

ENVIRONMENT COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 7 February 2013
in the Small Village Hall

Present: *Councillors* – Anthony Sheppard (*Chairman*), Geoff Herbert, Kate Hallett, Cllr Sugden, Shirley Round (ex officio)
Co-opted Members- Vanessa Relleen, Rukshana Master,
Parish Clerk - Freda Collins

1. Apologies for Absence

Carol Manley who was not well.
These were accepted.

2. Declarations of Interests

Cllr Herbert declared that he is also a Borough Councillor.

Cllr Hallett declared that she is a Trustee of Claygate Village Hall Association and is Secretary to the CVA.

Vanessa Relleen declared that she is a Trustee of the CRGT, is on the Committee of Claygate in Bloom and the CVA.

Rukshana Master declared that she is on the Committee of Claygate in Bloom and the CVA.

3. Minutes of last meeting

The minutes of the last meeting on 28 November 2012 were agreed and signed by the Chairman.

4. To elect a Vice- Chairman

The resignation of Sarah Whittaker meant that a new chairman for the committee had to be elected. Anthony Sheppard became chairman, leaving the post of Vice-Chair vacant.

The Chairman asked for nominations.

Cllr Sheppard proposed Mark Sugden. This was seconded by Shirley Round.

There being no other nominations, Cllr Sugden was duly elected Vice-Chairman.

He was congratulated and welcomed to the post.

5. Actioning of items from previous minutes

AP16- maps of HGS sites. Cllr Hallett has prepared these, and circulated them electronically.

AP17/18/19- watering on The Green. Cllr Herbert spoke to Neale Parry who confirms that he still has the hose and reel and will water The Green. The location of the hose and reel will be entered in the Assets Register.

AP20- Vanessa to speak to Matt Almond re hanging baskets Vanessa has emailed Matt twice, but has had no reply as yet. She will email again. Prior to the hanging of the baskets, Vanessa and Cllr Hallett will re-position some of the brackets.

AP21- Cllr Hallett to Google Streetscape to ascertain if there is any guidance on the EBC specs. She reported that EBC do not have their specs published, only minimum requirements for developers. Presumably the information we require will be part of their confidential contract with Burleys. She was thanked for looking.

AP22- Cllr Sheppard to ask Cllr Sugden to take over inspection of Glebelands and Glenavon Close. Agreed

AP23- work to be done to the Fee Farm Road/ The Causeway bed .Ongoing

AP24- Cllr Herbert to speak to Environment at EBC about overflowing litter bins. Cllr Herbert spoke to EBC who will monitor the litter bins to ascertain if they need more regular emptying. He has noticed full bins in The Parade, so he will speak again.

All other action points have been carried out or are agenda items.

6. Highway Garden Sites

a. Inspection Arrangements

Applegarth

(CM, VR)

No report

Fee Farm Road/ The Causeway

(CM, KHa)

Some of the shrubs need pruning; this will be carried out by the residents.

Torrington Lodge car park

(AS, RM)

The car park may be sold by EBC, so it was agreed to keep this HGS bed tidy, but not carry out any improvements.

Coverts/Foley Roads triangle

(CM, VR)

No report

Glebelands

(GH, MS)

This is looking much better. The middle of the bed appears to have some dead shrubs, but this may be their dormant period. It was agreed to keep this site under observation.

The Green

(VR, CM, GH)

The grasses need pruning at the pointy end. This area was planted to look natural as it is designed to be bee and butterfly friendly.

The shrub in the tub looks poor.

St Leonards Road

(AS, KHa)

Vanessa has planted the hellebores, but some have already been walked on.

The grass looks bare on the left-hand side where it gets walked over. It needs seeding.

The bed also needs more ground cover in front of the arris rail and a couple more shrubs on the right-hand side.

Glenavon Close

(MS, GH)

The bed looks OK- but there was a lot of litter in it. It was agreed that the presence of the litter may be due the recent weather conditions blowing it into the bed. We will monitor this situation. This bed is a potential project.

Red Lane

(KHa, RM)

This site looks scruffy; there is overhanging vegetation and a dead tree. This is a potential project.

Church Road

(GH)

The site looks generally OK.

Hare Lane car park

(AS, RM)

No report

The Firs verge

(VR, KHa, GH)

This bed looks fine- the snowdrops look pretty.

Some of the cyclamen had been dug up (believed to be by dogs), but Vanessa replanted them. It is pleasing that many of the plants put in 2011 are surviving. The briar roses need pruning- this should be carried out as part of the maintenance by our contractor. There is a group of 3 maples; the middle one needs removing.

Brick bed at The Parade

(VR & CM)

No report

Woodstock Triangle

(KHa)

This bed looks tidy.

b. The Fence on The Green

At the last meeting it was noted that the low fence at the pointy end of The Green is damaged. After the meeting, the Clerk contacted the Streetsmart team to see if they could repair it. Paul Dawson inspected the site and concluded that, in order to repair the fence, that work would have to be undertaken standing in the road. This would require shutting one lane of the road, which would require a traffic order. He did not think that this would be granted for work of such low priority, so he suggested removal of the fence. A discussion took place and it was felt that a volunteer may be able to undertake repair work from the garden side; and thus be protected from the traffic. It is not known how much of the fence is broken and what remedial action is required. It was agreed to inspect the site and make an assessment of the work to be carried out. Cllr Hallett agreed to do this.

AP31 Cllr Hallett to action

c. Suggested Projects

It was agreed at the last meeting that Torrington Lodge car park, Glenavon Close and Red Lane would be suitable sites for improvement. Cllr Sheppard, Vanessa Relleen, Carol Manley and Gerald Abrahams carried out site visits to the locations. Gerald Abrahams has submitted ideas for improvements together with quotes for the work. This information has been circulated to all Committee members.

It was noted that remaining in the budget for this Committee:-

i. General	£10
ii. HGS maintenance	£531
iii. HGS projects	£1284
iv. Hanging Baskets	-£98
Total	£1727

There will be 2 further bills for HGS maintenance totalling £1333, which leaves a balance of £394.

It was AGREED that the full Council approved the new HGS contract at the increased cost. So the shortfall between what is left in the budget for HGS maintenance and the actual cost will be met out of Council reserves. This means that there will still be $£10 + £1284 - £98 = \mathbf{£1284}$ for HGS projects.

It was agreed that no work other than routine maintenance will be carried out in the car parks until the future of the car parks is certain. If the work to Red Lane and Glenavon Close is carried out by Gerald Abrahams it will cost £1140, so there is enough in the budget to cover this.

A discussion took place about the ideas suggested by Gerald Abrahams.

Glenavon Close -It was agreed that the inclusion of a conifer in this bed would not be a good idea, but a camellia would be better. The Clerk has agreed to pay for a shrub for this bed in memory of her late Mother and a camellia would be very suitable. It was agreed that we will leaflet all the local houses to ask if anyone will agree to water the new planting during the summer if required.

AP32 Cllr Sheppard to action

Red Lane- the work to this bed will require the removal of some ivy from the fence. We will not carry out any remedial work to the fence as we do not own it. Cutting over over-hanging vegetation will be required at this site. It was agreed that a letter detailing the proposed work should be delivered to all frontagers.

AP33 Cllr Sheppard to action

The Clerk has also asked our current HGS contractor to quote for the work. It was agreed that this information would be circulated and the preferred contractor agreed by email as the work needs to be carried out before the end of March so that it is paid for out of the Environment budget for this financial year.

It was noted that some stump removal needs to take place, so the Clerk will contact EBC and ask if they will undertake this.

AP34 The Clerk to action

7. Meadow Road Island

The island is looking fine; the only work required is the pruning of the forsythia once it has finished flowering. It was agreed to ask our contractor for a quote for the work.

AP35 The Clerk to action

8. Claygate Volunteer Groups

a. Green Team

No work has been carried out recently. The number of people on the Green Team has declined so it was agreed to advertise in the Courier for more volunteers.

b. Claygate in Bloom

There have been no recent meetings and no progress has been made on the garden in Foxwarren.

c. Offer from Claremont Fan Court School

The Head of Year 10 at Claremont Fan Court School in Esher is looking for a possible volunteering opportunity in June for a group of about 11 pupils aged 14-15 years old as she believes it is important to encourage pupils to become involved with and give back to their local communities. The school currently runs the Duke of Edinburgh award scheme through which volunteering is an essential part. Because Claygate is very local she wondered if they could be of any help to CPC; the specific date would have to be between 9-4pm Friday 21st June 2013 in order to fit in with their enrichment week activities.

A discussion took place about this offer and it was agreed that the following activities could be offered:-

- i. weeding the tubs in The Parade
- ii. litter-picking in The Parade and at the station.
- iii. weeding the station tubs.

It was agreed that one or two members of CPC may be needed to oversee the activities.

The Clerk will contact the school to see if this will be of use to them.

AP36 The Clerk to action

9. Status of The Green

This matter is on-going at full Council level, so is no longer a matter for this Committee.

10. Rubbish on Claygate Roads

A report was received from Bill Chilcott, one of our H&T co-opted members about the amount of rubbish (mostly recyclable) on Claygate roads. Bill regular picks up rubbish dumped on the roads and asks if there the possibility of setting up a regular rubbish collection scheme and any way of discouraging people from littering. The report was identified as more pertinent to this Committee and has been circulated to all Environment Committee members. It was agreed that:-

- i. there are many Claygate residents who pick up litter in their local area but may not want to form part of an organised team.
- ii, CPC organises a Spring Clean day every year- this will be advertised in the Courier.
- iii. an article on litter will be included in the next Courier, including a suggestion for residents to keep their local area litter-free and an invitation to set up a team.

It was agreed to thank Bill for the report and inform him of the discussion. It was also agreed that this committee will support him if he wants to set up an organised litter-pick scheme.

It was noted that no date has been set for the Spring Clean this year. The date is normally suggested by the Scouts. It was also agreed to contact the Scouts and Guides and ask if they will be joining in the litter-pick and what dates are suitable for them.

AP37 The Clerk to action.

Post meeting Note: the Scouts have asked for 20 April.

11. Courier/Website

Cllr Sheppard will write a report for the Spring Courier and include:-

- i. a report on the current HGS activities
- ii. information about the Spring Clean day
- iii. an article about keeping Claygate tidy with a request for residents to pick up litter in their local area.
- iv. ask for Green Team volunteers.

12. Matters for information only

Claygate Open Garden day will be 16 June 2013.

13. Date of next meeting

Next Meeting: Thursday 8.00pm on the 11 April 2013 in the Village Hall Committee Room

Please note the date of the June 2013 meeting has changed from 13 June to 6 June

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