



**DRAFT MINUTES  
HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING  
HELD AT 7.30PM ON THE 10<sup>th</sup> February 2022 AT CLAYGATE VILLAGE HALL.**

Chairman of the Committee: Cllr Rawson

Parish Councillors: Cllr Marques, Cllr Sugden,

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

In attendance: Sally Harman Parish Clerk & RFO

**1. Apologies for absence**

Cllr Collon sent her 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.

**3. Confirmation of minutes of previous H T & E Committee held on 9<sup>th</sup> December 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.**

**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. **IN PROGRESS** Clerk to ask who owns the footpath.

**AP129** Clerk submitted a tree replacement request via Surrey's portal for £25 for the Cherry tree that came down on the Parade outside the Pharmacy. 10/9 response from SCC -> Having taken a look at the stats and the footway width they think it might just be possible to fit the tree in-between the services running along the carriageway and the footway if we use the existing tree pit location. For us to be able to authorise this there has to be sufficient room in the footway for at least 1.5m width of tree pit and 1.6m width of footway. The width at this point is around 3.2m so I believe there is enough room. I will recommend to our arb team that we can go ahead with planting in a tree pit of a small in height tree species. Clerk chasing for timescales and tree type. **DONE** SCC planting Betula ermanii" (Erman's Birch) going in in March 2022. Clerk has asked tree wardens for watering assistance.

**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.

**AP18** Clerk to submit a letter of concern to TFL. The bus stop on Hare Lane near Champions is regularly obstructed by parked cars which prevents buses being able to pull in. So far TFL, EBC, SCC & Police all say it doesn't fall under them. Clerk to contact both EBC and SCC and ask for their assistance in identifying who is responsible. **DONE** Improvement works to bus stop accessibility happening 16<sup>th</sup>-19<sup>th</sup> Feb by SCC.

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

**AP26** Clerk to ask Paul to confirm where he gets rid of his waste. Leatherhead refuge centre. Cllr Sugden noted that Surrey residents would be required to provide proof of Surrey residence at Surrey tips going forth. **DONE**

**AP30** Cllr Mark Sugden to follow up on box hedges at war memorial. EBC confirmed they would be reviewing the hedges in the spring to see if still infested. They will replant in the Autumn if hedges are the situation has not been resolved. **DONE**

**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 send her crime reference no. from resident involved. **IN PROGRESS**

**AP38** Clerk to update Carolyn McKenzie on Honey fungus situation and request that the trees that have come down on the Parade and the one on Hare Lane not be tarmacked over. Carolyn McKenzie confirmed tree assessment taking place week of 30<sup>th</sup> Jan. **DONE**

**AP39** Tree wardens to speak to residents to see whether they are interested. Clerk to then notify SCC to pick up with PA Housing. Clerk sent over suggested site to SCC however as land not CPC owned or managed land it doesn't qualify for the 110 Tree offer from November 2021 so SCC Tree team have passed potential site over to Highways team at SCC. **DONE**

**AP40** Clerk to establish ownership of Meadow Road Island. Registered as Village Green in August 2009. Register unit number VG 118. SCC don't believe land is owned by anyone. EBC Greenspaces team have confirmed the area is classed as an urban verge (green area with purple outline), and so this is SCC Highways land and as of January 2022 they have taken back the maintenance of all their highway verges. **DONE**

**AP41** Clerk to establish ownership of Derwent Close land. Clerk records confirmed it is not a village green and is privately owned. **DONE**

**AP42** Tree wardens to match list of trees to possible Highway's locations listened above and send to Clerk. Clerk to send to SCC, copying in SCC Cllr Sugden and Carolyn McKenzie, confirming that CPC have identified some locations and who owns which one. List wasn't required as tree offer was only for CPC owned or managed land. **REMOVE**

**AP43** Clerk to find out full cost of having a tree on CPC asset register dependent of whether a tree is planted on SCC Highways land, housing trust land or CPC managed land and bring back to 13<sup>th</sup> Jan Full Council meeting. Clerk updated on 13<sup>th</sup> Jan CPC meeting as follows: - CPC's insurers have said that if CPC provide that the activity was subject to risk assessment, and that we had written consent from the owners, they would have no issue should CPC wish to plant trees. The main thing the underwriting team would need to establish, was the method. If it's just hand tools, then the policy as it currently stands would cover this activity. If it was more complex, this might require adjusting the cover slightly. **DONE**

**AP44** Clerk to ask SCC if CPC can donate the 110 trees if we don't own land as CPC have some ideas of where they could go. **DONE** No this offer is only to CPC for CPC owned or managed land.

**AP45** Clerk to feedback to garden contractor litter by Church Road **DONE**

**AP46** Clerk to look into whether any of the Claygate car parks are affected by EBC introducing parking charges on 17 carpark sites on Sundays from February 2022. Bruce MacDonald EBC Cllr confirmed that he believed the introduction of charges only related to EBC Main Car parks and not Claygate Car Parks. Cllr Sugden confirmed that EBC website stated that village car parks, and as such Claygate's 2 Hare Lane car parks were not included. **DONE**

**5. To agree a date of the 30<sup>th</sup> April 2022 for Claygate Clean Up Day and approve associated costs.**

The Clerk had circulated the To Do list for Claygate Clean Up Day and Risk Assessment ahead of the meeting. The Clerk confirmed that the Scouts were happy with the 30<sup>th</sup> April and that the prior weekend already had the CVA Community Get Involved Day and the Claygate Pavilion Grand opening happening and so the Committee agreed that the 30<sup>th</sup> April was a good date.

The Clerk noted that the current Clean Up Day banners were falling apart.

It was **unanimously agreed** to purchase 3 new banners from Vistaprint for a cost of £56 each.

**AP47** Clerk to order new banners.

The Clerk noted that some of the litter pickers needed replacing.

It was **unanimously agreed** to purchase 10 new litter pickers for £100.

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

The Clerk noted that she had reviewed the Clean Up Day Risk Assessment (Appendix A) and she believed no amends were required. She had circulated to Cllrs to review ahead of the meeting,

It was **unanimously agreed** to approve the Clean up Day Risk Assessment with no amends.

**6. To agree the Hanging Basket Order for 2022/23**

The Clerk had received an update from the Greenspaces Team at EBC. They noted that there were continuing delays in agreeing contracts with suppliers however they confirmed an approximate cost should they remain with the current contractor which would be £3077 + VAT for 30 hanging baskets and 7 troughs in summer and 7 troughs for winter.

The Clerk noted that this was within the £3200 21/22 Budget.

It was **unanimously agreed** to order as much of the 30 hanging baskets and 7 troughs in summer and 7 troughs as possible within the agreed budget of £3200 and the financial orders set by the Council as agreed at the 13<sup>th</sup> January Full Council meeting.

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

**7. To consider and agree a response to the Community Energy in Surrey survey sent on behalf of Surrey County Council.**

Cllr Rawson noted that the survey closed on the 5<sup>th</sup> February and as such any response was now too late.

**8. To discuss any matters to be raised at the next Bi-Annual meeting of CPC and EBC Head of Strategy and Head of Planning to be held on the 25<sup>th</sup> February 2022.**

The Clerk detailed the process of the Bi-annual meetings with EBC namely Committee members feed in issues to the Chairs of Committee to raise with EBC Head of Strategy and Head of Planning and then outcome of discussions would be feedback out to Committee members post. It was agreed that the following agenda items should be included in this meeting: -

- Fly-tipping / Woodstock Lane
- Waste Collection
- Procurement delays in Hanging Baskets and Ground maintenance.
- New Contract for 13 HGS Sites Managed by CPC
- New Community Climate and Nature Grant
- Heavy Load Restriction Changes to Clayton Rd by RBK.
- Claygate Clean up Day 30<sup>th</sup> April 2022

**AP50** Clerk to add items to agenda and circulate agenda to attendees.

**9. To discuss Environmental issues:**

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

Will Harrison-Cripps had sent some concerns to the Clerk ahead of the meeting namely for littering Church Road bed and overgrowth in Glenavon Close. The Clerk had sent the feedback on to the Gardening Contractor who confirmed he had attended to that week. Cllr Marques noted that there was littering in The Causeway. Cllrs queried whether there was a more effective way of tackling the HGS sites e.g. Priority list of sites, whether the HGS monthly worksheet could include dates and photos confirming work has been completed being sent to the Clerk from the garden contractor. Cllrs wondered if the HGS contractor could suggest plants to help ground cover and whether bulb planting could take place.

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

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

Nothing to note.

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

Nothing to note

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

**a. Public Transport**

The Clerk noted that 2 Hare Lane bus stops had improvement works being actioned by SCC between the 14<sup>th</sup> and 19<sup>th</sup> February.

**b. Bridleways and Rights of Way**

The Clerk noted that the Bridleway at the end of Coverts Road crossing over the A3 was in a bad state.

**AP52** Clerk to report to SCC.

**c. Traffic calming and Speed Watch**

The Clerk had circulated Mark Tymieniecki' Annual Speed Watch Report to the Committee ahead of the meeting (Appendix 2).

**d. Liaison with SCC: -**

**a) Road maintenance and footways**

The Clerk noted that Dalmore Avenue verges were due to be tidied up by SCC in the Spring.

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

The Clerk noted that SCC Tree Assessments of the dead and diseased tree list had taken place week of the 30<sup>th</sup> January and she was awaiting feedback.

**c) Parking**

The Clerk noted that the double yellow line application for Dalmore Avenue was still in informal consultation stage.

**d) Street signage**

Cllr Sugden noted that he had raised a broken Woodstock South sign with EBC and was still awaiting a response.

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

The Clerk noted that a request had gone to Cllr Rawson and Cllr Sugden to write articles on the New Community Climate and Nature Grants, Claygate Clean up day and any other HT&E issues for an April edition of the Courier. It was agreed that articles should be submitted to Peter Whitehead, Courier Co-ordinator, by the 20<sup>th</sup> February on the following: -

- 2 new bus stops improvements on Hare Lane.
- Parking charges on Sundays in main car parks but not in Claygate's village car parks.
- Grass Verge maintenance moving from EBC to SCC.
- Annual Speedwatch summary.

**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.

**12. Matters for information purposes only.**

None

**13. Date of next meeting 31<sup>st</sup> March 2022.**

Meeting Closed: 20h58

**Reserve for the meeting on 31<sup>st</sup> March 2022: Cllr Woodward**

**Signed:**

**Dates:**