



**DRAFT MINUTES
HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.30PM ON THE 9th JUNE AT CLAYGATE VILLAGE HALL.**

Chairman of the Committee: Cllr Rawson

Committee Councillors Present: Cllr Sugden, Cllr Swift, Cllr Wang, Cllr Grose

Co-opted Committee Members Present: Mark Tymieniecki

In attendance: Sally Harman Parish Clerk & RFO

1. Apologies for absence

Cllr Collon, Cllr Bray, Will Harrison-Cripps and Caroline Stevenson sent their apologies in advance.

2. Declarations of Interest in items on the agenda

Cllr Sugden declared that he was also a Surrey County 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. Cllr Swift and Cllr Grose declared that they were residents of Claygate.

3. Election of Chairman

Cllr Rawson was proposed by Cllr Wang and seconded by Cllr Sugden. No other Cllrs were proposed.

Cllr Rawson was elected Chairman of the Highways, Transport and Environment Committee in a **majority decision**. 1 Cllr abstained.

4. Election of Vice Chairman

Cllr Collon was proposed by Cllr Sugden and seconded by Cllr Wang. No other Cllrs were proposed.

Cllr Collon was elected Vice-Chair of the Highways, Transport and Environment Committee in a **majority decision**. 1 Cllr abstained.

API Clerk to notify Cllr Collon of her appointment.

5. Appointment of Co-opted Committee Members

The Clerk noted that Caroline Stevenson, Mark Tymieniecki and Will Harrison-Cripps had all asked to continue as Co-opted Committee Members for the next Council year.

Caroline Stevenson, Mark Tymieniecki and Will Harrison-Cripps were **unanimously agreed** to be appointed as Co-opted Committee members of the Highways Transport and Environment Committee for the following Council year

AP2 Clerk to notify Caroline Stevenson and Will Harrison-Cripps of their appointment.

6. Review of Remit of the Committee

As CPC were awaiting a decision on the future management of Highway Garden Site (HGS) maintenance following Elmbridge Borough Council's removal of the HGS Grant and rights to maintain from September, Cllr Sugden proposed that the review of the Remit of the HT&E Committee be deferred to the next HT&E Committee meeting on the 15th September.

It was **unanimously agreed** to defer Item 6 Review of Remit of the Committee to the next HT&E meeting on the 15th September.

7. Confirmation of minutes of previous H T & E Committee held on 13th April 2022

Cllr Swift requested one amend to Item 7. She said that after 'Cllr Marques noted that the bench was there to serve a purpose for allowing elderly residents to have a rest when out shopping' he had then said, 'but they can sit at the Fruit World bench'. Cllr Grose and Cllr Swift noted that they weren't on the Committee when the last meeting was held and as such couldn't approve the minutes with the proposed amend. The Clerk noted that it was her understanding that any Cllr could approve the minutes of a prior meeting if they were present at the meeting where the minutes were being approved. As only 2 Cllrs supported signing the minutes from the 13th April 2022 the motion to approve the minutes fell.

It was **agreed in a majority** decision to defer the signing of the HT&E minutes from the 13th April 2022 to the 7th July CPC meeting.

AP3 Clerk to add approval of HT&E minutes from 13th April meeting to 7th July CPC meeting agenda.

Cllr Grose queried why she could not send her amends to the Draft Minutes to the Clerk to incorporate before the Draft Minutes are published. The Clerk stated that her understanding of the process was that all Cllrs received the Draft Minutes of meetings and any amends they propose are tabled at the following meeting for all Cllrs to approve before they become the final minutes. Cllr Grose queried why only the Draft Minutes and not the Final Minutes are on the website. The Clerk responded saying that the website states that they are the Draft Minutes and that anyone can request the Final Minutes from the Clerk. She was required to publish Draft Minutes within 4 weeks and yet Parish Council and HT&E Committee meetings only happened every 6 weeks and 8 weeks respectively, so she would have to duplicate her efforts to upload Minutes. She noted that was already working 20hrs a week and only contracted for 15hrs. She suggested that she add to the agenda for the 7th July meeting for the Full Council to discuss how they wanted to work with minute publication going forth within statutory requirements.

AP4 Clerk to add review of publication of Draft and Final minutes process to 7th July agenda.

AP5 Cllr Grose to prepare a 1 pager on the publication of final minutes which wouldn't create more workload for the Clerk and for SALC to review from a statutory point of view. Paper to be circulated to Cllrs ahead of the 7th July meeting.

8. 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. Cllr Sugden in his role as SCC Cllr had contacted SCC to ask for clarity on ownership of land and was awaiting a response. Cllr Rawson to meet with SCC and PA Housing to resolve issue. Cllr Sugden to pass PA Housing contact to Cllr Rawson **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. May 2022 - Further works have happened. Clerk continues to chase a response. Caroline Stevenson to be asked to take on chasing Savills at next meeting. **IN PROGRESS**

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. All Committee members to walk the section and come to next meeting to discuss the way forward. Clerk to add to agenda. **IN PROGRESS**

AP25 Clerk to investigate Grit bins and add to next agenda. Cllrs want to see map, last used and who use them. **OUTSTANDING**

AP51 Clerk to pick up with HGS Contractor and feedback options at next HT&E Committee meeting. Clerk met with HGS Contractor and he does moderate his time dependent on the area and in accordance with his contract. He has asked that if we see issues to tell him as he now has a team that work for him and he does his best to check but any issues need to be flagged to him. Firs Verge needs to have a thorough clean up and he has confirmed it will happen any day. **DONE**

AP52 Clerk to report Bridleway at end of Coverts Road to SCC. Clerk to ask Cllr Marques to send picture and report. **IN PROGRESS**

AP54 Clerk to send the resident on Telegraph Lane SCC Cllr Mark Sugden's contact details regarding the disrepair of the Bridleway **DONE**.

AP55 Clerk to notify resident to contact SCC regarding disrepair of Woodstock Lane South Road. **DONE**

AP56 Clerk to notify EBC and SCC and resident of the decision to remove the bench on Hare Lane outside the Old Bank and request EBC remove the bench. **DONE**

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. **DONE**. Discuss under item 11

AP58 Clerk to feedback to HGS Contractor Firs Verge. Clerk has met with him and he has confirmed he will action **IN PROGRESS**

AP59 Clerk to notify SCC to remove dead tree and replant new tree outside Claygate Flower House. New tree in situ and Tree Wardens watering. **DONE**

AP60 Clerk to ask Tree Wardens to notify the resident of No 26. Oaken Lane that they can submit a request for a new tree via the SCC website. Resident has now decided they don't want a tree. **DONE**

AP61 Clerk to update SCC Highways Environment Officer on current discussion between EBC and SCC on responsibility as Meadow Road Island land unregistered. SCC have mowed grass. **DONE**

AP62 Clerk to respond to resident saying CPC recognises her concerns about parking on Dalmore Avenue. **DONE**

9. To agree a CIL submission for a piece of playground equipment for Claygate's Recreation Ground Playground to be gifted in honour of the Queens Platinum Jubilee. The CIL submission will go to the Full Council for approval on the 7th July.

It had been agreed at the CPC meeting on the 24th May that the Clerk meet with EBC and their Playground equipment supplier to discuss 2 equipment options for this Committee to consider as a gift to EBC in honour of the Queen's Platinum Jubilee. The Clerk had circulated the 2 options to Cllrs ahead of the meeting along with the refurbishment plan for the Playground from Elmbridge Borough Council as things stand.

It was **unanimously agreed** for the HT&E Committee to submit a CIL application to the Full Council on the 7th July to fund 50% of the Kompan Starsurfer with surfacing and installation for £4746.02 ex VAT with the remaining 50% to come from the Public Projects budget.

AP6 Clerk to complete CIL application for Full Council.

AP7 Clerk to check the Council can receive VAT refund.

10. To note the termination of Elmbridge Borough Council's Highway Garden Site Grant from September 2022 and agree any action.

It was agreed at the Full Council meeting that CPC were in favour of continuing with the maintenance of the 13 Highway Garden Sites and that CPC should approach Surrey County Council (SCC) to ask if they can continue to maintain them and request the EBC grant is honoured by SCC. An AP was taken for Clerk and Chairman of CPC to write a letter as such. It had been noted again that there was a risk to CPC if SCC decline as the current HGS maintenance contract does not have an exit clause for permission to maintain sites being withdrawn.

11. To receive an update on tree inspections on Highway Garden Sites and agree any action.

The Clerk updated the Committee on the correspondence she had been having with EBC and SCC Tree Officers on whether they were inspecting trees on HGS and as such CPC would not need to duplicate efforts if checks were in place by the Borough and County authority. EBC had confirmed that they undertake risk assessment for trees every 2 years on the following HGS sites: -

- Hare Lane Car Park
- Torrington Lodge Car Park
- Applegarth
- Red Lane (opp Claygate Lane) – small patch

SCC Tree officers have confirmed they have recently checked the remaining HGS sites to the Highways extent as follows: -

- The Green
- St Leonards Road
- The Firs Verge
- Common Road / Glenavon Close
- Church road
- Causeway / Fee Farm Road
- Coverts road / Foley Road
- Glebelands

- Woodstock triangle
- The Parade

It was **unanimously agreed** that the Clerk ask SCC to confirm the frequency of their site checks and also to request that they cover the £800 CPC paid Andy Gardening Services to clear the debris from the storm back in Feb 2022.

- Meadow Road Island

AP8 Clerk to ask SCC what their frequency of inspection is on the sites they cover.

AP9 Clerk to ask SCC to cover the £800 paid to Andy's Gardening Service to remove the fallen tree from Hare Lane following the February storms.

12. To agree the planting of a tree in honour of the work carried out by Tree Warden Margie Richardson.

The Clerk suggested that given the uncertainty over HGS sites and ability to plant trees the Committee may want to consider added a plaque to one of two trees that had been recently planted on the Parade and Hare Lane and for which Margie is helping water.

It was **unanimously agreed** to add a plaque in honour of Margie to the new tree on the Parade if SCC allow.

AP10 Clerk to ask SCC if a plaque can be added and organise if it can be.

13. To discuss Environmental issues:

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

All sites were reported as good with the exception of the Firs Verge which needs a good tidy up. Fee Farm Road/The Causeway, Coverts Road/Foley Road triangle, Glebelands and Woodstock Lane triangle, Applegarth (bed opposite the houses) had not been reviewed due to Cllr absences.

AP11 Clerk to reallocate out site inspection zones after 7th July CPC meeting and possible appointment of Cllr Marques to the Committee.

b. Litter, Litter bins, Graffiti and Fly tipping

The Clerk updated the Committee on a project being run by two local residents who were organising litter picking on Woodstock Lane on 19th June. CPC were to lend litter pickers and hi vis. CPC insurance doesn't cover CPC running the event as the road is over 30mph and as such the responsibility sits with the organisers. EBC Cllrs were assisting to get any waste collected removed and road signage.

The Clerk had been copied in on Graffiti opposite the Claygate Youth Hub. She had sent the resident a link to where he could report it on the EBC website.

c. Overhanging trees, branches & hedges

A resident had written to the Clerk asking for us to notify SCC of overgrown hedges to the right of Red Lane as you drive in from Chessington. The Clerk had logged via SCC Report a Problem portal and notified the resident of how to action herself going forth.

The Clerk had been copied in on an email from EBC who had have emailed SCC Cllr Mark Sugden requesting that they cut back tree branches outside the Vets on the Parade. He had approved the removal.

Cllr Rawson updated on how himself and Cllr Bray had assisted in clearing a tree which had fallen down of the Queen's Platinum Jubilee weekend. Andy's Gardening Services had cleared the debris and were going to request cost coverage from SCC.

The Clerk noted that a resident had contacted her regarding the War Memorial by Holy Trinity Church looking overgrown. She had sent the resident the link to report on EBC website and directed them to contact their EBC Cllrs if no progress was made.

14. To discuss Highways & Transportation issues:

a. Public Transport

Cllr Sugden noted that he was still receiving a few complaints regarding the car parking signage however it was free at the weekend and no further fines had happened. He noted that CPC had communicated out clarification to residents in the Courier.

b. Bridleways and Rights of Way

Nothing further to add over and above what had already been discussed.

c. Traffic calming and Speed Watch

Mark Tymieniecki updated the Committee on his latest Speedwatch report. He noted that traffic was moving faster through Claygate and there was more of it. Speedwatch continued to need more volunteers. There was some debate around commercial traffic coming off the A3.

d. Liaison with SCC: -

a) Road maintenance and footways

The Clerk had circulated the outcome from the Planning Inspectorate on the decision regarding an application for works comprising of re-surfacing and widening works to create a raised footway along Littleworth Road. It had refused.

b) Highway trees (maintenance and replacement)

The Clerk updated the Committee. A new tree has been planted outside the Claygate Flower House as agreed at the last meeting. The resident of No 26 Oaken Lane had decided not to proceed with a planting request. A resident on Red Lane had asked how to apply for Highway Trees on the verge. She had sent her the link on SCC website.

c) Parking

The Clerk updated the Committee that SCC formal consultation for Double Yellow lines on Dalmore Avenue and the end corner of The Avenue had now ended and that a decision was expected between mid-June and mid-July.

d) Street signage

Nothing to note.

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

Cllr Grose asked what the publication and sign off process was for the Courier and Leaflet. The Clerk explained that historically Cllr Sugden had been having to handle the Courier himself, a significant workload, but in January the Council voted for a resident volunteer who had a wealth of background in Journalism to take over the Co-ordination of the Courier liaising with herself and pulling in articles from the Councillors and Local Organisations as no Cllr offered to support the Clerk on the role. Cllr Grose noted that the Planning Leaflet for the Draft Local Plan Public meeting on the 4th July was suboptimum and she did not support it. The Clerk noted that the prior Planning Committee had voted for the leaflet to be actioned and an AP was given in the Annual meeting on the 24th May for the Chairman and Clerk to

proceed and action it. The Clerk reminded Cllr Grose that it was the Highways, Transport and Environment Committee meeting not the Planning Committee.

AP12 Clerk to send Cllr Grose the minutes and production process of the Courier that was approved at the Full Council meeting in January 2022.

AP13 Cllr Grose to circulate her comments on the Planning Leaflet.

AP14 Clerk to add a review to the Courier and Leaflet process to the agenda of the 7th July CPC meeting agenda.

16. Matters for information purposes only.

Cllr Sugden noted that he had asked for the Transport for London ULEZ consultation to be added to the 7th July CPC meeting agenda.

Cllr Grose noted that she was booked in to see the Claygate Community Pool.

17. Date of next meeting 15th September 2022.

Meeting Closed: 21h35

Signed:

Date: