

**DRAFT**  
**ENVIRONMENT & LEISURE COMMITTEE**  
**Minutes of the meeting at**  
**8.00 p.m. on Thursday 13<sup>th</sup> February 2018**  
**in the Committee Room, Claygate Village Hall**

**Present:** Councillors- Bill Chilcott (Chairman), Geoff Herbert and Julian Way  
Parish Clerk – Shirley Round  
**In attendance** – Caroline Cartwright (Chairman CVA)

**1. Apologies for Absence:** Carol Manley.

**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 last meeting.**

The minutes of the 7<sup>th</sup> December 2017 were approved and signed by the Chairman.

**4. Actioning of items from previous minutes**

AP12 Clerk to contact Cllr Bennison for advice on ownership of the verge in Brookfield Gardens.

Emailed again. Replies received from SCC and EBC. **DONE**

AP27 Coverts Road/Foley Road triangle. (See agenda item 6)

AP33 Meadow Road Island – fence. **IN HAND**

AP38 Litter bin emptying – new bins – Cllr Herbert **OUTSTANDING**

AP40 Brookfield Gardens – future plans – Cllr Herbert **NO FURTHER ACTION**

AP 43 Quote from Paul for Hare Lane car park (see agenda item 5)

AP44 Detailed planting plan from Carol Manley for Hare Lane car park (see agenda item 5)

AP45 Red Lane/Woodstock Lane triangle – contact Andy Baldwin (see agenda item 5)

AP46 Surrey Waste Local Plan – response. **DONE**

AP47 Meadow Road Green – volunteers to undertake work suggested by Barry Daborn. **DONE**

AP48 Quotes for tree work – schedule send to contractors. **DONE**

AP49 Flytipped material in Woodstock Lane removed. **DONE**

AP50 Brookfield Gardens grass verge – ownership **DONE** (see agenda item 9)

AP51 Clean Up Day banners – see agenda item 11 **DONE**

AP52 Banner to be hung on Recreation Ground. Cllr Way to check with CRGT **OUTSTANDING**

AP53 Wording for Banner – see agenda item 11. **DONE**

AP54 Courier article – see agenda item 12.

AP55 Christmas Tree disposal information for website. **DONE**

**5. To discuss Future Projects**

a) Improved planting in Car Park:. Paul Quinnen will provide a quote for preparing the beds in the Hare Lane car park. It was decided to tackle this car park before the Torrington Lodge car park, the future of the Torrington Lodge car park being uncertain at present.

It was agreed Carol Manley will provide a more detailed planting plan in due course.

More detailed figures will be available for the next meeting when the cost of the ground work is known. The work to be completed in 2018/19. It was thought there might be some funding available from EBC for this project.

b) Woodstock Triangle: Unfortunately the response from Andy Baldwin indicated that there were extensive services located beneath the triangle and he did not advise further work. For this reason Carol Manley's suggestion of planting wild flowers and bulbs was accepted.

CM will be asked to recommend appropriate wild flower plug plants and bulbs and, because of the dangerous location, Paul Quinnen will be asked to undertake the planting. **AP56** Clerk will contact CM and PQ.

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

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

- a) Applegarth: No report
- b) Fee Farm Road: Looks okay
- c) Torrington Lodge CP: Nothing to report
- d) Coverts Road/Foley Road: Cllr Chilcott met with the gardening volunteers and Coverts Road/Foley Road triangle was discussed informally. Ros Hall reported there were some bare patches and additional plants were required. **AP56** BC will contact Ros Hall.
- e) Glebelands: Membrane still exposed. Mulch being washed off. No action at present.
- f) The Green: Carol Manley has given BC some bulbs to plant. **AP57**
- g) St. Leonard's Road: Some gaps. Could do with additional plants. The bench needs refurbishment. Clerk will contact Street Smart **AP58**
- h) Glenavon Close: Looks good. There is a very nice winter, berry shrub in bloom on the left side
- i) Red Lane: Looks good.
- j) Church Road: Looks okay.
- k) Hare Lane Car Park: Looks okay but can be improved.
- l) Brickbed at Parade: Looks fine for the time of the year.
- m) Firs Verge: Looks good. Nice display of snowdrops
- n) Woodstock Triangle: Discussed under 5b)
- o) Bed by Winning Horse: Looks okay

## **7. To discuss management of Meadow Road Green Trees.**

Unfortunately there was a poor response from the 3 contractors contacted initially. For this reason the Clerk contacted 3 additional contractors requesting quotes. The deadline has been deferred to Monday 26<sup>th</sup> February. An Extraordinary Meeting will be held soon after to discuss the final quotes **AP 59**  
**ALL**

## **8. 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. At last, after months of seeking a solution to the flytipped asbestos, it was removed.
- c) Graffiti. There have been no reports of graffiti in the village recently.

## **9. Maintenance of unadopted grass verges.**

### Proposed addition to E & L Remit:

The proposed addition to the E & L remit was withdrawn at the Parish Council meeting in January. Councillors were not keen the Council should take on responsibility for assumed to be unadopted grass verges.

### Brookfield Gardens grass verge.

An email from Surrey Highways together with a map indicating the extent of the publicly maintainable highway in relation to the Brookfield Gardens area has been received. Also an email from Philip Robinson of EBC stated the area around Brookfield Gardens is adopted SCC public highway. EBC cut the grass, part of it with County funding.

The information will be retained for future reference.

**10. Manor Farm Pond**

A local resident has asked if the Parish Council will undertake the cleaning of the Manor Farm Pond. This matter was discussed at the January Parish Council meeting. At the Council meeting Cllr Sugden indicated he knew the owner of Manor Farm and would find out if the landowner was interested in cleaning the pond with possible voluntary help. It was felt that unless the landowner was interested there was little that could be done. It was agreed it would need professional help and that this could be a very expensive undertaking. It was agreed to await the outcome of Cllr Sugden’s enquiries.

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

The Clerk had obtained a quote for banners. 4 banners (1m x 1.5m) would cost in the region of £130. The banners are recyclable but not reuseable. It was agreed E & L will discuss this at the extraordinary meeting to be held in late February. In the meantime the Councillors will check the size of the banner (it is the identical size to the one hanging outside the village hall). **ALL**

The banners will be sited at  
Village Hall  
Corner of the Parade  
? Recreation Ground – Cllr Way to check with CRGT

It was agreed to contact the Guides and Claygate School prior to the event.

It has been agreed there will be advertising for the event in Courier (due out late March) and will include an explanation of what Clean Up Day is all about, where the clean up will take place and what items are provided ie litter pickers, gloves etc.

**12. Courier/Website**

The article for the Courier will be an E & L report and information about the Clean Up Day. It was decided not to do a double spread about the Highway Garden Sites. The Communications Working Party has been informed of the change. Cllr Chilcott will provide the articles. **AP59**

**13. Matters for information only**

Hanging Baskets will be discussed at the Extraordinary Meeting.

**14. Date of next meeting**

**Extraordinary Meeting: Tuesday 27<sup>th</sup> February 2018, 8pm. Committee Room**

**Next Meeting: Thursday 12<sup>th</sup> April 2018 at 8pm in the Committee Room**

Meeting closed at 9.55pm

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