



**DRAFT
HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.30PM ON THE 3rd September 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, one member of the public

1. Apologies for absence

Vanessa Relleen was unable to attend due to personal circumstances. No other apologies were received.

2. Declarations of Interest in items on the Agenda

Cllr Sugden flagged that he knew the member of the public in attendance.

3. Election of Chairman

Cllr Rawson was elected Chairman of the Highways, Transport and Environment Committee by **unanimous** decision.

Cllr Rawson was nominated by Cllr Collen and seconded by Cllr Marques.

4. Election of Vice Chairman

Cllr Collen was elected Vice Chairman of the Highways, Transport and Environment Committee by **unanimous** decision.

Cllr Collen was nomination by Cllr Rawson and seconded by Cllr Sugden.

5. Appointment of Co-opted Committee Members

It was **unanimously** agreed to appoint Mark Tymieniecki, Vanessa Relleen, Margie Richardson & Caroline Stevenson as co-opted members of the Highways, Transport and Environment Committee.

6. Review of Remit of the Committee

It was **unanimously** agreed to approve the existing Highways, Transport and Environment Committee remit with no amends.

7. Confirmation of Minutes of previous H T & E Committee held on 11th June 2020.

The minutes were signed by the Chairman of the Committee as a correct record of the meeting. **AP53** Cllr Rawson to sign and deliver to the Clerk.

8. To report on the Actioning of items from the previous meetings.

AP19 Simmil Road trees > SCC confirmed to Clerk that they only had trees outside 3, 8 and 12 on their list and that they weren't going to fell any trees on Simmil road as none of the trees were Cat 4. They are Cat 2 and 3 priority and SCC are not focusing on those categories for the time being. If CPC wanted to fell the trees ourselves, we could via a SCC recommended contractor. All cherry trees were planted by SCC with the exception of the Cherry tree outside 5/6 which was planted by VR in 2008. CPC have never felled trees before in Claygate they have only planted. Adrian de la Touche, resident on Simmil Rd spoke on behalf of the road. He said the road had consensus that the dead trees need removing, stumps removed/ground down. The process has now gone on for 2 years, so they just want it sorted. A car of a resident in the road has already had part of a dead tree fall on it. The ideal would be that the dead trees were replaced with Cherry Trees, but residents were aware of the Honey fungus issue so this may not make sense. Mr de la Touche was researching alternatives which blossom like a cherry but aren't affected by honey fungus in the soil. He confirmed residents are happy to contribute financially to the project and to watering any new trees planted. Mr de La Touche had provided a list of trees effected to the Clerk. The Clerk had also received a tree survey from VR. VR confirmed that the trees that need felling are outside house numbers 3, 8, 42, 46 and 47. In addition there are also rotting stumps outside numbers 34 and 44 that need grounding out.

AP54 Clerk to arrange a street walk of Simmil Road with Liz Shakiri, Carol Walker, Mike Bennison, Adrian de la Touche, Tree Wardens, Brian Rawson, Mark Sugden and the Clerk. The outcome is to agree an action plan to fell the problem trees, grind stumps and agree replacement process. CPC representatives at this meeting need to establish who is liable for the trees on-going if CPC put the trees in. SCC or CPC?

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. Clerk to arrange works with PQ. **DONE**

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. **DONE**

AP35 Claygate Recreational bed knee rail broken. Clerk to report to Street Smart. **OUTSTANDING.** Covered in Item 5

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. **DONE.**

AP43 Clerk to respond to PQ requesting an annual lump sum proposal for the weeding of the beds on the Foley Road/Covert's Road triangle. This was actioned and approval was given at CPC meeting on the 9th July. PQ is actioning work **DONE**

AP44 Clerk to get exact specification from EBC of what is needed to replace the Hare Lane White entrance gate & get a detailed quote to bring to the next meeting. **DONE** To be covered under item 9

AP45 Clerk to circulate White Gate report from EBC. **DONE**

AP46 Clerk to notify EBC and arrange purchase of wood stain & works for Foley Road/Coverts Road Triangle benches. **DONE**

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. **ONHOLD** Clerk has circulated the EBC Highways Benches list. EBC Greenspaces are carrying out a stock check of their benches and are unable to circulate their list at this time.

AP48 Clerk to feedback to Paul on getting urgent attention on HGS sites post Covid related garden site waste removal limitations being removed & and to ensure a monthly report of work he is completing is circulated to the committee going forth. **DONE**

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. **DONE**

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. **DONE** The Clerk received correspondence from Anthony Jeziorski, Head of Environmental Services at EBC who confirmed that they are working closely with SCC in their role as Highway Authority on initiatives to reduce the number of fly tipping and littering incidents, and to improve the appearance, along Woodstock Lane generally. In terms of seeking to improve the area, EBC are working with the County on a feasibility scheme for an improved cycle way, alongside investigating the effectiveness of the highway drainage systems. Work has started on planting a large number of trees on the section of land between Woodstock Lane North and Woodstock Lane South. They are also looking to procure a mobile enforcement camera for future targeted enforcement campaigns (which has been delayed by the Pandemic). They work closely with our Joint Waste Solution partners to clear the area regularly and, where there is evidence within the rubbish of whom it came from, then they do carry out formal actions and will aim to prosecute. If Cllrs, or residents, have any evidence then please pass to EBC who will investigate.

AP51 Clerk to get clarification from SCC on the rights of cyclist with the rise in use during the Covid-19 pandemic. **DONE** SCC is working to help pedestrians and cyclists stay safe when they are out and about. An Active Travel Fund Consultation is underway by SCC which has been circulated to Cllrs to input into. In addition, the Clerk received correspondence from Debbie Jones Senior Countryside Access Officer at SCC who confirmed cyclists have a statutory right to cycle on public bridleways. Under the Countryside Act 1968 (which gave them the right), it states that in exercising that right cyclists shall give way to pedestrians and persons on horseback. Cyclists do not have a statutory right to use public footpaths. Where they do so they are committing a trespass against the landowner, which is a civil rather than a criminal offence, unless there is a local byelaw or traffic regulation order in place. However, if there is no such legal order and the landowner acquiesces to the use by cyclists then no offence is caused.

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 from the strip of land leaning on the fence of No. 8 Merilyn Close. **DONE** On investigation the land was in fact unregistered. CPC tree wardens went and viewed the land and identified 2 trees for removal. A smaller tree for which they would remove with the help of volunteers and a larger tree which would need to be dealt with by the resident of 8 Merilyn Close due to the land being unregistered. The Clerk notified the resident and assisted them in identifying someone to liaise with who could remove the tree for them.

9. To discuss Environmental Issues

i) To consider the reinstatement of the foot bridge on Old Claygate Lane Footpath.

A suspected Thames Water drain collapse water has washed away the footbridge on Old Claygate Lane Footpath. This land is unregistered. The bridge was originally put in place by CPC back in 2013. Cllr Sugden has met with Gerald Abraham who originally assisted in installing the bridge back in 2013 to gather a quote for full reinstatement (£370 ex VAT to relocate bridge plus £850 ex VAT to rebuild base.) and Dave Page, Countryside Estates Officer at EBC to discuss options.

It was **unanimously** agreed that £1000 be allocated from the Highways budget to rebuild the base of the bridge. Efforts would be made to identify volunteers to assist Dave Page in relocating the bridge free of charge.

AP55 Committee members to send Clerk any volunteers who can help assist in moving the bridge back to its original location. Clerk to pass on to Dave Page who will organise the volunteers to relocate the bridge back to its original position. Post relocation by volunteers Clerk to instruct Gerald Abraham to rebuild the base.

AP56 Clerk to contact Thames Water and Surbiton Golf Club to query their liability in covering the cost of the bridge reinstatement in light that the bridge got washed away at the same time as significant flooding occurred across the Surbiton Golf Course all the way down to Telegraph lane Allotments.

AP57 Clerk to contact SALC and request clarity on where liability falls if a member of the public was to hurt themselves on something put in in place by CPC on unregistered land. In addition, should that item then be insured.

ii) To consider the painting and repair of the White Entrance gates into Claygate.

It **unanimously** agreed to allocate £525 from the Highways Bridle Budget to replace the Hare Lane White Entrance Gates.

EBC look after 2 of the White Entrance Gates and CPC own the Hare Lane White Entrance Gates. 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. Following receipt of quotes the Clerk confirmed the costs were £525 inv VAT.

AP58 Clerk to liaise with Martin Kearton, Environmental Officer at EBC, and get the new gates installed.

iii) To consider the removal of the knee rails around the beds outside the Recreational Gates Church Road

It **unanimously** agreed that the knee rails were required due to the beds being at the entrance to the Claygate Flower show and so to protect them. The knee rail that was broken needed to be fixed.

AP59 Clerk to get a quote to remove the broken knee rail and replace.

iv) To consider the re-planting of bed on Parade outside Greengrocers.

It **unanimously** agreed £150 from the Highways Garden Site Budget, would be given to Claygate in Bloom to acquire new bulbs and plants to reinvigorate the bed.

This CPC maintained bed has always been looked after by Claygate in Bloom. Some of the plants are looking very tired. VR confirmed they could replant if CPC could provide funds.

AP60 Clerk to notify Claygate in Bloom. Cllr Collen to oversee replanting with Claygate in Bloom.

v) Highway Garden Sites inspections (including reports from Councillors)

General view is all HGS sites are in good order except for the following issues. A few brambles require pruning Foley Rd end of the Firs. Halfway down Torrington lodge car park entrance a

large prickly bush is growing which needs to be kept an eye on. Applegarth bed has some dead fir trees which need removing. It was raised that some areas that Paul's Gardening Services work on seem to take a long time to action each month despite them being small and straight forward.

AP61 Cllr Collon and Cllr Sugden to send photographs of prickly bush and dead fir trees to Clerk. Clerk to then notify relevant party where required.

AP62 All Committee members to email any considerations or concerns regarding the ongoing maintenance of the HGS to the Clerk. Any points highlighted will be raised at the CPC meeting on the 17th September where the new tender for the HGS will be discussed.

AP63 Clerk to contact SALC and request clarity on where liability rests, for example should a member of the public incur an injury, if CPC maintain the HGS sites but do not own them.

vi) Litter, Litter bins, Graffiti and Fly tipping

Keep Britain Tidy campaign posters have been put up on notice boards and website. EBC is running Keep Britain Tidy campaign from the 11th through to the 22nd September.

AP64 Clerk to add campaign to website.

vii) Overhanging trees, branches & hedges

Tree leaning perilously into road outside No 69 Oaken Lane and large tree remains on The Causeway.

AP65 MT to send photos and Clerk to notify SCC

Overgrown hedge on right hand side of exit of Cornwall Avenue into The Causeway is causing line of sight issues.

AP66 MS to send photos to Clerk. Clerk to notify SCC.

viii) Household Waste Bins

There is a petition from a local resident on maintaining the green bin colour for Claygate's Household waste bins. EBC is currently moving the green household waste bins over to black with a green lid.

AP67 Clerk and Cllr Rawson to send letter to Joint Waste Partnership asking them to clarify when the decision to switch the bin colour was made and why it was made. The CPC request whether green bins could be kept for our household waste bins.

10. To discuss Highways & Transportation issues.

i) Public Transport.

Nothing to discuss.

ii) Bridleways & Rights of Way

Princes Covert Horse Riding Permit Cost. The Clerk circulated a report from Mairi Dillon to Cllrs. The report stated that the Crown Estate (now manager by Savills) have increased cost for annual equestrian access permit to Prince's Covert to £300. She cites Windsor park being £30.00 less expensive and over 5x the size. Caroline Stevenson also raised the concern over the management of the Bridleway running under the railway bridge south of the A3 and the on-going issues with flooding.

AP68 CS and Clerk to submit a letter to Savills asking for justification of the cost increase for a Horse Riding Permit in the Princes Covert and asking them to clarify what they will be doing to resolve the flooding issues on the Bridleway running south of the A3 under the railway bridge.

Telegraph Lane Bridleway Sign – SCC have confirmed it is not a priority sign but should be installed before Christmas.

i) Traffic calming and Speedwatch

MT (Speed Co-ordinator for Claygate) provided a report for the period Feb 2020-Aug 2020. MT has secured a further volunteer, but the recruit is now awaiting an on-line training module to be made available by Surrey Constabulary before the he/she can start.

AP69 MT to send MS an article for the Courier regarding the recruitment of a further volunteer to the Speedwatch Team.

iv) Liaison with SCC

a) Road Maintenance & footways.

Flooding issues have been identified at the corner of the Avenue and Hare Lane, the stretch of Foley road running from Albany Crescent to the Foley Pub, Oaken Lane running towards Surbiton just before Woodbourne Drive and at the bus stop on Church Road. In addition, a manhole cover identified as having water coming out of it in on Claygate Recreational Ground. **AP70** Clerk to add all flooding issues to the meeting agenda with Liz Shakiri, Surrey Local Highways Officer.

AP71 Clerk to notify Helen Maguire of manhole issue in the Claygate Recreational ground.

b) Highway trees (maintenance & replacement)

Already covered in item 8.

c) Yellow lines junction to Church Rd/Coverts Rd by Rec.

Double yellow lines at the end of Church Road before it becomes Coverts Road have disappeared.

AP72 MS to send photo to Clerk. Clerk to notify SCC.

v) Parking

A Government Consultation on Pavement Parking Legislation has been launched. Closing date is 22/11/20.

AP73 Clerk to circulate link. All Committee members to review and come ready to discuss at the next HT&E meeting on the 29th October.

EBC are advertising their current parking review, which was approved in December 2019 and June 2020. They will be publishing their intention to introduce the proposals on 4 September, and the objection period closes on 2 October 2020. The next parking review is still scheduled to start in December, with closing date for requests being the end of November.

AP74 Clerk to check if Claygate affected and circulate to Cllrs if so.

vi) Street Signage

None

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

October delivery planned for Courier.

AP75 Each committee member to write a 50-word article with photograph and send to MS on a relevant HT&E subject. MT to action one on Speedwatch recruitment. CS to rerun bridleway article. MS to allocate out an article to remaining committee members on 4th September. All articles to be back with MS for 18th September.

12. Matters for Information Purposes Only.

EBC have repaired surface tarmac under the swing and climbing frame in Claygate Playground following significant deterioration in the surface. The Clerk requested when the playground would be receiving an upgrade. EBC Greenspaces have responded saying that they only have budget for maintenance not for new equipment.

AP76 Clerk and MS to submit letter to EBC Greenspaces team & EBC Cllrs requesting that Claygate Playground needs an upgrade and maintenance will not suffice.

13. To confirm the date of the next meeting on Thursday 29th October 2020 at 7.30pm to be held remotely.

Meeting closed: 9.50pm

Reserve who may be required for the next meeting: Cllr Janet Swift

Signed:

Dated: