



DRAFT MINUTES

**HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.30PM ON THE 2nd SEPTEMBER 2021 AT CLAYGATE CRICKET PAVILLON.**

Chairman of the Committee: Cllr Rawson

Parish Councillors: Cllr Sugden, Cllr Wang

Co-opted Committee Members Present: Caroline Stevenson, Will Harrison-Cripps, Mark Tymieniecki

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

1. Apologies for absence

Cllr Collon and Cllr Marques both sent their apologies in advance.

2. Declarations of Interest in items on the agenda

Cllr Sugden declared potential conflicts of interest may occur during the agenda due to his other role as SCC Cllr.

3. Confirmation of Minutes of previous H T & E Committee held on 3rd June 2021.

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.

AP84 Clerk to contact EBC and SCC Countryside Officers and ask what advice they can give about Countryside and Rights of Way Act 2000 & recording Claygate's footpaths, bridleways, and alleys. EBC Countryside Officer responded saying that there was a significant consultation at the time to define Common Land, countryside access sites and Public Rights of Way, which were all checked and mapped. The main anomaly is Old Claygate Lane from the top of the hill south to Claygate which is an old highway and therefore not a Public Right of Way shown on the definitive map. This is also true for one or two alleys not down as Public Footpaths or shown as part of the adopted Highway Network. He stated any concerns should be passed on to SCC. Clerk responded to the EBC Countryside officer that it appeared nearly all internal cut throughs were missing. EBC responded stating these aren't listed on their internal mapping and ownership could be identified via Land Registry. **IN PROGRESS** Clerk and Cllr Rawson to attend meeting with Catherine Valiant Countryside Access Officer from SCC in October to discuss.

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 in contact with Groundsman of Firs & request gone in. **IN PROGRESS** Clerk to continue to chase.

AP105 MS to draft 2 letters to SCC on Highways responsibility of Hare Lane and speed reduction options. **IN PROGRESS** Cllr Sugden declared his interest as Surrey Country Councillor and that he was liaising with residents. Cllr Sugden has drafted letter for Clerk to review and submit.

AP111 Clerk to escalate complaint on Hare Lane Clearance within Network Rail. **DONE**
Chased multiple times not moving on subject. Area starting to grow back.

AP116 Clerk to contact delivery firm quote and timeframes for a June Courier delivery. **On HOLD**

AP119 Clerk to request costs and replacement recommendations for Torrington Road apple tree from the Tree Wardens and add to next HT&E agenda **IN PROGRESS** Tree Wardens confirmed up to £300 required to replace both trees.

It was **unanimously agreed** £25 per tree for the SCC tree replacement fee is required and up to £300 for replacement trees if required.

Clerk to contact Carol Walker at SCC to discuss how best to resolve copying in SCC Cllr Mark Sugden.

AP120 Clerk to request SCC recommendation on what to do with the Firs pathway footpath and request costs. Clerk to then add to the next HT&E agenda. SCC confirmed all Highway footway are inspected 1x per year and they would look to repair any safety defects arising. SCC inspected the site on the 29th July and wrote to the Clerk to say that on closer inspection the problem does not need immediate work. They will continue to monitor and consider it when planning future works. **DONE** Clerk to send SCC response to Cllr Sugden.

AP122 Clerk to refer question of getting additional dog mess bin(s) on Claygate Common to the EBC Borough Councillors. EBC Cllr Mike Rollings responded to Clerk stating that there are three dog/waste bins on Claygate Common at Holroyd Road, Fee Farm Road and Common Road access points. In the past separate dog waste only bins were provided but that is no longer the case. He will look further into increasing the size of them particularly at the Holroyd Road entrance. **ONGOING** Clerk to contact EBC Cllr Mike Rollings and note that the Committee believe there is additional funding available to support increasing bin facilities in the borough and could some of this funding be used for Claygate.

AP124 Clerk to request refurbishment rank order of the 32 playgrounds in EBC. Clerk received response from EBC Cllr Bruce McDonald as follows: -

- Can you define what is meant by the Claygate refurbishment? What will be included? What won't be? *Only items requiring replacement will be renewed, this will not be replacing items which are still in good working condition as this would not be a good use of taxpayer's money. This will be determined by the ROSPA inspection which will identify those items that are in need of replacement at the time.*

- We have had prior confirmation that the playground is 7/32 on the list for refurbishment and this should be tackled early next year. Why can't Claygate's playground immediately be renewed? *The new Play Strategy has reviewed the approach to refurbishing playgrounds and recommends a 5-year refurbishment programme (as part of a longer-term strategic approach to playground refurbishment) based on the latest independent ROSPA inspection of our playgrounds. Each of the playgrounds has been ranked in priority order, with Claygate 7th in line for refurbishment. Claygate's equipment is not of the condition that requires urgent attention and is therefore potentially scheduled for year 2 or 2022-23. It is the intention for 2-3 playgrounds to be refurbished every year in line with other priority projects and officer capacity. The programme will be reviewed each year to see if any play areas have degraded further which may require small amendments to the order in which they are refurbished.* The Clerk received confirmation that the EBC Cabinet had approved funding (£419,000) sought from the Community Infrastructure Levy for the replacement of Playground Equipment.

ONGOING Clerk to check Cabinet meeting appendices and confirm 1-7 Playgrounds.

AP126 Clerk to chase Savills on Bridleway flood under railway bridge over A3 in next month. Savills have committed to attempting to fix in April/May. Digger was there for a number of weeks in May. Update from Savills from July as follows. The first stage of investigative works have been completed and they managed to locate a drain which heads northeast across the neighbouring grassland field. Once the grass has been cut for hay, which will hopefully be towards the end of next week as the weather dries out, we will be able to access the drain and continue the drainage restoration works. They are also trying to contact

the relevant person at Highways England to discuss the need to have the ditch adjacent to the A3 cleared as this is where the water will flow to. The contractors are aware of the need to have a fully functioning drainage system well in advance of the winter to avoid a similar situation to last year. They have had issues with a changeover of staff over the last 3 months and their companies recently merged with another, therefore the project has stalled. **IN**

PROGRESS Clerk to get a further update from Savills.

AP128 Cllr Sugden to brief Clerk on issue of path between Loseberry Road and Station Road being used by cyclists. **OUTSTANDING.**

AP129 Clerk to check who was actioning replanting of Cherry tree on Parade with SCC and timescales. Clerk had received the following response from SCC. They are working on getting the stump removed but have hit some difficulty because there is a power line running through the roots. It is not safe to root grind under these circumstances without turning off the power. The power supplier is not keen to do this. Our Arb team are looking at options. The Clerk's next steps are to find out when the utility company will be finished and ask the tree wardens which trees are currently outside which shop and add to 2/9 agenda for discussion. Clerk submitted a tree replacement request via Surrey's portal for £25. **ONGOING** Area around tree has been made good. Clerk to chase response on tree application submission.

AP1 Clerk to contact Mark Tymieniecki and let him know he could be appointed to the HT&E Committee should he wish. Accepted **DONE**

AP2 Clerk to add date reviewed to remit and upload on website. Remit approval to be added to 8th July CPC agenda. Approved at 26th July Extraordinary Meeting. **DONE**

AP3 Clerk to organise Clean Up day including banners, EBC truck to remove waste and communication via noticeboards and Facebook. Clerk to add detailed plan for day to 2/9 HT&E agenda. **IN PROGRESS** See agenda item 5.

AP4 Clerk to write to resident referring them to the EBC Borough Cllrs regarding Playground petition. Clerk to ask them when they will present their petition to EBC and to let them know that CPC can give a letter of support when they do. **DONE**

AP5 Clerk to write to EBC Cllrs requesting the outlined plan for EBC, confirmation of where we sit on it and why Claygate's playground cannot be immediately refurbished. **DONE** See AP124

AP6 With the new Committee members Clerk to reallocate the HGS inspection sites. **DONE**

AP7 Clerk to check on responsibility on clearance of weeds and grass from pavements. You can report issues to SCC via their website. **DONE**

AP8 Clerk to contact SW Railways and ask them to move the skip. **DONE**

AP9 Cllr Herbert to send Clerk his Senior contact from SW Railways so a request could go to them for replanting. **OUTSTANDING**

5/ To note the plan for Claygate Clean Up Day 2021 and agree responsibilities.

The Clerk circulated Clean up day Posters, Check list and Risk assessment to the Committee ahead of the meeting. She confirmed the Scouts were on board to clean up Claygate Common area and that EBC Cllr Mike Rollings had offered his support. It was agreed that a request to all Cllrs to attend and help should be sent out and that the Chairman should oversee the day. The Clerk noted that the banners date needed amending and it was a lot cheaper to purchase a laminator and action herself than get new posters made.

It was unanimously agreed that the Clerk could order a laminate and laminating paper for a cost up to £50 and charge against the HT&E budget.
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AP10 Clerk to order laminator, action banner date amends and put up banners. Clerk to send out communication via Facebook. Clerk to send out request for support to Cllrs.

AP11 Clerk to brief Chairman on what has been decided & actioned so far.

It was **unanimously agreed** to approve the Clean Up day risk assessment with Covid requirements to be added.

6/ To note the Queens' Green Canopy and agree any action.

The Clerk had contacted both SCC and EBC and neither had any plans at this time. The HT&E Committee noted the Queens Green Canopy.

7/ To review and agree a draft response to the Surrey Transport Plan 2022-2032 Consultation (closes 24th October) to go to the Parish Council Meeting on the 23rd September for final approval.

Cllr Mark Sugden declared his interest as SCC Cllr. The Chairman suggested he draft a reply on behalf of the Committee to present at the full Parish Council meeting for approval on the 23rd September.

It was **unanimously agreed** that Cllr Rawson prepare a draft response to Surrey Transport Plan 2022-2032 Consultation.

AP11 Cllr Rawson prepare draft response and bring to CPC 23rd September meeting for approval.

AP12 Clerk to request a list of just the questions regarding the Surrey Transport plan 2022-32 from SCC

8/ To discuss Environmental issues:

i) Highway Garden Site inspections (including reports from Councillors)

The Clerk noted that the CVA had added more compost, sage plants and geraniums to the Green. Will Harrison-Cripps noted that the beds outside the Recreational Ground on Church Road needed tidying up.

AP13 Clerk to request gardener review the site.

ii) Litter, Litter bins, Graffiti and Fly tipping

Nothing to note over and above what has already been covered in agenda.

iii) Overhanging trees, branches & hedges

A resident spoke. He noted that at the corner of Cornwall Avenue and The Causeway on the right side as you leave Cornwall Avenue there is an overgrown hedge which obstructs sight line and should be cut back. He also noted that the highway tree on the left hand side needed cutting back.

AP14 Clerk to take photos and submit request via SCC website.

9/ To discuss Highways & Transportation issues:

i) Public Transport

The Clerk had circulated a link to the South Western Railway, Network Rail and the Department for Transport stakeholder consultation (closes 19th September) on proposals for their December 2022 timetable. This is a strategic review of future service levels across their network. On review of the timetable Claygate's times didn't appear to have been affected but there was no mention of off-peak or weekends.

It was **unanimously agreed** that the Chairman and Will Harrison-Cripps would draft a response with oversight and submission by the Clerk, on behalf of the Committee.

AP15 Chairman and Will Harrison-Cripps to draft a response and send to Clerk for submission.

ii) Bridleways and Rights of Way

Caroline Stevenson referenced an article in the Sept 2012 edition of Your Elmbridge magazine re Madi's Air Ambulance appeal which tells the horror of a passing horse kicking at the face of a 2 year old. She raised her concern that there are 2 particularly narrow sections of local Bridleways, popular with families who walk, where a similar incident could easily occur. Firstly, from Claygate Common towards Barwell could be made wider and between both Elm Farm entrances on Woodstock Lane South where there is no room to pass by.

It was **unanimously agreed** that Caroline Stevenson draft an email of concern to go to EBC Countryside team with oversight and submission by the Clerk on behalf of the Committee.

AP16 Caroline Stevenson to draft an email and send to Clerk for review and submission.

iii) Traffic calming and Speed Watch

The Clerk had circulated Mark Tymieniecki' Speed Watch report (Appendix A) ahead of the meeting and this was reviewed by the Committee.

It was **unanimously agreed** that Mark Tymieniecki draft a chaser email to Thames Water regarding the flash flooding on Oaken Lane with oversight and submission by the Clerk on behalf of the Committee.

AP17 Mark Tymieniecki to draft a chasing letter to Thames Water regarding the flash flooding issues on Oaken Lane and send to Clerk for review and submission.

a) Hare Lane 20mph

Nothing further to add over and above what has been agreed to action under AP105

iv) Liaison with SCC: -

a) Road maintenance and footways

A resident spoke. He raised a number of issues as follows: -

- The bus stop on Hare Lane near Champions is regularly obstructed by parked cars which prevents buses being able to pull in.

AP18 Clerk to submit a letter of concern to TFL.

- The corner at the top of Albany Crescent and Foley Road as you turn left needs the double yellow line markings extended. At the moment the sight line is obstructed by parked cars. This is a heavily used road during schools drop offs and pick ups.

AP19 Clerk to submit photo and log concern to SCC Parking review team.

- The white centre line marking at the corner of Stevens Lane and Common Road has all but disappeared. This is a dangerous corner and it needs immediate attention.

AP20 Clerk to submit photo and log concern via SCC reporting website.

- The railway pedestrian bridge is in a very poor condition with numerous rust areas. It would be appreciated if the CPC can bring this matter to the attention of the rail company.

AP21 Clerk to submit photos and letter to Network Rail.

The Clerk then noted that Co-opted member Will Harrison-Cripps had been in touch stating he had reported blocked storm drains and associated flooding on Meadow Road. He then picked this up directly with SCC Cllr Mark Sugden.

The Clerk noted that EBC had now reviewed the wall outside of Grosvenor Billingshurst and their inspection stated that although the wall had moved it is not in a dangerous condition or in a condition that would require us to take any action. They noted that it would always be in a difficult position with walls such as this as it would be very difficult for them to determine ownership and any action that they would take would be against the owner. If the wall continues to move, which they said did not seem to be likely, then EBC could write to the owner if you know who that is with an instruction to make the wall safe.

AP22 Clerk to contact Grosvenor Billingshurst and ask if they own the wall.

b) Highway trees (maintenance and replacement)

The Clerk noted that the Tree Wardens had been in touch requesting that occupants at no 19 Torrington Rd wanted a tree outside their house and residents from Red Lane and Simmil road were likely to be in touch to request trees shortly as well. The Committee noted that all tree planting had to go via the official SCC website tree planting request form as SCC had to ensure utilities have been checked before authorisation can be granted going forth.

AP23 Clerk to notify Tree Wardens of official procedure going forth.

The Clerk noted that a Co-opted member of CPC has raised concern over the need for a minor crown lift of trees on Firs Verge nearest to Dalmore Avenue to improve the sight line for drivers of vehicles exiting Dalmore Avenue into Hare Lane. He noted that it was not an urgent matter as yet. A member of the public spoke and noted that he had trimmed back the trees and it should now be fine.

c) Parking

A member of the public spoke. He noted that there is a right of way between the car park/new flats and the old Barclays bank building now hairdressers off the Parade. This right of way is now often obstructed by parked cars. This is an important right of way for push chair and invalid carriage users.

d) Street signage

A member of the public spoke noting the charging signage at the railway car park was confusing. The Committee noted that the Clerk had already submitted letters to the parties involved namely Ringo, SW Railway and Apcoa Parking on the matter and that one sign had so far been amended.

Cllr Sugden noted that the 'No Parking' sign outside No2 Albany Crescent was bent

AP24 Clerk to photograph and submit via SCC reporting website.

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

Cllr Sugden noted that the Courier was being delayed due to workload.

14) Matters for information purposes only.

Caroline Stevenson flagged that an application had gone in from 15 Steven's Lane to acquire some of the publicly owned verge into their property. It was noted that this planning application was being discussed by the Planning Committee on the 9th September.

The Clerk noted that she had received an update from EBC at the start of August on the light on Green. They stated that the light unit was still in their car park and waiting for Corrigenda to fix it.

15) Date of next meeting 21st October 2021

Meeting closed: 21h35

Reserve who may be required for the next meeting: Cllr Lesser

Signed:

Dated:

Appendix A

Claygate Speedwatch Team Report for Period Feb Jul 2021 – Sep 2021

The Team

There is no change from the previous period, we have two active trained members, two currently shielding members and a further number of individuals on the list who wish to be kept informed of our activities.

Schedule

Have held three sessions during this period.

Locations

No change.

Equipment

No Change.

Results this Year

Observations regarding Traffic Growth

Traffic has picked up and moving faster than before.

Making Good Pavements after Building Work

Pavement outside no. 26 is still a mess.

Flash Flooding on Oaken Lane

After three recent rain showers, and three visits by Thames Water including one a Sunday from 2100 until 0030, it was established that the main grey water sewer line under Oaken Lane is silted up/blocked with primarily builder's sand for at least 150ft SW from Woodbourne Drive and will require heavy plant to clear it. Multiple phone calls to TW have yielded no result, just promises to call back which they never do. When the autumn rains start this will be a safety issue as the manhole cover on the junction 'pops out' due to water pressure, causing a traffic hazard and requires SCC to replace it each time.

20MPH On Hare Lane Project

Once you restrict speeds on Hare Lane the residents will then request the same for Oaken and Red Lanes, so this could be Claygate's 'Pandoras' Box so to say. The main issue still remains, namely that of heavy goods vehicle access into and out of Claygate.