

These are draft Minutes and are subject to approval at the next meeting



ENVIRONMENT COMMITTEE
Minutes of the meeting at
8.00 p.m. on Thursday 6th August 2015
in the Village Hall Committee Room

Present: *Councillors*- Bill Chilcott, Geoff Herbert
Co-opted Members- Carol Manley, Vanessa Relleen
Interim Administrator – Shirley Round

In attendance: Cllrs Gary State

1. Apologies for Absence

Cllr Julian Way
Cllr Mark Sugden
Helen Belgrano-Operto
These were accepted.

2. Declarations of Interests

Cllr Chilcott declared he is a member of the Kingston Branch of the Ramblers' Association and a volunteer with Lower Mole Countryside Management Project.

Cllr Herbert declared that he is a Director of Elmbridge Rent Start

Vanessa Relleen declared she is a Trustee of CRGT and CVA

3. Minutes of the last meeting.

The minutes of the 11th June 2015 were approved and signed by the Chairman following the addition of the letter 's' in AP8 to read 'spent' not 'sent'.

4. Actioning of items from previous minutes

AP1 Helen Belgrano Operto has confirmed that she wishes to remain a member of the committee.

AP2 After several abortive emails to SCC and EBC some of the rubbish was removed by EBC.

However as some of the rubbish was concealed by undergrowth it had not all been removed. Cllr Chilcott has removed and taken home 2 lengths of plastic pipe and an old flu.

AP15 Interim Administrator will arrange to have the rubbish removed when her husband is recovered.

In the meantime someone from the Traveller site may be available.

AP3 (relating to past Action Points 43,44 and 45)

AP43 No Action.

AP44 Church Road & Glebelands HGSs. There has been no action. HGS inspectors will be asked to look at these sites.

AP16 Cllrs Way and Herbert and Vanessa to report

AP45 Hare Lane Car Park. No Action. Paul's Garden Services will be asked to weed the bed

AP17 SR to contact

AP4 Done

AP5 Yes

AP 6 The Claygate Litter issue was raised by Cllr Herbert at the recent Surrey Police Summit. Claygate is deemed to be a priority site in Elmbridge for clearing litter. It was agreed that more publicity should be given locally to the litter problem. When a Parish Council Media Officer is appointed this will be given priority.

AP18 Communications WP & Parish Council

AP7 There was considered to be no problem at this site.

AP8 The rosemary bushes have been removed thus the beetles have gone too.

AP9 Done

AP10 See Agenda Item 15

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AP11 Done. Michael O'Brien will inform the committee if there are any problems on Meadow Road Green.

AP12 Done. See Agenda Item 18

AP13 Article ready when next edition of Courier is being compiled.

AP14 Done

5. Constitution of the Committee

Cllr State has offered to become a member of the Environment Committee as it is the committee with the least number of Councillors. He sees no reason why he should not become a member. There was some confusion as to whether or not the constitution of any PC committees should be agreed at a full Parish Council meeting. For this reason the matter will be deferred until the next full Council meeting in September for clarification.

Cllr State was thanked for offering his services.

8.35pm Cllr State left the meeting.

6. Remit

Deferred to the next meeting

7. Risk Assessments

Deferred to the next meeting

8. Highway Garden Sites

The Chairman expressed concern about how the HGSs are inspected and reported upon. Some reports are received in writing, some verbally at meetings. Ideally he would like to receive them in a 'Word' document including photographs where appropriate. Also that the inspections are carried out on a monthly basis.

Cllr Herbert expressed concern that this incurred a considerable amount of time on already busy people. The Chairman agreed that perhaps his suggestion was too time consuming. As all Cllrs are now included on the inspection schedule he will make recommendations at the next Parish Council meeting.

AP19 Chairman

It was suggested that perhaps written reports with photographs would be appropriate only where problems are encountered.

It was confirmed that Cllr Pearce has agreed to be included on the list of inspectors for St. Leonards Road, Woodstock triangle and Hare Lane car park.

Helen Belgrano-Operto has undertaken HGS inspection of Fee Farm Road, St Leonards Road, Red Lane, Firs verge and Woodstock triangle.

9. Action on Highway Garden Sites

- a) The Winner bed. Is currently not a Highway Garden Site, belonging to the Elmbridge Housing Trust. VR and EBC Cllr Mary Marshall will be weeding the bed on Sunday morning, a neighbour is watering it. The bed will be added to Paul's Gardening Services list but not until the plants become established.
- b) Jean Griffith's tree on the Firs verge. Unfortunately the bird cherry has died. This tree is the responsibility of the Highways & Transportation committee. The tree was paid for by the Parish Council and the plaque donated by CVA. It is thought the roots had been damaged during the recent road works. Cllr Huddart will be asked if the tree can be replaced out of the H & T budget.

AP20 Chairman to contact Cllr Huddart

- c) Glenavon Close. It was noted the juniper has died and needs to be replaced in the Autumn. This will be discussed at the next meeting.

AP21 Interim Administrator to agenda

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- d) Fee Farm/Causeway. This bed is looked after by volunteers however many of the plants now need replacing. The plants have not been pruned sympathetically and there is an accumulation of rubbish amongst the shrubs. It was agreed to spend £300 on plants and compost. Some of the existing plants may be used in other HGS.

AP22 Chairman and Carol Manley + volunteers

- e) Applegarth. Ian Gayton (EBC) will be asked to have the dead cedar removed.

AP23 Chairman

- f) Horse Trough on the Green. Agreed to spend £50 on plants.

AP24 Vanessa Relleen

- g) The Green. It was agreed to spend £100 on replacing the rosemary

AP25 Vanessa Relleen

10. Claygate WI Tree

The suggested site for the commemorative tree is the junction of Telegraph Lane and Red Lane. This is also the site of the seat in memory of John Abrahams placed there by his son.

AP26 Vanessa Relleen will make contact with the WI.

11. Litter, Graffiti and fly-tipping.

Discussed under AP6

12. Surrey's Recycling Centre Changes

The Parish Council have been notified of a consultation on possible changes to community recycling centres. The consultation will take place between 15th July and 30th September. Residents and Stakeholders are asked to fill in an on-line survey (www.surreycc.gov.uk/recyclingcentre). The Chairman will complete the survey on behalf of the committee. They were against charging, plastic bags and closing sites and had no comments regarding reducing opening hours.

AP27 Chairman

13. Autumn Clean-Up Day

If a second Clean-up Day in the Autumn is to be considered then it should be better publicised using the Courier, a banner displayed in the Parade and possibly a flyer (although cost is a consideration). It was agreed that a date should be agreed with the Scouts and Guides before proceeding further.

AP28 Chairman

14. Oak Processionary Moth

Nothing to report

15. Hanging Baskets

There are only 24 not 26 baskets as ordered. The baskets were delivered much later than usual, in the first week of July. It was agreed the Chairman will check the invoice when it arrives to ensure the PC is only charged for 24 baskets and also no charge for watering has been made before beginning of July.

AP29 Chairman

AP30 Cllr Herbert to find out the name of the replacement for Matt Almond.

16. Meadow Road Island

Nothing to report. Michael O'Brien (Meadow Road resident) has agreed to report if necessary.

17. Claygate Volunteer Groups

a. Green Team

Most of the local traders have not been watering the tubs.

b. Claygate in Bloom

CIB are considering a competition between local traders for who has the best looking tub. A certificate could be awarded at the Flower Show.

18. Village Greens

The Chairman has received the necessary forms from EBC for applying for Village Green status, together with a map showing the location and boundary of the Greens. The boundary of the Green is

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clear but not Derwent Close. The local residents have been consulted and location and boundary of the Derwent Close green agreed.

Cllr Sugden, at a previous meeting, had advised that a solicitor be consulted when completing the registration forms. He will be asked to find out from SSALC who they recommend

AP31 Cllr Sugden to consult with SSALC re a solicitor

19. Courier/Website

Construction of a new website is under consideration. The next edition of Courier is not expected before the Autumn.

20. Matters for information only

Nothing to report

21. Motion to exclude the press and public.

As the only members of the public present were co-opted members of the committee this Motion was not taken. Vanessa Relleen and Carol Manley were asked to remain as they would be helpful when discussing the next item.

9.55 The Interim Administrator offered her apologies for having to leave the meeting at this point. This was accepted

22. HGS Maintenance Contract

It was agreed that Vanessa Relleen, Geoff Herbert and Bill Chilcott would meet Paul Quinnen to discuss renewing the contract, ask him to put his response in writing, and present it for discussion at the Parish Council meeting on 10 September.

23. Date of next meeting

Next Meeting: **Thursday 8.00pm on the 8th October 2015 in the Committee Room**

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