Westbury Avenue and seven in Woodbourne Drive.

This spring Surrey C.C. felled two oaks in Trystings Close, because there was local complaint that they were dropping branches. It undertook to replace them, but is now suggesting that it funds Claygate P.C. to do so. It is believed that SCC charge £300 per tree. We could be expected to charge £70 per tree, £10 for ties, £30 for labour, so even with overheads it will cost £220. This is still cheaper than SCC.

A discussion took place about this suggestion:-

- i. It will be difficult to estimate what to charge Surrey to do this work because the volunteers might be expected to be free and we should have difficulty agreeing the management overhead (which currently equals our direct costs).
- ii. Our volunteers plant to improve the appearance of Claygate not to do SCC's job for them or to make a profit for CPC.
- iii. CPC should not be seen as an easy option; doing the work that SCC should do.
- iv. We do not want to overwork our volunteers.
- v. It is known that the Tree Wardens are happy to replace the trees in Trystings Close provided some residents will assist with the digging.

It was agreed to ask the tree wardens to speak to the residents to find where they want the replacement trees located and to ask for help.

AP20 Cllr Huddart to action.

c. Street Lighting

The refurbishment programme is proceeding. It was noted that Hare Lane has had 12m columns installed at new sites, in contrast to St. Leonards Road, where the existing 8m columns have been used. Higher lamps give better light spread- unfortunately, most of the 12m lights are in the trees. Some of the lights have been relocated in Hare Lane at the Loseberry Road end. We will need to watch that this will not cause problems at the bus stop.

Cllr Bennison and Herbert picked up that new columns will be required in The Parade. This is contrary to the original advice that The Parade columns were fit for purpose, so would not be refurbished. Skanska intended to replace the existing lights with the standard ones, not the Victorian-style ones as at present. Cllrs Bennison & Herbert were able to get Skanska to agree to heritage lighting, but it was realised that the columns would not take the weight of the hanging baskets. Special columns will have to be used to take the hanging baskets which will cost an additional £1471.74 each. There are 7 columns, so the total will be £7357.36. EBC have a fund called the ECIF which may give 90% of the total cost. CPC will need to apply to this fund. There will still be a shortfall of £750 even if the grant from the ECIF is given. Cllr Bennison will

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contribute some of the shortfall leaving CPC to pay a contribution. This matter will be discussed at the PC meeting on 7 Nov 2013.

It was agreed that this was as serious failure in communication by Skanska as we only found out about the replacement from a resident.

It was agreed to ask for white lights in The Parade. (*Post meeting note: Cllr Herbert has confirmed the lights will be white*)

The lantern on The Green is not working. EBC own the land, so it is their responsibility, but they report that they do not have the resources to do it. Cllr Herbert will investigate this; he will speak to Paul Dawson.

AP21 Cllr Herbert to action.

It was noted that if the Streetsmart team do the work, they will need to waterproof as the lack of waterproofing was why it has failed in the past.

8. Parking

a. Off- Street -including encouragement of car park use.

i. The leaflet about using the car parks will be distributed in the next two weeks. **AP16**

ii. An email was received by CPC complaining about commuter parking in Hare Lane. Cllr Huddart replied quoting our policy to resist parking controls.

b. On- Street

No report

c. Parking Policy

No report

9. Traffic Calming

As indicated at the last meeting, the consultation on cushions in The Avenue and Aston Road, showed The Avenue residents 19-10 in favour of cushions. Those consulted in surrounding roads, however, were more numerous and wanted them out. The Local Committee took an absolutely democratic view on voting equality, so the cushions in The Avenue and Aston Road will be removed. Those in Cavendish Drive will remain since the road is not being refurbished.

10. Bridleway Proposals & Rights of Way

10.1 The wet patch in Old Claygate Lane has been repaired, at a cost of £1,475 plus VAT. The contractor identified an extra need to replace the sleeper bridge, for which Cllr Huddart sanctioned an extra £150 plus VAT. The underground drainage arrangements are quite complex, but working as can be seen from the southernmost transverse pipe. Cllrs Huddart and Hallett have inspected the site and are satisfied that the continuing surface water on the east (Golf Club) side is being kept away from the newly laid track, but we shall look further during the winter to be sure.

Elsewhere the track was reasonably dry throughout, following the 28mm overnight rain on Sunday. But the wind blew down some small trees. It is possible for pedestrians to clamber past, and one of them will deter horse riders who damage the track. Bill Chilcott offered to remove the worst obstruction. Cllr Hallett will assist.

AP22 Bill & Cllr Hallett to action.

10.2 Regarding the status of Old Claygate Lane. Cllr Huddart asked both landowners on either side of the track if they would designate it as a footpath. The farmer leases the land from a will trust. The solicitors of the will trust will not act to dedicate. If the owners will not dedicate then we can ask SCC to hold an inquiry. It was agreed to wait for a time before taking any further decisions. Cllr Huddart will thank the relevant parties.

AP23 Cllr Huddart to action.

10.3 The Council wants to identify significant projects for future precepted or CIL funds. One proposal is a cycle network of Claygate. The problem with Claygate roads is that the roads are not wide enough to incorporate a cycle track and the footpaths are not wide enough for pedestrians and cyclists to share. CPC could produce a map showing cycle routes. It was noted that SCC has a pro-cycling policy.

It was agreed that the map could incorporate cycle routes, pedestrian routes and horse-riding routes and so be multi-functional. Cllr Hallett will contact Bill and David to draw up a map.

AP24 Cllr Hallett to action.

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11. Street Signage

The following street signs need reporting:-

- i. Stevens Lane sign opposite Trystings Close is dirty
- ii. The sign at the top of Oakhill- the support is broken
- iii. The sign for Queen Anne Drive is missing
- iv. The sign which was fixed to the wall in Elm Road has fallen off. There is another sign at street level- so no action will be taken.

AP25 Cllr Huddart to action.

12. CIL/ Budget

12.1 It was noted that the Committee needs to agree a 2014/15 budget to recommend to the Council budget meeting. This year :-

- i. we offered our £1,000 Rights of Way budget to the Moles for BW32, but they have not so far invoiced for it, although they did the work.
- ii. Work was needed on the Old Claygate Lane wet patch. We got Council authority for an extra £1,500 for it
- iii. The highway tree planting budget of £500 is currently unspent; it will be fully spent in the planting season, but most will then attract donations, covering say half of it.
- iv. We hope that our bus shelter £250 will remain unspent, since this depends on whether there is damage.
- v. The cycle racks budget remains unspent.

It was agreed that the Committee asks for the same again. The cycle budget will not be limited to just 'racks' as we may want to produce a map showing cycle routes.

Additionally we have to decide whether to fund the provision of a couple of dropped kerbs at Derwent Close and behind The Parade service road bus stop, at say £3,000, which Surrey C.C. will not otherwise do, to create an accessible network from Wingham.

12.2 It was agreed to put forward to the budget for the purchase of more grit bins in locations such as the routes to school and the surgery. It was agreed to cost the purchase of a grit bin and contents from SCC and also from local suppliers.

AP26 Cllr Hallett to action.

It was noted that grit bins are located in Claygate at:-

- The Parade / Albany Crescent
- Beaconsfield / Queen Anne Drive
- Beaconsfield / Vale Road
- Common Road / Ruxley Ridge
- Stevens lane / Oakhill

13. Website & Courier

It was agreed that Cllr Huddart will include in his article for the Courier:-

- i. Old Claygate Lane repair.
- ii. Accessible routes
- iii. Dial-a-ride information.
- iv. The decision of the Local Committee concerning the traffic calming in Cavendish Drive

14. Matters for Information Only

None

15. Date and place of the next meeting

8.00pm on 19 Dec 2013 in the Committee Room

Signed.....as a true and fair record of the meeting.

Date.....