

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 2nd August 2018
in the Committee Room, Claygate Village Hall

Present: Councillors- Bill Chilcott (Chairman), Geoff Herbert, Bernadette Pearce and Julian Way
Parish Clerk – Shirley Round
In attendance – Debbie Machin

The Chairman welcomed Debbie Machin to the meeting and hoped she would be able to attend future meetings to offer advice.

1. Apologies for Absence: Cllr Anthony Marques with reason

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. Member of Friends of the Earth.

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 31st May 2018

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

4. Actioning of items from previous meetings

AP38 Litter bin emptying – new bins – Post election Cllr Herbert will contact Cllr Dearlove EBC.
OUTSTANDING

AP3 Cllr Herbert will attend the Gardening Society Meeting in September or October
OUTSTANDING

AP4 Remits have been placed on the website. DONE

AP5 Risk Assessments OUTSTANDING

AP6 Firs Verge. DONE

AP7 Meadow Road Green OUTSTANDING

AP8 Ad hoc gardening on Derwent Close Green. DONE

AP9 Missing baskets reported. DONE

AP10 HGS Schedule. OUTSTANDING

AP11 HGS agreements OUTSTANDING

AP12 HGS inspections. See Agenda item 7 ii)

5. Committee Membership

It was agreed the best way to increase volunteer membership is by personal introduction and therefore no advertisements will be placed in the next edition of Courier.

Debbie Machin attended the meeting. She will be placed on the circulation list for future Minutes and Agendas and, time permitting, will consider attending meetings.

6. To discuss Future Project

a) Improved planting in Hare Lane Car Park: Cllr Pearce and neighbours have offered to plant the beds surrounding the car park in October. Clerk will contact CM to confirm plants recommended previously and planting times. **AP13**

7. Report on Highway Garden Sites (HGSs)

i. Watering HGSs for the remainder of the summer

It was agreed to ask Andy's Gardening Services to water Glebelands and the Torrington Lodge car park beds once a week for the time being. The price agreed is £60 per site/per visit.

An excellent response has been received from volunteers who are watering the remaining beds.

ii. Future reporting arrangements.

It was agreed one Councillor from the E & L committee will report on all the beds prior to the meetings in Spring, Summer and Autumn. A review of this system will be ongoing.

Prior to the Autumn meeting (4th October) Cllr Chilcott will carry out an inspection.

Prior to the Spring meeting (4th April) Cllr Pearce will carry out an inspection.

iii. Site Report from Cllr Sugden:

a) Red Lane: white rose will require dead heading

b) Glenavon Close: showing effects of the weather

c) Brick bed (The Parade): OK.

8. Hanging Baskets

i) Provision and maintenance of baskets 2019/20

Unfortunately the contractor hired by EBC to water the baskets this year has failed and most of the baskets are in a pretty poor condition. Some of the baskets have been replaced prior to the Flower Show but these have also not thrived.

The Clerk obtained a preliminary quotation from Andy's Gardening Services for watering 30 hanging baskets and 7 troughs next year - £150 plus VAT per visit (£300 if watering required twice a week). An additional quote will be sought if possible.

The Clerk will obtain a quote for supply of the baskets from Elm Farm Nursery plus AN Other. **AP14** It was suggested EBC be asked to provide a grant if the Parish Council decides to supply and water The Parade baskets currently supplied by EBC.

All options will be considered at the next meeting as orders for baskets are required October/November.

9. Confirm arrangements for maintenance of Meadow Road Green Trees

Contractor Treeline Services provided a start date of Tuesday 4th September. Clerk to check Dave Page (EBC), VR and MR can be available at commencement of the work. Also inform local residents the start date and provide cones. **AP15.** Cllrs Chilcott and Herbert will be available

Post meeting note: Barry Daborn has informed residents of commencement date of tree work.

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

a) Waiting to hear whether 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.

11. Reducing use of plastics

Cllr Way is in contact with the Game Larder to discuss a possible 'plastics free day' in the Parade.

Cllr Chilcott is interested in arranging a Friends of the Earth event – possibly in the Village Hall – to promote recycling.

12. Review Risk Assessments relevant to E & L

Item will be considered at the next meeting. Clerk will circulate RAs relating to the committee. **AP16**

13. Courier/Website

Article in Autumn edition to include thanks to volunteers for watering the Highway Garden Sites.

Also possible article from Friends of the Earth on recycling. All Councillors will be asked at the next full Council meeting on 13th September to provide ideas for future articles.

14. Matters for information only

Nothing to report.

15. Date of next meeting

Next Meeting: Thursday 4th October 2018 at 8pm in the Committee Room

Meeting closed at 9.35pm

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