



MINUTES

HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING HELD AT 6.30PM ON THE 28th SEPTEMBER 2022 AT CLAYGATE VILLAGE HALL.

Chairman of the Committee: Cllr Rawson

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

Co-opted Committee Members Present: Caroline Stevenson

In attendance: Sally Harman Parish Clerk & RFO, 1 x member of the public

1. **Apologies for absence**

Apologies received from Cllr Collon, Cllr Marques, Cllr Grose, Cllr Bray and Co-opted Member Mark Tymieniecki.

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.

3. **To confirm the minutes of the previous Highways, Transportation and Environment Committee held on the 9th June 2022.**

It was **unanimously agreed** to approve the signing of the HT&E Committee minutes from the 9th June 2022.

Cllr Rawson signed the minutes, witnessed by the Clerk.

4. **To report on the actioning of items from the previous meetings.**

AP98 The Firs 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 sent request to SCC Cllr Sugden and asked for help establishing ownership and resolving the matter. Cllr Sugden in his role as SCC Cllr has 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. SCC have confirmed they are not responsible for the wire fence and it is PA housing. A resident of the Firs has engaged PA housing and they have cleared their side of the fence. **DONE**

API26 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. Sept 2022 – Savills on site today. Delays in Crown estate projects but remains high priority. Crown Estate awaiting 3rd party report for long term solution. Expecting report end of Oct with work expected to start within this calendar year. **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**

It was **unanimously agreed** that the Clerk request SCC cut back the section from Stevens Lane to Elm Farm and then close AP16.

to Gods Cheshington on public footpaths

AP25 Clerk to investigate Grit bins and add to next agenda. Cllrs want to see map, last used and who use them. Added to full CPC meeting on 28th September **DONE**

AP52 Clerk to report Bridleway at end of Coverts Road to SCC. Clerk to ask Cllr Marques to send picture and report. AP on hold until wintertime as Bridleway looks fine in summer months. **ON HOLD**

AP58 Clerk to feedback to HGS Contractor regarding Firs Verge tidy up. Clerk has met with him and he has confirmed he will action. Full clearance took place before Claygate Flower show. **DONE**

AP1 Clerk to notify Cllr Collon of her appointment as Vice-Chair of the HT&E Committee. **DONE**

AP2 Clerk to notify Caroline Stevenson and Will Harrison-Cripps of their appointment as Co-opted Committee members **DONE**

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

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

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. **DONE**

AP6 Clerk to complete CIL application for Playground equipment to gift to EBC in honour of the late Queen Elizabeth II Platinum Jubilee for Full Council approval. **DONE**

AP7 Clerk to check the Council can receive VAT refund on CIL Application. CPC can receive VAT refund. **DONE**

AP8 Clerk to ask SCC what their frequency of tree inspection is on the HGS sites they cover. They have confirmed every 5 years **DONE**.

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. Response from SCC was that they don't pay 3rd parties to undertake tree clearance on their behalf. If phones lines are busy we have to keep trying. **DONE**

AP10 Clerk to ask SCC if a plaque can be added to new birch tree on Parade in honour of Margie Richardson and organise if it can be. SCC don't support plaques particularly from health and safety perspective. Instead, Clerk and Chair have taken the step to honour Margie in the October Courier. Councillors may also want to consider her for the Brian Rhodes cup next year. **DONE**

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

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. **DONE**

AP13 Cllr Grose to circulate her comments on the Draft Local Plan Planning Leaflet. **DONE**

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

5. **Review the remit of the Highways, Transport and Environment Committee.**

The Committee noted that Item 8 of the HT&E Remit would need to be amended dependent on the outcome of the on-going Highway Garden Site maintenance discussions.

It was **agreed in a majority decision** that the Remit review be postponed until the 20th October HT&E Committee meeting. 1 Cllr voted against.

AP15 Clerk to add to next HT&E Committee agenda.

6. **To consider a request from a Volunteer Resident Group for litter pickers and hi-vis for a monthly Woodstock Lane Clearance exercise.**

It was **unanimously agreed** to fulfil the residents' request for litter pickers and non CPC branded hi-vis and for the resident to store at her house.

AP16 Clerk to notify resident and arrange for litter pickers and hi-vis to be stored with them and make clear liability not with CPC.

7. **To consider a request from a local resident to investigate the high levels of Heavy Good Vehicle frequency on Red Lane.**

The Clerk had circulated an email of concern regarding an increase in HGV traffic through Claygate from a resident ahead of the meeting. In addition the Clerk had circulated a response from Royal Borough of Kingston (RBK) Highways and Transport department regarding the objection that the Parish Council had submitted in December 2021 to their proposal to remove the existing width restrictions on Clayton Road and replace it with a 3.5T weight restriction along with installing a road hump and a priority give way traffic calming feature and a reduction in speed limit. CPC's objection had been overruled and RBK were proceeding with the implementation of the scheme from the 26th September 2022. Cllrs discussed their concerns over the possible impact of increased HGV's into Claygate and possible options available.

It was **agreed in a majority decision** that the Clerk write to SCC informing them of the Clayton Rd changes that are being made by RBK and how it will have an adverse impact on local residents and its road network and as such what solutions SCC were proposing. 1 Cllr voted against as they believed more should be done.

One Cllr proposed that CPC write to SCC to request a speed camera in Oaken Lane. The motion fell.

AP17 Clerk to write to SCC and explain what has happened with Clayton Road weight restrictions removal by RBK and ask what the SCC solution was to the adverse impact on Claygate.

8. To discuss Environmental issues:

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

The Clerk noted that the HGS Contractor had not actioned any work since the 1st September 2022 as his contract had been frozen at the request of the Council until the end of this month. Councillors noted that all 10 HGS areas were in good condition following Cllr checks however no feedback had been received on The Firs Verge, The Parade Bed, Applegarth and Red Lane (opposite Claygate Lane).

A HGS report written by the Clerk was circulated to Cllrs as part of the full Council meeting occurring later that evening which included suggested routes forward by the Clerk (Appendix A). It was agreed that a recommendation should go to the Full Council from the HT&E Committee on which option the Committee supported.

It was **unanimously agreed** to recommend Option 2 minus Woodstock Lane Triangle as only a 1 year contract for £3250 to the full Council for approval.

b. Litter, Litter bins, Graffiti and Fly tipping

The Clerk had placed a request to EBC to remove graffiti from the Bus Stop on Church Rd outside the Recreation Ground. It had been removed.

API8 Clerk to report graffiti on the green Telecom Cabinet on Hare Lane opposite The Avenue.

c. Overhanging trees, branches & hedges

A Resident had contacted the Clerk regarding overgrown hedges on Red Lane. The Clerk had logged with SCC and SCC confirmed it would be cut back.

A Resident had contacted the Clerk to note greenery and shrubs where overhanging on to the pavement outside the Elms, Church Road. The Clerk had sent the resident the link on where to report on the SCC website.

A Resident had contacted the Clerk to raise his concern over the large oak tree in Applegarth. The Clerk had sent the resident the link on where to report on the SCC website.

9. To discuss Highways & Transportation issues:

a. Public Transport

The Clerk noted that the front panel at the Bus Stop on Church Rd was loose but this would be discussed at the Full Council meeting later that night under the CPC asset review.

b. Bridleways and Rights of Way including Elm Farm

Nothing further to add over what has already been discussed earlier in the meeting.

c. Traffic calming and Speed Watch

Mark Tymieniecki had circulated his Speedwatch reports ahead the meeting.

It was **unanimously agreed** that the Clerk submit a request for a Speed Survey to SCC on Steven's Lane, Red Lane and Oaken Lane over concerns raised of speeding and add SCC Speed Camera Policy as an agenda item to next HT&E Committee

AP19 Clerk to write to SCC about concerns over speeding in Steven's Lane, Red Lane and Oaken Lane. Add agenda item to next HT&E committee to discuss speed camera policy for SCC.

d. Liaison with SCC: -

a) **Road maintenance and footways**

Nothing to report.

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

Clr Sugden noted that residents in Simmil Rd were now dealing directly with the SCC Highways Environmental officer with regards to getting the trees on verges replaced and were making traction.

c) **Parking**

The Clerk had parking concerns in both Torrington Road & Foley Road raised to her by residents. She had directed them to the SCC website and the process for raising a parking amend request and also to SCC Clr Sugden if they needed further support.

A resident of Station Road had contacted the Clerk wishing to have the double yellow lines reinstated in two places. The Clerk had directed the resident on where to log on the SCC website.

The Committee noted that Dalmore Avenue and The Avenue's requests for double yellow lines were still awaiting a verdict from SCC.

d) **Street signage**

No issues to report.

It was noted that an error had been made on the published agenda and that the next 3 items should be labelled 10/11/12 not 12/13/14.

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

It was noted that the Courier was landing at the start of October. The next Courier is planned for the end of February ahead of Purdah election period.

11) Matters for information purposes only.

None

12) Date of next meeting 20th October 2022.

Meeting Closed: 19h28

Signed:



Date: 20-10-22

Appendix A

Highways Garden Site Maintenance

CPC have maintained the following HGS in Claygate since 2009 (Tree management on these sites responsibility in brackets): -

1. The Green – Surrey Highways
2. St Leonards Road - Surrey Highways
3. The Firs Verge - Surrey Highways
4. Hare Lane Car Park – Elmbridge Borough Council
5. Torrington Lodge Car Park - Elmbridge Borough Council
6. Applegarth - Elmbridge Borough Council
7. Red Lane (opp Claygate Lane) – small patch (Elmbridge Borough Council)
8. Common Road / Glenavon Close - Surrey Highways
9. Church road – Surrey Highways
10. Causeway / Fee Farm Road - Surrey Highways
11. Coverts road / Foley Road - Surrey Highways
12. Glebelands - Surrey Highways
13. Woodstock triangle - Surrey Highways

The Parade bed is managed by Claygate in Bloom.

Historically EBC have had responsibility to maintain these sites and provided CPC with a HGS Grant of circa £4151 p.a. for CPC to carry out the maintenance which ending on the 1st September 2022 as they have passed over maintenance to SCC.

SCC have said that the maintenance regime now implemented consists of 2 rural cuts and 4 urban cuts per year. This being is the same level of service that the County previously funded Elmbridge to deliver under the agency agreement. However, they believe that Elmbridge Borough Council did add additional finance to increase the number of cuts and other environmental services

SCC priority is to maintain the highway for the safety of its users and therefore they no not maintain planters or areas not classified as highway verges. Therefore, they have been advised that they would be unable to offer you the Highway Garden Site Grant previously provided by Elmbridge Borough Council.

SCC would be supportive of any maintenance the Parish would be able to provide subject of course to agreement with us. Should the Parish wish to carry out some maintenance to these areas they have requested an outline of what is intended as to ensure there are no potential risks

CPC HGS Contract

Paul's Gardening Contract 3 year contract agreed. Nov 21 to Nov 22 (£7200), Nov 22 to Nov 23 (£7400), Nov 23 to Nov 24 (£7600). The contract was reviewed and signed off by the full council in Sept 2021. Only provision for exit is based on performance. Termination of right to maintain is not included. Paul has agreed to freeze the contract from the 1st September to the 30th September where upon a decision on which option CPC will continue with will have been agreed.

CPC Options to consider

OPTION 1: CPC take on cost of Paul's HGS Contract in full going forth.

OPTION 2: CPC offer continuation of contract with Paul at reduced level of £3250 (Nov 22 to Nov 23) and £3340 Nov 23 to Nov 24 focusing only on suggested main village locations: -

- The Green – Surrey Highways
- Church road – Surrey Highways
- Coverts road / Foley Road - Surrey Highways
- Causeway / Fee Farm Road - Surrey Highways
- The Firs Verge - Surrey Highways
- St Leonards Road - Surrey Highways
- Woodstock triangle - Surrey Highways

Clerk would ask Paul how many of above list in priority order he can complete for £3250.

OPTION 3: CPC end contract with Paul and all support of HGS sites. CPC consider a goodwill payment to Paul to exit contract.

Next Steps

- Clerk to notify SCC and Paul of outcome
- Clerk to update Insurance.