



**DRAFT MINUTES  
HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING  
HELD AT 7.30PM ON THE 13<sup>th</sup> APRIL 2022 AT CLAYGATE PAVILLON.**

Chairman of the Committee: Cllr Rawson

Parish Councillors with Committee Voting Rights: Cllr Marques, Cllr Sugden, Cllr Collen

Parish Councillor with no Committee Voting Rights: Cllr Swift

Co-opted Committee Members Present: Caroline Stevenson

In attendance: Sally Harman Parish Clerk & RFO, 1 member of the public

**1. Apologies for absence**

Will Harrison-Cripps and Mark Tymieniecki sent their apologies in advance.

**2. Declarations of Interest in items on the agenda**

Cllr Sugden declared that he was also a SCC Cllr so there could be agenda items that come before him in his other role however he had no pecuniary interest or strong personal interest in items on the agenda. The Clerk noted that she was a resident on Dalmore Avenue which was being discussed under Item 12 d (c). She informed Councillors that, if they so choose, she will leave the room for that section of the meeting and for them to inform her when they got to that section of the meeting if that is what they would like her to do.

**3. Confirmation of minutes of previous H T & E Committee held on 10<sup>th</sup> February 2022**

It was **unanimously agreed** that the minutes could be signed by the Chairman of the Committee as a correct record of the meeting. The Chairman signed the minutes witnessed by the Clerk.

**4. To report on the actioning of items from the previous meetings.**

**AP98** MS to identify a contact for the Residents Association at The Firs regarding the branches through the fence line on the pathway between Dalmore Avenue and the Foley. Clerk is not getting anywhere with PA Housing contact and they are just saying it's not their job. Resident association have told Clerk to try SCC. Clerk to send request to SCC Cllr Sugden and ask for help establishing ownership and resolving the matter. **IN PROGRESS**

**AP126** Clerk to chase Savills on Bridleway flood under railway bridge over A3. Update from Savills as follows November 2021 - They've had Northwest Maintenance Services on site several times jetting the drainage pipe and improving the drainage around the underpass. Surface water is draining away quicker than it has been and after a moderate downpour they wouldn't expect to see flooding. With heavy and continuous deluges of rain, the flooding does occur however, at present rates it's draining away after a couple of days. The underpass is currently clear and is passable. They have installed CCTV footage in the drains. They are seeking advice from a drainage/ civils engineer, who they hope to engage with once they have the camera footage. Update Feb 2022 – Underpass now draining but slowly. Savills have instructed a report to be undertaken to best mitigate flooding for the long term. **IN PROGRESS**

**AP128** Cllr Sugden to brief Clerk on issue of path between Loseberry Road and Station Road being used by cyclists. Clerk submitted resident concern via SCC portal. Response from SCC was as follows. Cyclists using a footpath is an act of trespass on the landowner, it is not something the Highway Authority have the power or duty to enforce. If a byelaw existed on the footpath which prohibited the use by cyclists, then this would be an offence and can be reported to the police. In this case SCC don't believe a byelaw exists on the footpath in question. This would usually be demonstrated on site by red prohibition cycling signs and these can only be displayed if a byelaw exists. Other deterrents that have been used before include varying designs of barriers to discourage access for cyclists however these are not considered access friendly for all users of the footpath and we are aiming to improve access to the rights of network so that it is suitable for all users. Most barriers would inhibit use of the path for users with pushchairs or disabled users so we would not be looking to install anything here. SCC is responsible for the maintenance and management of Footpath 39. **DONE**

**AP16** Caroline Stevenson to draft an email on overgrown Bridleway concerns by Elm Farm and send to Clerk for review and submit. Update from SCC. The public right of way ends at the northern most entrance to Elm Farm. The reason you cannot record anything on the section between the two entrances is that this section is not recorded as a public right of way. **IN PROGRESS** Cllr Sugden and Caroline Stevenson to walk route.

**AP25** Clerk to investigate Grit bins and add to next agenda. **OUTSTANDING**

**AP32** Clerk to contact Network Rail about the recent spate of bike thefts and ask them to improve CCTV coverage. Clerk contacted PCSO first and she confirmed no reports of bike theft from bike racks at station. Clerk to contact British Transport Police. Cllr Sugden to inform resident to speak to Network rail. **REMOVE**

**AP47** Clerk to order Claygate Clean Up Day new banners. **DONE**

**AP48** Clerk to order new litter pickers. **DONE**

**AP49** Clerk to order Hanging Baskets as soon as EBC Greenspaces team allow. **DONE**

**AP50** Clerk to add items to Bi-Annual EBC/CPC agenda and circulate agenda to attendees. Minutes from meeting on 25<sup>th</sup> Feb have been circulated. **DONE**

**AP51** Clerk to pick up with HGS Contractor and feedback options at next HT&E Committee meeting. **OUTSTANDING**

**AP52** Clerk to report Bridleway at end of Coverts Road to SCC. **OUTSTANDING**

**AP53** Cllr Sugden and Cllr Rawson to write article and send to Peter by 20<sup>th</sup> February. Clerk to provide artwork for Clean up day. **DONE**

**5. To note a resident's concern over the condition of the Bridleway on Telegraph Lane and agree any action required.**

A member of the public had requested that the Clerk read out a statement on his behalf. The resident requested CPC's assistance again as his meeting with Ms Edwards SCC Countryside office has resulted in no progress. He met in April 2021 with Ms Edwards SCC Countryside Officer who denied that any improvement work was needed as the condition of the Telegraph Lane bridleway was adequate however, she offered to contact SCC approved contractors to obtain a ballpark estimate for carrying out repairs, with a view to some kind of cost-sharing solution being explored between the various vehicular users of the bridleway. However, since that time and despite the resident following up several times, no progress has been made and the resident notes that the bridleway condition is as bad as ever. The resident says that Royal Mail managers have informed them that they are considering ceasing deliveries to Semaphore House due to the damage which has been caused to their vans while driving to our property. The decision is pending a Senior Royal Mail manager visiting the property. The resident now considers the situation very serious in the fact that the emergency services were not able to reach them and they now may be losing daily postal service. He notes that he has written again to Ms Edwards to explain the situation with Royal Mail and to request her urgent assistance. He would also be grateful for any help with the Parish Council can provide to resolve this situation.

The Clerk noted that she had so far directed the resident to raise his concerns to his EBC Cllrs and SCC Cllr and she asked the Committee if they would like to take any other action. The Committee noted the residents' concern and that the best course of action was for the resident to contact his SCC Cllr Mark Sugden.

It was **agreed in a majority decision** that the Clerk give SCC Cllr Mark Sugden's contact details to the resident. Cllr Sugden did not participate in the vote.

**AP54** Clerk to send the resident SCC Cllr Mark Sugden's contact details.

**6. To note a resident's concern over the condition of Woodstock Lane South and agree any action required.**

A resident had sent the Clerk a video of the road status along Woodstock Lane South showing numerous potholes and general despair along Woodstock Lane South. Cllr Sugden noted he had also received the email with video and had informed the resident that it was a SCC matter and to contact SCC.

It was **agreed in a majority decision** that the Clerk ask the resident to report the issue to SCC via their website. Cllr Sugden did not participate in the vote.

**AP55** Clerk to notify resident to contact SCC.

**7. To note a resident's concern over the bench on Hare Lane to the side of the Old Bank and agree any action required.**

The Clerk had circulated a history of Bench location discussions between EBC, SCC, developers and residents from 2018 and a paper prepared by the resident ahead of the meeting. Cllr Sugden declined to take part in the discussion. Cllr Swift spoke. She noted that in July 2020 she was involved in the Parish Council Planning Committee discussion regarding the bench. She had flagged her concerns about having the bench in front of the newly developed Old Bank and voiced it as an unsuitable location at the time. She noted that in August 2020 the Planning Committee unanimously agreed that the bench be moved in front of the EBC noticeboard. She noted that in August 2018 it was moved from its location by the noticeboard due to litter issues and there were now frequent piles of rubbish by the bench outside the Old Bank and it was not pleasant and that Claygate was over benched. She noted that Claygate residents shouldn't have to put up with litter and anti-social behaviour. She proposed that there were 2 solutions. Firstly, move the noticeboards closer together and put the bench at the end of them or remove the bench altogether. Cllr Marques noted that the bench was there to serve a purpose for allowing elderly residents to have a rest when out shopping. Cllr Sugden asked for clarity on the original bench location. The Clerk noted that she only had an historic email to the old Clerk suggesting it used to historically be next to Boots but she had only ever seen it herself in front of the Old Bank. Cllr Swift noted that Cllr Sugden had said he wouldn't participate. Cllr Sugden noted he was just asking for clarification on the documentation that had been provided. Cllr Rawson stated that he believed there were 3 options for the Committee to consider and he would go through each of them in turn to ascertain the level of support. Firstly, leave the bench as is, secondly

move it back to be by the noticeboards and thirdly to remove the bench completely. The first 2 options received no proposers and the third option received a proposer and seconder.

It was **agreed in a majority decision** that the bench be removed all together. Cllr Sugden did not participate.

**AP56** Clerk to notify EBC and SCC and resident of the decision and request EBC remove the bench.

*Cllr Swift and the member of the public left the meeting.*

**8. To note the storm damage caused in February 2022 and action taken and note resident's requests for help in clearing debris and maintaining trees on Meadow Road Island.**

The Clerk updated the Committee on the actions she had taken in the wake of the February storms: -

- Organised the removal of tree debris in Firs Verge opposite No 133 Hare Lane for £800 ex VAT as agreed at 10<sup>th</sup> March Full council meeting.
- Chased SCC to remove a Cherry branch outside no 11 Dalmore Avenue.
- Chased EBC to clear branches from corner of Foley Rd/Albany Crescent.
- Fixed noticeboard on Hare Lane. SCC contractor had made stable as the Clerk believed the new noticeboard was 6 weeks off arriving at the time. Chairman and Clerk approved the £210.00 (ex. VAT) for an additional visit to the site to leave existing, damaged noticeboard secure and safe.
- Advised resident to pick up issue of tree debris and unstable tree in Meadow Road Island with SCC as EBC had advised her that their map system identified SCC as the responsible party. SCC responded saying that they weren't responsible so Clerk had directed resident to pick up the issue with SCC Cllr Mark Sugden. SCC Cllr Mark Sugden had requested EBC clear area which they have done but the issue remains over the responsibility of Meadow Road Island as the land is unregistered but has Village Green status. Cllr Sugden noted that he was investigating this issue in his capacity as SCC Cllr.

**9. To note the EBC Design Survey for the Claygate's Recreational Playground Refurbishment and agree any action arising.**

The Clerk updated the Committee on the EBC Design Survey for the Claygate Recreational playground. Residents could vote on 3 options but they needed to submit their favourite by Monday 18<sup>th</sup> April. The Clerk noted that she had also asked the EBC Greenspaces team for a few equipment options over and above the EBC proposal to bring to full council on 24<sup>th</sup> May as a possible Platinum Jubilee project as per an action point from the 10<sup>th</sup> March 2022 Full council meeting.

**10. To consider and agree the method for an annual tree inspection on Highway Garden Sites.**

The Clerk noted that she felt a more formal annual inspection of trees on the 13 CPC managed HGS should happen alongside Cllr visual inspections every 8 weeks. She had contacted the Tree Wardens about whether they could support in a more formal annual inspection of the trees but they had replied saying they were unable to as they were not qualified to do this and the Tree Council has told them that they must never advise formally on the safety or health of trees. The Clerk had contacted one of the highly qualified Clerk's at Worplesdon Parish Council who had advised her that a formal inspection over and above monthly checks by Groundsman is required as CPC would be liable if a falling tree was to injure anyone.

It was **unanimously agreed** that CPC needed to get a formal annual check of trees on HGS in place and that the Clerk should ask the Tree Wardens to map the trees, check the CPC HGS Contractor is carrying out a monthly visual inspection and get quotes to bring to the next Full Council meeting or HT&E Committee.

**AP57** Clerk to ask the Tree Wardens to map the trees, check the CPC HGS Contractor is carrying out a monthly visual inspection and get quotes to bring to the next Full Council meeting or HT&E Committee.

**11. To discuss Environmental issues:**

**a. Highway Garden Site inspections (including reports from Councillors)**

Cllr Collon was the only one to raise any concerns on her HGS site inspection round citing a bush that required cutting back on the Firs Verge and significant rubbish in the Parade bed outside the Greengrocers.

**AP58** Clerk to feedback to HGS Contractor.

The Clerk noted that the CVA had contacted her about a request from Pippa's Nursery to look after the verge bed between the Co-op and Torrington Lodge car park and erect a sign. The Clerk responded to the CVA that this land was SCC Highways and that they should direct the owner of Pippa's nursery to pick up directly with SCC.

**b. Litter, Litter bins, Graffiti and Fly tipping**

Woodstock Lane fly tipping was raised as a continuing concern. The Clerk noted that Clean Up Day banners were up thanks to Cllr Bray and that notification had gone out in the Courier, Facebook and was up on the CPC website.

**c. Overhanging trees, branches & hedges**

None to report.

**12. To discuss Highways & Transportation issues:**

**a. Public Transport**

The Clerk noted that the new Hare Lane bus stop between Champion Timber and Dalmore Avenue was in place. Cllr Sugden noted that the reason for the design was to improve accessibility whilst maximising on road parking.

**b. Bridleways and Rights of Way**

The Committee noted that recent weather had caused flooding on a number of bridleways again and that the Clerk continued to chase Savills on the flooding under the railway bridge south of the A3. It was noted that SCC had approved funds towards a Pegasus Crossing on Copsem lane at a recent meeting.

**c. Traffic calming and Speed Watch**

The Clerk had circulated the latest Speedwatch report provided by Mark Tymieniecki ahead of the meeting. The Clerk had also circulated an invitation to attend an online presentation and discussion to Town and Parish councils in Surrey on Wednesday 6th April, 8pm for 20s Plenty Surrey campaign.

**d. Liaison with SCC: -**

**a) Road maintenance and footways**

No issues raised.

**b) Highway trees (maintenance and replacement)**

The Clerk updated the Committee on an update on Highway Tree removal scale she had received from her SCC Highways Environment Officer a month before. He had informed her that any trees that are considered "dangerous" will be ranked 1-5. P4s have a 6-12 month timescale to be felled to a 1 metre stump (SCC have over 2800 of these in the system at the moment). P5s have a more immediate timescale (ideally within 6 - 12 weeks) and SCC still have over 800 of these in the system. That is why

the P3s or lower have still not been removed as yet, although they are all in the system. Surrey have just 2 people walking every road in the county logging every single tree. The smaller roads have a 5 year cycle and the more major routes are 3 yearly.

The Clerk had received an update from her SCC Highway Environmental Officer on the dead and diseased trees that CPC had asked be replaced as follows: -

- 3 Dead trees in Dalmore Avenue – SCC responded saying the road will be inspected in next 2-3months as part of our 5 yearly arb inspections.
- 2 Dead trees on Hare Lane. – SCC responded stating Hare Lane was last inspected by the Arb team in October 2020. We will next inspect there by October 2023.

It was **unanimously agreed** that CPC fund up to £200 ex VAT to remove and have the stump ground out for the tree in the island outside the Claygate Flower House if SCC will action and plant a replacement tree in its place.

**AP59** Clerk to notify SCC & process as required.

- 3 Diseased trees which have been removed in Torrington Road. SCC had STATS checked & then refused to plant but CPC asked whether shallow rooted trees be planted somewhere in the road as it now looks bare. SCC responded saying that they the footways have ‘special’ red / clay paviers on which are really disturbed by tree roots. They believed the area was not suitable for tree planting if the trees are all dying.
- 2 trees which have been hit by cars & subsequently removed on the Parade. – SCC has ground out stump (as paid for by CPC) and new birch planting imminent. The tree knocked down outside Parade and Albany had had its space tarmacked over.
- Residents paid for the removal of multiple dead and diseased trees in Simmil Road and have now been told they can’t replace them. SCC gave the residents a recommended contractor to remove the trees which the residents paid for and then were told they couldn’t replant – SCC noted that they were liaising with SCC Cllr Mark Sugden on this issue.

The Clerk then moved on to an update on the new potential highway trees sites the Tree Wardens had suggested. SCC had received the list of proposed sites from the Clerk and had responded as follows: -

- Outside No 26 Oaken Lane – SCC requested the resident submit a planting request via the SCC website.  
**AP60** Clerk to ask tree wardens to notify resident that they can submit a request via the SCC website.
- The Firs Verge – There is space for a tree in the place where a memorial tree was planted but had failed to flourish. This is SCC owned land managed by Claygate Parish Council – SCC requested confirmation of exact location, clarification of who would water and that a submission would again need to be logged via the SCC website. The Committee agreed to not pursue the planting of any more trees on this HGS until the cost implications of an annual formal tree inspection have been established.

- Outside No 19 Red Lane – SCC responded saying it is a good site but they need a request to plant via their website.
- Between 50-72 The Roundway – SCC responded saying as PA Housing own this land they can't plant on it.
- Meadow Road Green – SCC responded asking if we knew if it was SCC Highways land.  
**AP61** Clerk to update SCC Highways Environment Officer on current discussion between EBC and SCC on responsibility as land unregistered.
- Derwent Close Green space – SCC responded saying privately owned land so couldn't plant on.

The Clerk updated the Committee on a communication she had been copied in on between the Tree Warden and a resident on Dalmore Avenue. The Resident had asked for tree stakes to be removed from the Highway Trees along her road. The Tree wardens responded saying that the trees planted were never intended simply to protect the grass verges. They were planted to enhance the road with their flowers, leaves and fruit, and to provide other environmental benefits. The stakes were put in partly to support the young trees but also to protect them in a narrow road which has problems with traffic congestion. The Tree Wardens subsequently went along Dalmore Avenue and removed stakes and ties where appropriate. The ones that they left are protecting the trees from cars and vans turning or parking. The Tree Wardens plan to monitor the situation and will remove any if they no longer seem to be needed.

**c) Parking**

The Clerk updated the Committee that SCC had moved to formal consultation for partial double yellow lines down Dalmore Avenue. The Clerk had received an email from a resident on the road which requested Cllrs to support the introduction of the double yellow lines. The resident cited that she had witnessed occasions when emergency vehicles can't access homes on the road and numerous times when she can't access her own drive due to blockages in the road. She noted that the issues had got worse with the deliveries to the newly opened Pavilion and would continue to get worse with the increased use of the new Recreational ground facilities. She noted that Dalmore Avenue also provided access to Claygate Primary School and parking was often brought up as a compliant with the school. She noted that she would personally like to know that a fire engine or ambulance could reach her home and that from a wider village perspective the council should be involved to ensure that this is the case for the Recreation ground. Cllr Sugden noted that there was also formal consultation for Double Yellow lines on the corner of the Avenue and Oaken Lane. He noted that he wouldn't participate in the discussion due to his role as SCC Cllr. The Committee decided to not submit a comment on the Consultation noting residents can pass comment should they wish.

**AP62** Clerk to respond to resident saying CPC recognises her concerns.

**d) Street signage**

No issues reported.

**13. Communication of key decisions to residents including input to the Courier and website.**

The Clerk noted that the April Courier had landed. The next edition will be landing at the start of October.

**14. Matters for information purposes only.**

None

**15. Date of next meeting 9<sup>th</sup> June 2022.**

Meeting Closed: 8h50

**Reserve for the meeting on 9<sup>th</sup> June 2022: Cllr Swift**

**Signed:**

**Date:**