

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 6th April 2017
in the Committee Room, Claygate Village Hall

Present: *Councillors*- Bill Chilcott (Chairman), John Bamford, Geoff Herbert and Gavin Wilson
Interim Administrator – Shirley Round

1. Apologies for Absence: Vanessa Relleen, Carol Manley and Mark Sugden

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 John Bamford: Chairman of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Holy Name Church, Esher.

Cllr Gavin Wilson: Chairman of Claygate Bridge Club, a member of Claygate Lawn Tennis Club and a member of Torrington Lodge Association.

Geoff Herbert: Co-ordinator of Neighbourhood Watch and member of Claygate Flower Show Committee.

3. Minutes of the last meeting.

The minutes of the 2nd February 2017 were approved and signed by the Chairman following amendment to Agenda Item 5. Hanging Baskets line 3 should read:

'Hanging baskets £90, troughs £62, addition brackets £84 *per pair* and additional brackets with baskets £264.'

4. Actioning of items from previous minutes

AP9/28 Woodstock Triangle. See Minute 9 a) **Outstanding**

AP10/29 Environment & Leisure Remit agreed in June 2016 and posted on the website.

It was agreed to circulate the Risk Assessments for Clean Up Day, HGS/General Gardening Work Maintenance by Volunteers, HGS Inspections by Councillors & Co-opted Members and Tree Planting by Volunteers. Interim Administrator will circulate prior to next meeting and place item on Agenda.

Outstanding

AP13 Phone boxes. Update now included under Agenda Item 11. **Remove**

AP14/31 Cost of hanging baskets. See Minute 5. **Remove**

AP 36 Derwent Close Green. **Ongoing.** See Minute 6. **Remove**

AP38 The Green. Damage to pointed end. **Outstanding** See Minute 9 (c)

AP41 St Leonards Road HGS. Suggestion of work required. Expenditure agreed. **Outstanding**

AP42 Woodstock Lane triangle HGS. Suggestions for planting. **Outstanding**

AP45 Confirm additional hanging baskets 2017 **Done**

AP46 Confirm number of hanging baskets 2016 **Done**

AP47 Confirm Andy's Gardening Services quote **Done**

AP48 Contact Derwent Close residents regarding contributions **Done**

AP49 Adoption of Derwent Close as a Highway Garden Site. No reply from Ian Gayton.

Outstanding

AP50 Clean Up poster, instructions and Risk Assessment **Done**

AP51 Cllr Bamford to confirm with Scouts' co-ordinator the inclusion of Common Lane in Clear Up. **Done**

AP52 Publicity for Clean Up Day (see Agenda Item 13). **Remove**

AP53 Woodstock Triangle. **Outstanding**

AP54 The Green. See AP38. See Agenda Item 9

AP55 See AP55 **Outstanding**

AP56 Glebelands (see Agenda Item 9) **Outstanding**

AP57 Coverts Road triangle. **Outstanding**

AP58 Winner bed. **Outstanding**

AP59 Bus Shelter & Telephone Boxes (see Agenda Item 11) **Outstanding**

AP60 Clean Up poster **DONE**

5. Hanging Baskets

It has been agreed that 6 hanging baskets which were supposed to have been supplied by EBC last year were in fact paid for by Claygate Parish Council. The baskets which should have been supplied by EBC were omitted.

A detailed schedule was sent to EBC in March and will be circulated to all Councillors. The schedule includes the 10 new locations and shows the baskets that are supplied at EBC's expense, 6 of which CPC has been paying for since at least 2014. **AP61**

Cllr Chilcott compared the price of hanging basket brackets supplied by EBC with those available from local garden centres and the difference in the price was significant. It was agreed however that EBC has to deal with their approved contractor and the price for installing the brackets included fixing, insurance etc. The double brackets on Column 1 (junction of Coverts Road/Church Road/The Causeway are missing. Interim Administrator to contact EBC to request a replacement. **AP62**

6. Derwent Close

The work on the Green has been satisfactorily completed within time and budget. The residents have expressed their thanks and contributions from the Derwent Close residents towards the clean up of the green have now all been received. Removal of large shrubs and bushes has however left bare soil. It was understood Andy had said he would be scattering grass seed but it's not certain whether he has done this. **AP63** Interim Administrator to check

There has been no response to date from EBC regarding the adoption of Derwent Close green as a Highway Garden Site.

7. Clean Up Day

The rubbish bag pick up points – Hare Lane car park and Common Lane car park have been confirmed with EBC.

Micheline Foreman (cub scout leader) has confirmed the Cubs will be doing Claygate Common. Concern was expressed at the amount and type of rubbish in this area. It was agreed Cllr Chilcott will contact Hugh Gostling and suggest they check the area before the day of the Clean Up. **AP64**

A First Aider is required but has not been identified. Cllr Bamford agreed to contact Capelfield Surgery to ask if they know of anyone he can approach to be available on the day of the Clean Up. An alternative would be to contact St. John's Ambulance and pay for someone to attend. Cllr Bamford to progress and inform Cllr Chilcott. **AP65**

Cllr Chilcott will check the number of litter pickers, hand sanitiser and plastic gloves and purchase as required. Litter pickers can be collected from the village hall on Saturday morning. **AP66**

The Interim Administrator confirmed a conversation with Zurich Insurance Co. as follows
'I spoke to Emma Green today (2.3.2017). She confirmed volunteers working on Clean-up Day, tree planting and Highway Garden Site maintenance are covered by the Claygate Parish Council Zurich policy. We should have a Risk Assessment in place for these activities together with any appropriate safety equipment ie high visibility vest, gloves etc.

Organised groups ie Scouts, Guides are covered by their own insurance and the organiser of Clean-Up Day is advised to ask for sight of their policy.'

8. To discuss arrangements for retaining volunteers' details and agree action

The Interim Administrator confirmed she had spoken to Trevor Leggo, Chief Executive Officer of SSALC about holding information relating to volunteers in order to conform to the Data Protection Act.

She received the following information:

The Clerk can hold the list of volunteers. These volunteers need to have been asked if they are happy for CPC to hold their contact details, told the reason for holding this information ie gardening work

for the Parish Council and informed that the information will only be disclosed to the volunteer organisers (s). They should be assured that their details will not be forwarded to anyone else.

It is also recommended that the list be updated and volunteers asked to confirm they are happy to remain on the list. Those who change their minds are removed.

To comply with the Act this information will be kept in a secure, locked filing cabinet and access to the laptop is with a password. Relevant training relating to the Data Protection Act should be undertaken by the Clerk.

AP67 The Interim Administrator agreed to contact Vanessa Relleen (the current volunteer coordinator) and suggest a meeting to discuss these points.

9. Highway Garden Sites

Site Reports from Councillors

- a) Applegarth: No report.
- b) Fee Farm Road: No report.
- c) Torrington Lodge: Gaps, especially where the tree has been removed. Generally good.
It was noted that there is a separate agreement with SCC relating to the bed on the left-hand side of the entrance to the car park.
- d) Coverts Road/Foley Road: No report.
- e) Glebelands: Weed suppressant membrane is exposed. **AP68** Interim Administrator to ask Paul to put down extra mulch over the exposed areas.
- f) The Green: See Appendices 1& 2 reports from Vanessa and Carol. They will be liaising with Paul.
It was noted that Nick (Hare & Hounds) had offered to have the wall repaired. **AP69** Cllr Bamford to follow up.
The horse trough has been displaced. **AP70** Interim Administrator to ask Sue Clark (Elm Farm) if her sons would be able to reposition it.
- g) St. Leonard's Road: Tidy & attractive. Some gaps.
- h) Glenavon Close: Needs weeding. Senecio has spread and is rather woody.
- i) Red Lane: Weedy with gaps.
- j) Church Road: Gaps
- k) Hare Lane Car Park: Longer lasting shrubs required.
- l) Brickbed at Parade: Looks very sad.
- m) Firs Verge: Some trees need to be cut back from the pathways
- n) Woodstock Triangle: Car tracks have faded somewhat. Nothing to report. Suggested cobbles all over.
- o) Bed by Winning Horse: No report
- p) Meadow Road Island: Looks good.

Site and Progress Reports.

See Appendix 1& 2

10. Tesco Bags of Space Scheme

It was agreed this item should be removed from the Agenda as no suitable projects have been identified. Interim Administrator to remove. **AP71**

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

- a) BT Telephone Boxes. Cllr Chilcott reported to BT the telephone boxes have still not been removed from the junction of Foley Road/Coverts Road and the end of Coverts Road. He agreed to pursue this. **AP72**
- b) Bus Shelter (Claygate Village Hall) Cllr Chilcott reported that he had received an email from SCCllr Mike Bennison with an attached email from Anthony Jeziorski (head of Services for Environmental Services) accepting responsibility for the repair.

12 To Discuss Litter, Graffiti and fly-tipping.

A resident of Elm Road had complained about the amount of litter in the area and ask that an additional litter bin by Matthew Pierce Estate Agents be requested from EBC. **AP73** It was agreed

Cllr Chilcott will contact EBC although the Councillors were not hopeful of the outcome or that the installation of an extra bin would alleviate the problem.

13. Courier/Website

Clean Up Day to be advertised in Courier if published in time. The details of Clean Up day are or will be on Twitter, the Claygate Network and on the website. An amended poster will be displayed on the 2 village notice boards and extra copies circulated to Councillors for display.

14. Matters for information only

Planning permission has been granted for a new bus shelter to be installed by the Christian Science Church in Hare Lane, at the expense of the Church.

15. Date of next meeting

Next Meeting: **Thursday 1st June 2017, at 8pm in the Committee Room**

Meeting closed at 10.10pm

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

Appendix 1

Emailed report from Vanessa Relleen (dated 5th April)

I have not had time to buy any more plants. They mostly come onto the market in April so it is on my list of things to do soon.

As is weeding the Fruit world bed.

There is little change to the main sites except the pointy end of The Green where 3 Abelia have been cut right down to the ground. This was unnecessary and has left a huge, unsightly bare area.

I thought Paul was going to contact Carol or me to meet him on the Green and discuss the work needed there, especially pruning?

Also, some plants have disappeared - these were *stipa tenuissima* and *circium*. I don't know if Paul has removed them in error or people/dogs have trampled them. Again, it would be useful to walk round the site with him.

In the main area of the Green there are lots of weeds and several lavenders are broken. - Altogether a bit of a mess. I might try to get a working party together to do some weeding and pruning.

Appendix 2

Emailed report from Carol Manley (dated 30th March)

I am sure Vanessa will be reporting back for both of us. I am aware of the APs that Vanessa and I are responsible for and we will be progressing:-

1. AP41 ...The pointy end of the Green renovation. Expenditure agreed.

2. AP 28 Woodstock Triangle. AP53 There is no further useful information on which to determine new planting so we shall choose from our current planting list and what's available to buy.

Re HGS INSPECTION CHECK LIST

May I suggest that item 'too few/many plants in allotted space' needs added clarification for non-plants people as it is only a 'value judgement'. Perhaps the following would be helpful AS AN ADDITION.

"Please bear in mind:-

A) Space may be needed for plants to grow eventually to the optimum size for the variety. There may be bulbs waiting to come through the 'space'. It is not always possible and often not desirable to plant mature plants. Often it is better to buy SLIGHTLY younger plants which will benefit from developing a larger root system before they put out more top growth. They are better value and can be healthier.

B) Plants grow according to conditions i.e. Whether they are facing the sun, in shade, have adequate nutrition, etc., rate of growth is determined by this as you know.

C) it is better for maintenance purposes, weed suppression, moisture retention to have the soil protected from summer sun by plant growth, and not to have bare earth (space) between plants. That is why Vanessa and I strive to infill if necessary throughout the year and have had a top mulch of shredded bark added by our maintenance company in the past. This may need replacing occasionally though care has to be taken that the beds are not made too high (specifically on The Green)."

One of our most important HGS ...THE GREEN

It is more likely that human and canine activity will cause the most damage to beds and plants. For example our last inspection showed that those people who daily park their cars in the Hare slip road then climb up over the brick wall and through the bed have made a private path to the other side of The Green. Over the years Vanessa and I have tried small fences, substituted different plants, shrubs, even a columnar cherry tree in the bed was planted (now broken to half size) to try to prevent this. The Manager of the Hare offered his maintenance men to replace the specialist bricks which were dislodged. Perhaps in the next Claygate magazine there should be an article with photos about this. As we spend more on HGS than any other aspect of CPC we could enlist the help of our residents to assist in ending ignorance and what amounts to everyday UNINTENTIONAL vandalism.