



DRAFT

**HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.40PM ON THE 3rd JUNE 2021 AT CLAYGATE VILLAGE HALL.**

Councillors Present: Cllr Sugden, Cllr Collon, Cllr Herbert

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

In attendance: Sally Harman Parish Clerk & RFO, Cllr Bray (attended as a member of the public as not a member of the HT&E Committee)

1. Apologies for absence

Cllr Rawson, Cllr Marques and Co-opted Committee members Mark Tymieniecki sent their apologies in advance.

2. Declarations of Interest in items on the Agenda

Cllr Sugden declared he was also the Surrey County Councillor for Hinchley Wood, Claygate and Oxshott and as such handles highways matters for SCC which could potentially cause a conflict of interest. He was liaising with the Monitoring Officer on guidance of how to best manage both his roles as Surrey County Councillor and as Parish Councillor.

3. Election of Chairman

Cllr Rawson was proposed by Cllr Sugden, seconded by Cllr Collon.

Cllr Rawson was voted in a **unanimous** decision to be Chairman of the Highways, Transport and Environment Committee.

4. Election of the Vice-Chairman

Cllr Collon was proposed by Cllr Herbert and seconded by Cllr Sugden.

Cllr Collon was voted in a **unanimous** decision to be Vice-Chairman of the Highways, Transport and Environment Committee.

5. Appointment of Co-opted Committee members

Cllr Sugden proposed Caroline Stevenson and Will Harrison-Cripps as Co-opted members of the Highways, Transport and Environment Committee, seconded by Cllr Collon.

Caroline Stevenson and Will Harrison-Cripps were **unanimously agreed** to be appointed as Co-opted Committee members of the Highways, Transport and Environment committee.

Cllr Sugden proposed that in the absence of Mark Tymieniecki at the meeting, Mark Tymieniecki could be appointed co-opted member of the Highways, Transport and Environment committee if he wishes to be a member, seconded by Jo Collon.

It was **unanimously agreed** that Mark Tymieniecki could be appointed to the HT&E Committee should he wish.

AP1 Clerk to contact Mark and let him know.

6. Review of Remit of the Committees

It was **unanimously agreed** to accept the Highways, Transport and Environment Remit with no amends.

AP2 Clerk to add date reviewed to remit and upload on website. Remit approval to be added to 8th July CPC agenda.

7. Confirmation of Minutes of previous H T & E Committee held on 31st March 2021.

It was unanimously agreed that the minutes could be signed by the acting Chairperson of the Committee Cllr Collon as a correct record of the meeting.

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

AP19 & AP54 Simmil Road trees > SCC confirmed to Clerk that they only had trees outside 3, 8 and 12 on their list and that they were not 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. All cherry trees were planted by SCC with the exception of the Cherry tree outside 5/6 which was planted by VR in 2008. A resident rep notified the council that the road had consensus that the dead trees needed removing and stumps removed/ground down. He confirmed residents are happy to contribute financially to the project and to watering any new trees planted. The Clerk had also received a tree survey from our tree wardens. Our tree wardens 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. Clerk and Chairman met with SCC Highways Officer the week of the 10th September who agreed to meet with the resident representative and work directly with him to resolve the Simmil Road tree situation. Resident Rep met with SCC Highways Officer and action was agreed. **DONE** SCC confirmed the cost has gone to Road Representative and they can proceed when they choose. SCC would not be paying for removal as they don't fell trees currently in Cat 4 grading.

AP60 Clerk to notify Claygate in Bloom of £150 for bulbs & plants for Parade Bed. **DONE** Parade Bed was planted at the start of April. Total cost £115.73

AP61 Cllr Collon and Cllr Sugden to send photographs of prickly bush and dead fir trees in Applegarth to Clerk. Tree wardens validated Dead fir removal. Clerk to instruct HGS contractor to remove. Clerk to ask HGS contractor to be proactive in notifying CPC of dead trees in HGS sites going forward. **DONE** Tree removed cost £200.

AP63 Clerk to contact SALC and request clarity on where liability rests, for example should a member of the public incur an injury on a CPC site, if CPC maintain the HGS sites but do not own them. EBC and CPC HGS contract from May 2010 states that the CPC is liable and as such needs to ensure suitable insurance in place. Clerk to ensure current insurance provider covers CPC HGS sites and to give a copy to EBC **DONE** HGS Risk assessment were updated and approved at 31st March meeting and then distributed to insurers, EBC and Volunteers.

AP84 Clerk to contact EBC and SCC Countryside Officers and ask what advice they can give about Countryside and Rights of Way Act 2000 & recording Claygate's footpaths, bridleways, and alleys. EBC Countryside Officer responded saying that there was a significant consultation at the time to define Common Land, countryside access sites and Public Rights of Way, which were all checked and mapped. The main anomaly is Old Claygate Lane from the top of the hill south to Claygate which is an old highway and therefore not a Public Right of Way shown on

the definitive map. This is also true for one or two alleys not down as Public Footpaths or shown as part of the adopted Highway Network. He stated any concerns should be passed on to SCC. Clerk responded to the EBC Countryside officer that it appeared nearly all internal cut throughs were missing. EBC responded stating these aren't listed on their internal mapping and ownership could be identified via Land Registry. **IN PROGRESS** Clerk to contact SCC Highways Information and Business Support Team to determine that all internal cut through footpaths in Claygate are mapped correctly. Cllr Sugden to give Clerk contact at SCC.

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. **IN**

PROGRESS Clerk in contact with Groundsman of Firs & request gone in

AP105 MS to draft 2 letters to SCC on Highways responsibility of Hare Lane and speed reduction options. **IN PROGRESS** Cllr Sugden declared his interest as Surrey Country Councillor and that he was meeting residents next week. Clerk to write letter to SCC EBC Local Committee responding to their comment back in 2018 that CPC could pay for speed reducing options from CIL stating that an option has not been agreed and any request for CPC CIL would need to be made by SCC.

AP106 Clerk to chase with SCC on Telegraph Lane and Red Lane signage post Christmas.

DONE Telegraph Lane sign in. Red Lane SCC disagreed with move.

AP108 MS noted a laurel on Common Road also needed to be cut back. **DONE**

AP111 Clerk to escalate complaint on Hare Lane Clearance within Network Rail. **IN**

PROGRESS Cover under 12 i)

AP116 Clerk to contact delivery firm quote and timeframes for a June Courier delivery. **IN**

PROGRESS They've confirmed operational. Clerk needs number of pages and date of publication.

AP117 Cllr Rawson to attend meeting with resident and Mary-Ann Edwards to assist in reaching a resolution. **DONE** Resident has decided CPC involvement not required for time being.

AP118 Clerk to circulate approved HGS Risk assessments to volunteers, HGS contractor and EBC. **DONE**

AP119 Clerk to request costs and replacement recommendations for Torrington Road apple tree from the Tree Wardens and add to next HT&E agenda. **OUTSTANDING** Add to Sept agenda.

AP120 Clerk to request SCC recommendation on what to do with the Firs pathway footpath and request costs. Clerk to then add to the next HT&E agenda. **IN PROGRESS** Response from Carol Walker at SCC is as follows: - 'All of the Highway footway are inspected 1x per year and we would look to repair any safety defect arising. Any Highway sections would be SCC's responsibility to fund and maintain. For any private areas of walkway residents will need to obtain their own quotes from private contractors.' Clerk to ask SCC when the next inspection is due to take place.

AP121 Clerk to contact Scout's leaders as the Claygate Clean Up Day partners and discuss options. **DONE** Cover under Item 9 on agenda

AP122 Clerk to refer question of getting additional dog mess bin(s) on Claygate Common to the EBC Borough Councillors. **IN PROGRESS** Emailed EBC Cllrs. Mike Rollings confirmed he was looking into.

AP123 Clerk to send out link for reporting fly tipping on CPC Facebook. **DONE**

AP124 Clerk to request refurbishment rank order of the 32 playgrounds in EBC. **IN PROGRESS** Request went to EBC Mary Marshall who didn't respond no doubt as was stepping down. Request has now gone to Bruce McDonald who has agreed to help take this forward.

AP125 Clerk to continue to pursue replanting and why the clearance had yet to happen on Hare Lane Embankment by South West Railways. **DONE** Update 12ia

AP126 Clerk to chase Savills on Bridleway flood under railway bridge over A3 in next month. Savills have committed to attempting to fix in April/May. **IN PROGRESS** Digger was there for a number of weeks this month. Clerk to get an update on works.

AP127 Clerk to raise issue that smaller footpaths on Claygate Common looked to be being used by Horse riders Co-opted Caroline Stevenson. **DONE** Caroline noted that she had contacted 2 local Claygate liveryies who were going to remind those horse riders that use them of the rules on Claygate Common.

AP128 Cllr Sugden to brief Clerk on issue of path between Loseberry Road and Station road being used by cyclists. **OUTSTANDING.**

AP129 Clerk to check who was actioning replanting of Cherry tree on Parade with SCC and timescales. **IN PROGRESS** Clerk had received the following response from SCC 'We are working on getting the stump removed but have hit some difficulty because there is a power line running through the roots. It is not safe to root grind under these circumstances without turning off the power. The power supplier is not keen to do this. Our Arb team are looking at options. The Clerk's next steps are to find out when the utility company will be finished and ask the tree wardens which trees are currently outside which shop and add to 2/9 agenda for discussion.

9. To agree a date for Claygate Clean Up Day 2021

The Clerk confirmed the Scouts had proposed the mornings of either the 18th or 25th of September.

It was **unanimously agreed** that the next Claygate Clean Up Day would take place on the 18th September between 10am and noon to meet in Hare Lane Car Park by Champion Timber.

AP3 Clerk to organise Clean Up day including banners, EBC truck to remove waste and communication via noticeboards and Facebook. Clerk to add detailed plan for day to 2/9 HT&E agenda.

10. To note and agree a response to the request for support from CPC to a local petition on redeveloping the Playground

Clerk had been sent a petition with 527 signatures from a local resident to redevelop the playground which she had circulated to Committee members ahead of the meeting. The resident has asked what Claygate Parish Council could do to assist in this project.

AP4 Clerk to write to resident referring them to the EBC Borough Cllrs. Clerk to ask them when they will present their petition to EBC and to let them know that CPC can give a letter of support when they do.

AP5 Clerk to write to EBC Cllrs requesting the outlined plan for EBC, confirmation of where we sit on it and why Claygate's playground cannot be immediately refurbished.

11. To discuss Environmental Issues

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

It was noted that the HGS were generally in good order but the recent weather had seen rapid growth. Applegarth was the only site flagged as in need of a trim. The Clerk noted that the Trough on the Green had been fixed. It was also noted that EBC were aware of the broken lamp on the fountain on The Green. The Clerk also informed the Committee that EBC had been notified about a brick lose on the Parade bed outside the green grocers.

AP6 With the new Committee members Clerk to reallocate the HGS inspection sites.

ii) Litter, Litter bins, Graffiti and Fly tipping

No issues to note.

iii) Overhanging trees, branches & hedges

Cllr Sugden noted that an article asking residents to proactively cut back hedges bordering pavements on the front of their properties would be included in the next edition of the Courier. A Cllr attending the meeting as a member of the public (not an HT&E Committee member) spoke saying he was passionate about having weeds in pavements removed, hedge heights and overgrown trees on footpaths. He was pleased to hear a piece on civic pride was going in the Courier.

AP7 Clerk to check on responsibility on clearance of weeds and grass from pavements.

12. To discuss Highways & Transportation issues.

i) Public Transport.

(a) Network Rail works Station Car Park/Hare Lane Embankment Trees

The Clerk updated the Committee on latest response she had received from SW Railways. They had responded stating that 'we have no plans to plant trees in the area from which the diseased ones were removed. There are no specific plans for this embankment but to allow for the natural regeneration of vegetation. Some logs were deliberately left on site for the benefit of wildlife habitat which is encouraged as ecologically friendly.' The Clerk had also raised the matter with SCC. They responded saying 'We have no influence with Network Rail and will not be lobbying them to re plant on their land'.

AP8 Clerk to contact SW Railways and ask them to move the skip.

AP9 Cllr Herbert to send Clerk his Senior contact from SW Railways so a request could go to them for replanting.

ii) Bridleways & Rights of Way

Nothing further to add over above the update in AP126

(iii) Traffic Calming and Speedwatch

(a) Hare Lane 20mph

Update and next steps as per AP105.

iv) Liaison with SCC

a) Road Maintenance & footways.

The Clerk had informed EBC of the brickwall looking close to collapse on the bed outside Grosvenor Billinghamurst.

b) Highway trees (maintenance & replacement)

Nothing to note.

c) Parking

Dalmore avenue parking representative was now in contact with Adrian Harris at SCC. The Clerk noted that 2 cars had been damaged on the street in the last week alone and the bins had been missed for collection twice in the last month at the narrower end of the street.

d) Street Signage

Nothing to note.

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

Cllr Sugden noted that an article on hedgerows and owner responsibility would be included as well as an update on HGS sites, parade beds and tubs and the Bridleway.

14. Matters for Information Purposes Only.

Nothing to note.

15. To confirm the date of the next meeting on Thursday 2nd September 2021 at 19.30pm

Meeting closed: 20h45

Reserve who may be required for the next meeting: Cllr Wang.

Signed:

Dated: