

DRAFT
HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.30PM ON THE 11TH June 2020 VIA ZOOM.

Present: Councillors Brian Rawson (Chairman of Committee), Mark Sugden, Jo Collen, Anthony Marques
Co-opted: Caroline Stevenson, Mark Tymieniecki
In attendance: Sally Harman Parish Clerk & RFO.

1. Apologies for Absence:

Cllr Jefferies & Margie Richardson did not attend. Vanessa Relleen sent her apologies

2. Declarations of Interest in items on the Agenda

None

3. Confirmation of Minutes of previous H T & E Committee held on 6th February 2020.

The minutes were signed by the Chairman of the Committee as a correct record of the meeting.

4. To report on the Actioning of items from the previous Minutes.

AP19 Simmil Road trees > The Clerk contacted SCC for an update on when the Simmil Road trees, which are dead or dying, will be removed along with the grounding out of tree stumps. They are on Graham Banks list at SCC but no timescales are attached. Clerk is chasing a timescale update. The Clerk is to also requesting that any replanting is carrying out within the SCC 1m Tree Project and what the process is for follow up watering of newly planted trees like the ones on Woodstock lane.
OUTSTANDING.

AP22 Firs Verge > PQ, VR & the Clerk met on the 10th June. PQ subsequently sent a quote of £700 to carry out a raft of tree branch removal & clearance. It was noted that there is a £1200 HGS Projects pot in the budget.

<p>It was unanimously agreed to pay £700 to PQ to action the Firs Verge works.</p>

Clerk to arrange works with PQ. OUTSTANDING

AP23 Trimming shrubs Torrington Lodge Carpark > Clerk to notify PQ that a tidy up of the entrance way into the carpark is required as a priority. OUTSTANDING

AP31 Highway trees maintenance > Simmil Road. REMOVE AS COVERED UNDER AP19

AP32 Tree removal in Simmil Road > follow up required. REMOVE AS COVERED UNDER AP19

AP 33 The Clerk will review the hours of work submitted by the current Highways Garden Contractor for the past year. DONE

AP34 - Firs Verge > Crown lift and thin out trees in consultation with VR/PQ is outstanding. There are brambles at the Foley end of the pathway which should be trimmed back and fallen branches collected and disposed of. Clerk to contact PQ.
REMOVE AS COVERED UNDER AP22

AP35 – Recreational bed fence broken. Clerk to report to Street Smart.
OUTSTANDING.

- AP37** - BW34: Cllr Sugden asked for pictures of the refurbished section and a short article. CS will speak to the organiser. **DONE**
- AP38** - Although reported to EBC the pizza van is still parking on the footway in front of Fruit World in the Parade in the evenings. It was agreed the Clerk will contact Cllr Rollings (Chairman of the EBC Licensing Committee) to enquire about the implementation of the revised Street Traders Licence. Cllr Rollings response stated that the Dough Shack parks on the curtilage of Fruit World not the pavement in agreement with Mick of Fruit World. A Street Traders license for The Dough Shack has now been requested and will be discussed in next week's planning meeting. **DONE**
- AP39** - It is understood SCC are planning to plant a tree per resident in the coming years (over 1 million trees). The Clerk will contact SCC Tree Officer to enquire if Simmil Road could be considered. **REMOVE COVERED UNDER AP19**
- AP40** - Destruction of grass verges and pavements by contractors during building work is a problem. MT agreed to check the SCC policy on grass verges and will take pictures of the most recent offences in Oaken Lane. This problem can be reported on the SCC website under 'Highway problems and enquiries' online form. **DONE** SCC own the verges and in some instances, they give permission to builders to put materials on the verges during the builds with an understanding that they will reinstate.
- AP41** Hanging baskets and troughs for summer 2020 will be ordered in April. Clerk will send a copy of the last year's order and include on the agenda. **OUTSTANDING.**
- AP42** Fireworks. A complaint has been received from a local resident about fireworks on New Year's Eve being let off on the Green. After consultation with the EBC legal department the parish council was informed that if a firework display is planned on EBC land, permission is required. MS agreed to take the matter up with the restaurant. **DONE**

5. To discuss Environmental Issues

- i) To consider the addition of weeding of the Foley Road/Coverts Road Triangle to the Highways Garden Sites contract.

Two beds were originally planted by Selina Botham and looked after with great care by a team of volunteers. They weeded, removed litter and kept the seat clean. The rota ran from March to November with each volunteer working for 11 days. The team have sadly now resigned after 8 years & no replacement volunteers have been found. The CVA have asked if the maintenance by the Parish Council can now include the weeding and CiB will look after the planting. PQ has quoted a cost of £45 a month. **AP43** Clerk to respond to PQ requesting an annual lump sum proposal.

- ii) To consider the painting and repair of the White Entrance gates into Claygate. EBC look after 2 of the White Entrance Gates and we own the Hare Lane Gate. EBC cleaned and checked all 3 Gates in May 2020 (they check them every 6 months) and have advised that the Hare Lane gate is rotten. If CPC purchase the new gate, paint and cement to fix, EBC would arrange for the team to paint and install it. Street Smart would not charge but it would have to fit in around their other works. **AP44** Clerk to get exact specification from EBC of what is needed

to replace the Hare Lane Entrance gate & get a detailed quote to bring to the next meeting. **AP45** Clerk to circulate White Gate report from EBC.

- iii) To consider the varnishing of the benches on the Foley Road/Coverts Road Triangle.

A resident raised that the benches on the Foley Road/Coverts Road Triangle needed revarnishing. EBC have said that if Claygate Parish Council would like the benches to be wood stained by Streetsmart, then we will need to purchase the woodstain (circa £10) & EBC would cover the cost of labour.

It was unanimously agreed to request EBC woodstain both benches.

AP46 Clerk to notify EBC and arrange purchase of wood stain & works. **AP47** Clerk to contact EBC to get list of 18 benches that they look after & check every 2 years & circulate to the committee. Committee members to review list and notify the committee at the next meeting if any benches appear to be missing off the list.

- iv) Highway Garden Sites inspections (including reports from Councillors)

It was noted that due to Covid-19 the ability to clear gardening waste was drastically reduced for PQ and as such some Cllrs inspections suggested limited work had been carried out & several sites were in urgent need of attention. Some sites were deemed as being well looked after namely The Green and Woodstock Lane Triangle. **AP48** Clerk to feedback to Paul & and to ensure a monthly report of work he is completing is circulated to the committee going forth.

- v) Litter, Litter bins, Graffiti and Fly tipping.

Woodstock Lane South continues to have a fly tipping problem. Problems continue to be reported to EBC. **AP49** MS to check if a question can be added to the 15th June EBC Virtual Committee meeting, to ask what EBC are doing about the on-going fly tipping problem on this route and then to notify CS who will attend if required. If the CPC are unable to submit a question on the Woodstock fly tipping to Monday's EBC committee meeting, then a formal question can be submitted. **AP50** Clerk to speak to Environmental Team at EBC to understand what is being done to rectify the situation & then update the committee. Clerk to enquire on status of a budget that was allocated specifically to tackle the fly tipping issue on Woodstock Lane.

The Green opposite the Swan has become a littering spot since Covid-19 social distancing rules have been relaxed. MS has raised with the Borough Councillor.

- vi) Overhanging trees, branches & hedges

Residents & Cllrs are to report any concerns regarding bushes or trees leaning into public footpaths directly to SCC via their website so to ensure we are aiding social distancing as much as possible. If they fail to get resolution, they should raise to the CPC.

6. To discuss Highways & Transportation issues.

- i) Public Transport.

No issues reported. It was noted that from the 15th June 2020, due to the Covid-19 pandemic, it will be mandatory to wear facemasks on public transport.

ii) **Bridleways & Rights of Way**

The current 'Bridleway' sign on Telegraph Lane is still to be replaced by SCC. They have re-confirmed it is on their list but have not committed to a timescale.

Correspondence was received from a member of the public regarding Telegraph Hill Open Space & circulated to the committee ahead of this meeting. **AP51** Clerk to get clarification from SCC on the rights of cyclist with the rise in use during the Covid-19 pandemic.

iii) **Traffic calming and Speedwatch**

Speed Watch: MT (Speed Watch co-ordinator for Claygate) provided a report for the period Jan 2020 to March 2020. MT to commence Speed Checks with his group of volunteers shortly ensuring they are adhering to Covid-19 Social distancing regulations.

iv) **Liaison with SCC**

a) **Road Maintenance & footways.**

Broken Water main and Pothole close to Junction of Dalmore Avenue and Hare Lane - Clerk reported to SCC today who confirmed they will notify Thames Water.

Meadow Road Manhole Cover – Clerk reported to SCC last month and those responsible have been informed.

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

No issues reported

v) **Parking**

No issues reported

vi) **Street Signage**

No issues reported

7. Communication to residents including input to the Courier and the Website

No hand delivery of courier due to Covid-19 and social distancing restrictions. The Courier will be published on the website and 100 copies will be left in 2 newsagents, Londis and Johnson.

8. Matters for Information Purposes Only.

Broken bench Gordan Rd/Albany Crescent – Clerk reported to EBC this week. The bench should be repaired by end of next week. The hazardous slat has been removed. Geraniums on the Green - CVA kindly planted free of charge.

Strip of land behind 8 Marilyn Close – Tree has fallen and damaged the fence of 8 Marilyn Close. Strip of land is owned by Crown Estate. **AP52** MS to send contact details for Savills, agent to Crown Estate to Clerk. Clerk to write a letter to Crown Estate requesting that they remove tree.

- 9. To confirm the date of the next Meeting on Thursday 3rd September 2020 at 7.30pm to be held remotely.**

Meeting closed: 20h52

Reserve who may be required for the next meeting: Cllr Michelle Woodward

Signed:

Dated: