

DRAFT
ENVIRONMENT & LEISURE COMMITTEE
Minutes of the meeting at
8.00 p.m. on Tuesday 10th October 2017
in the Committee Room, Claygate Village Hall

Present: *Councillors-* Bill Chilcott (Chairman), Geoff Herbert and Julian Way
Parish Clerk – Shirley Round

1. Apologies for Absence: Carol Manley.

2. Declarations of Interests

Cllr Bill Chilcott: Member of the Kingston Branch of the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, Member of Claygate in Bloom.

Cllr Geoff Herbert: Co-ordinator of Neighbourhood Watch. Member of Claygate Village & Flower Show Committee.

Cllr Julian Way: Undertakes care work Sans Soucie, Guildford. Member of Kingston Chess Club. Supervisor at Kingston Contact Centre. Trustee of Claygate Recreation Ground Trust.

3. Minutes of the last meeting.

i) The minutes of the 3rd August 2017 were approved and signed by the Chairman.

ii) The Minutes of the Extraordinary Meeting of the 7th September 2017 were approved and signed by the Chairman.

4. Actioning of items from previous minutes

AP12 Clerk to contact Cllr Bennison for advice as to who owns the verge in Brookfield Gardens and how often it should be maintained. (See agenda item 10)

AP13 Mr. Bauer-Mein's name to be added to volunteers list. **DONE**

AP14 Report on Hanging Baskets to be forwarded to EBC. **DONE**

AP15 Discount for 'dead' baskets requested. **DONE**

AP16 Brackets in Oaken Lane too long. **No further action required.**

AP17 Glebelands HGS to be added to Cllr Way's list. **DONE**

AP18 Church Road low fence to be repaired. **DONE**

AP19 Meadow Road Island picket fence repair/replacement (see agenda item 7)

AP20 and AP21 The Green (see agenda item 7)

AP22 Derwent Close Green. Residents have been informed. **DONE**

AP23 Derwent Close Green added to Cllr Way's HGS list. **DONE**

AP24 'Shaping Surrey Community Recycling Centres 2017' questionnaire. **DONE**

AP25 Parish Council's thanks to Scouts for taking part in Clean Up Day. **DONE**

5. To discuss and agree Budget for 2017/18 and agree action.

The following amounts were agreed for the 2018/19 Budget:

General Environment	£1,000 (no change)
HGS Maintenance	£6,900 (to include small increase in Gardener's charge.)
HGS Projects	£2,000 (HGS improvements x 2 car parks)
Hanging baskets	£4,300 (Extra baskets considered in Coverts Road)
Leisure	£500 (no change)

Variances on 2017/18 Budget

General Environment

HGS Maintenance expected to be correct

HGS Projects ? possible under spend

Hanging Baskets final figure not known

Leisure no change

6. To discuss hanging baskets for 2017/2018 and agree action.

All hanging baskets were removed in September. It is not known at this time how much the Parish Council will be charged.

7. Highway Garden Sites

It has been agreed to renew Paul Quinnen's contract for a further year. **AP26** Clerk will arrange a meeting with Paul to sign the Contract.

Site Reports from Councillors:

- a) Applegarth: Part of the boundary fence with Slough Farm has fallen down.
- b) Fee Farm Road: Utility company has dug up part of the bed.
- c) Torrington Lodge CP: Sparse planting. No brambles found.
- d) Coverts Road/Foley Road: Good but smaller bed is empty. Speak to Vanessa about additional planting. **AP27**
- e) Glebelands: Weed suppressant membrane is exposed but generally looks okay. **AP28**
- f) The Green: See report.
- g) St. Leonard's Road: All right.
- h) Glenavon Close: Looks good.
- i) Red Lane: Looks good.
- j) Church Road: Fence repaired. Street Smart Team have been thanked.
- k) Hare Lane Car Park: Sparse planting.
- l) Brickbed at Parade: Looks all right.
- m) Firs Verge: Junction with Dalmore Avenue – tree requires cutting back to improve the site lines. **AP 29** SCC. Also shrub and vegetation overhanging the path require attention. **AP30** Clerk to contact Paul Quinnen.
- n) Woodstock Triangle: **AP31** Consider more cobbles on Red Lane side. **AP32** Contact Carol Manley re planting ideas.
- o) Bed by Winning Horse: Looks well tended.
- p) Meadow Road Island: White picket fence is broken, probably as a result of work being carried out nearby. **AP33** Cllr Chilcott will contact Barry Daborn. BD arrange for fence to be erected and invoice PC. Report received from Vanessa Relleen detailing tree work advised. To agenda for next meeting.

Site and Progress Reports.

See Appendices 1, 2 and 3.

The Green – Pointy End update

The ground has been prepared, plants purchased and planted by Carol, Vanessa and the volunteers. The mulch has been delivered and is being stored behind the Hare & Hounds PH and will be spread by the volunteers following rain. **AP34**

The invoice hasn't been received and final figures cannot be presented. **AP35**

Proposals for HGS projects 2018/19

Carol Manley has submitted a detailed proposal for the refurbishment of the Car Park beds (see Appendix 2). At a rough estimate this could be in the region of £1,400 (ex VAT) which would also include ground preparation. The committee agreed in principle and will require detail in the New Year. Clerk to inform Carol Manley **AP36**

8. To discuss inclusion of the War Memorial site on the HGS inspection list.

In order to maintain the site in good order the Councillors agreed to include the War Memorial site on the HGS inspection list. Cllrs Herbert and Way agreed to undertake a periodic inspection and report back if maintenance is required. This information will be forwarded to Philip Robinson, EBC, who will chase Burley's. Clerk will email Francis Boff who is anxious that the site should be well maintained in future. **AP37**

9. To Discuss Litter, Litter Bins, Graffiti & Fly-tipping and agree action.

- a) A new bin for the Recreation Ground is now the subject of a Grant Application from CRGT and will be discussed at the November Parish Council Meeting.

- b) It has been clarified that additional litter bins can be purchased from CIL money as long as they are in new locations and not replacements. 6 new sites were identified. However, it is necessary to confirm whether EBC will agree to empty these litter bins. **AP38** Cllr Herbert will contact the relevant Cabinet member of EBC.
- c) Flytipping in Woodstock Lane. Although reported back in June only one of the three piles of possible asbestos has been removed. Following numerous phone calls to SCC and emails to Cllr Bennison it is hoped that this rubbish will now be removed. It was noted that Woodstock Lane is a continuing problem with almost daily flytipping.

10. To discuss what policy, if any, there should be for maintaining unadopted grass verges and agree action.

Cllr Chilcott proposed that a Policy for maintaining unadopted grass verges should be included in the Environment & Leisure Remit. He agreed to draft the Policy. **AP39** Cllr Herbert agreed to speak to the resident regarding future plans for the verge in Brookfield Gardens **AP40**.

11 Courier/Website

The next edition of Courier is due for distribution next week. In the absence of Cllr Chilcott on holiday an article has been drafted by the Chairman. This will be forwarded to Cllr Chilcott for his approval. It will be his decision as to whether his by-line is included.

Following this edition, copy for the December issue should be with the Clerk by the 30th October. It has been suggested that a 2-page spread highlighting the Highway Garden Sites should be featured. **AP41** Cllrs Chilcott/Way & Herbert.

12 Matters for information only

- a) Clean Up Day. Much better publicity will be required in 2018. This should include an article and advertising in Courier, Posters and a Banner (at the junction of The Parade/Hare Lane and possible a banner outside the Village Hall)
- b) Lower Wood Road/Stevens Lane: An email received from Cllr Bennison indicates that *'correspondence has been ongoing with Surrey's Legal Team. The Arboriculture Team are awaiting a payment from the resident (or their representative) to enable a reinstatement design to be undertaken. This design would include details of the type of planting as well as the costs'*
- d) Clerk's holiday. The Councillors agreed that where the E & L meetings coincide with the Clerk's holiday the meeting will be arranged on the nearest convenient Tuesday. **AP42** Clerk to reschedule meeting(s) as required and notify all Councillors.

13. Date of next meeting

Next Meeting: Thursday 7th December 2017, at 8pm in the Committee Room

Meeting closed at 9.55pm

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

Appendix 1/2

HGS SITES

The email from Carol Manley was in response to a request from the Clerk for suggested project items to be included in 2018/19 Budget for discussion at the November Council meeting.

HGS Future Planning (dated 10/10/2017)

The two sites Vanessa and I would concentrate on would be the two Car Parks. The cost involved for plants would be an '**up to amount**'. The costings are based on the prices that were paid for this year's plants.

Torrington Lodge.....bare fences on the right hand side need covering with climbers and the ground would need preparing for this. There are many suitable climbers that could be used.....cost approx.£20 each for 6 = £120.

Additional shrubs for use around the site....5x12 =£60

flowering low trees.....cost approx.£50-£100 each for (say) 5 trees = £500 (10L pots). **Total cost = £680**

(An 'up to' amount)

Hare Lane.....left hand fence needs covering with climbers..... £20 each for two = £40

Evergreen plants for right hand bed10x £10 = £100

Small columnar trees for right hand bed3 x £100 = £300

Total cost =£400 (An 'up to' amount)

Altogether £1,080 including VAT at 20% which is reclaimed.

Please add A cost for some ground preparation on both sites **which may be needed**. I don't know how much Paul charged CPC for the preparation of the ground this year but an 'up to' amount needs to be included for this.

I have suggested plantings including trees which will I hope give added value Year on year, will be easy maintenance and give seasonal differences.

OTHER HGS

Several other prominent sites need some infill plants, so I would suggest an amount be included for this....say, 10 at £10 each = £100.

Regards,
Carol

**APPENDIX 3
HIGHWAY GARDEN SITE ACTION POINTS (updated 10/10/17)**

The names of HGSs are more or less as in Paul Quinnen's contract. Date completed is the date of the meeting at which the specified action is recorded as done. If the action is to instruct PQ to do something, it is up to the HGS inspector to check that it has actually been done.

1. Applegarth

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	7	Conifer needs to be felled; discuss at next meeting what replacement is required	BC	Tree was felled; no replacement required	June 17
2017/18					

2. Causeway / Fee Farm Road

NO ACTION POINTS

3. Torrington Lodge CP

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	39	Contact PQ about removing brambles	BC		Feb 17
	No AP	New plants added following CiB sale	VR		June 17
2017/18					
Aug 17	No AP	Check that brambles haven't returned	BC	No brambles found	Oct 17

4. Coverts Road / Foley Road

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	40	Contact VR about required work	BC/VR	see AP 57	Feb 17
Feb 17	57	Progress agreed planting	VR		
2017/18					
Oct 17	27	Clerk to remind VR about Feb 17 AP 57	SR		

Feb 17: £300 agreed; also Feb 17: £63.50 spent

5. Glebelands

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Feb 17	56	Contact PQ re raking out leaves and applying mulch	BC	transferred to SR - see AP 68	Apr 17
Apr 17	68	Weed suppressant membrane exposed; ask PQ to put down extra mulch	SR	(June 17) done but more mulch required; quote for this mulch required (Extra mulch laid N/C	Oct 17
2017/18					
Oct 2017	28	Ask PQ to cut back weed suppressant material.	SR		

6. The Green

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Oct 16	22	Ask PQ to advise VR/CM when he is working	ZK		Oct 16
Dec 16	32	Confirm what ZK did (AP 22)	SR		Feb 17
Dec 16	38	Repair to damage to drains left bare soil; ascertain who is responsible	MS	not known who is responsible	June 17
Feb 17	54	CM, VR and PQ will meet, inspect site and discuss specific plants	CM, VR	(June 17) SR will arrange meeting	Oct 17
Feb 17	55	Purchase plants and soil	CM, VR	(June 17) CM has list of plants; now planted	Oct 17
Apr 17	69	Contact Nick of Hare & Hounds re repairing wall	JB	(June 17) bricks replaced but not cemented in; BC will do; done (not by BC)	Oct 17
Apr 17	70	Contact Sue Clark of Elm Farm re putting horse trough back in correct position	SR	not done; unnecessary	June 17
2017/18					
Oct 17	34	Mulch purchased and needs to be spread.	CM/VR		

Feb 17: £250 agreed

2017/18

Aug 17: £500 agreed

7. St Leonards Road

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Dec 16	41	More plants required on Elm Road side; proposal for planting	CM	(Feb 17) plants purchased; (June 17) CM says VR has planted them.	Oct 17
2017/18					

8. Glenavon Close / Common Road

NO ACTION POINTS

9. Red Lane Opposite Old Claygate Lane

NO ACTION POINTS

10. Church Road

Date	AP number	Action	Responsible	Comment	Date completed
2017/18					
Aug 17	18	One of the bars on the low fence has become detached; contact Street Smart Team	SR	Repaired by Street Smart	Oct 2017

Feb 17: £8.99 spent

11. Hare Lane CP

NO ACTION POINTS

12. Firs Verge

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	8	EBC mowing and ignoring our protests; chase EBC	BC	EBC was chased, not recorded in minutes	?
Dec 16	27	Clarify	BC	It was decided to remain with the original instructions and cut grass in spring, early July and October	Feb 17
2017/18					
Oct 17	29	Tree requires cutting back to improve sight lines. Contact SCC.	SR		
Oct 17	30	Shrub and vegetation overhanging the path require attention. Contact PQ.	SR		

13. Parade

NO ACTION POINTS

June 16: £100 agreed

Feb 17: £22.50 spent

14. Woodstock Triangle

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Aug 16	9	Consider proposal at next meeting	VR?/CM?	(Aug 17) decided to leave at present	
Dec 16	28	Suggest suitable plants	CM	(Feb 17) CM has list of plants but has not provided it; will contact PQ; (Aug 17) decided to leave at present	
Dec 16	42	New planting required	CM	see AP 28	
Feb 17	53	New planting required	CM	see AP 28	
2017/18					
Oct 17	31	Extend cobbles on Red Lane side		Future project	
Oct 17	32	Contact Carol Manley for planting ideas	SR		

15. Winner

Date	AP number	Action	Responsible	Comment	Date completed
2016/17					
Feb 17	58	Progress agreed planting	VR	(June 17) has been weeded but nothing said about planting; being tended by local residents	
2017/18					

Feb 17: £50 agreed

16. Meadow Road Island

Date	AP number	Action	Responsible	Comment	Date completed
2017/18					
Aug 17	19	White picket fence is broken; contact Barry Daborn	BC	(Oct 17) Ask BD to provide & fix fence and invoice Parish Council	
Oct 17	33	Agenda tree work for next meeting	SR		

17. Derwent Close

NO ACTION POINTS

18. War Memorial

NO ACTION POINTS