



**DRAFT MINUTES
HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.30PM ON THE 9th DECEMBER 2021 AT CLAYGATE VILLAGE HALL.**

Chairman of the Committee: Cllr Rawson

Parish Councillors: Cllr Collon, Cllr Marques, Cllr Herbert, Cllr Sugden,

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

Tree wardens: Vanessa Relleen, Margie Richardson

In attendance: Sally Harman Parish Clerk & RFO, 2 members of the public.

1. Apologies for absence

None.

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.

3. Confirmation of minutes of previous H T & E Committee held on 10th November 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.

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. They stated any concerns should be passed on to Surrey County Council (SCC). The Clerk had a zoom meeting with SCC Catherine Valiant on the 8th October. She noted that as things stand the 2026 deadline would not stop user evidence based applications for PROW. It only stops documentary applications after 2026 and was all subject to change. SCC are reviewing Old Claygate Lane as they already have reviewed in back in 2000s and CPC were involved. If a PROW application can be made then she will send link to Clerk. The process takes 2.5yrs to 3 yrs. to complete. Clerk to review SCC Interactive map for Town paths and D Road Footpaths which are where internal village footpaths are recorded. **DONE** Covered under item 6

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**

AP119 Clerk to request costs and replacement recommendations for Torrington Road apple trees from the Tree Wardens and add to next HT&E agenda. Tree Wardens confirmed up to £300 required to replace both trees.

It was **unanimously agreed** £25 per tree for the SCC tree replacement fee if required and up to £300 for replacement trees if required.

Clerk to contact Carol Walker at SCC to discuss how best to resolve copying in SCC Cllr Mark Sugden. SCC Carol Walker said a tree replacement had to be submitted. Clerk actioned but both requests were refused as SCC stated that statutory authority searches showed a number of utility supplies running either through or adjacent to the verge area outside number 28. Clerk to forward refusal on the SCC Cllr Sugden and ask for help. **DONE** Cover under item 5.

AP126 Clerk to chase Savills on Bridleway flood under railway bridge over A3. Update from Savills as follows November 2021 - They've had North West 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 we hope to engage with once we have the camera footage. **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. Awaiting response. **IN PROGRESS**

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. **IN PROGRESS**

AP16 Caroline Stevenson to draft an email on overgrown Bridleway concerns by Elm Farm and send to Clerk for review and submit. Caroline Stevenson submitted directly as she knew precise location but had not had a response. Clerk to chase. **IN PROGRESS**

AP17 Mark Tymieniecki to draft a chaser letter to Thames Water regarding the flash flooding issues on Oaken Lane and send to Clerk for review and submission. Clerk to send a chaser email to the complaint she submitted on the 24/9. Still no response. In meantime Mark had updated Clerk that a tanker had attended the manhole effected and hopefully had resolved the issue. **DONE**

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. **IN PROGRESS.**

AP21 The railway bridge is in a very poor condition with numerous rust areas. Clerk to send photos to Network rail. Network rail response: - They have contacted their structures team and they are aware of the condition of the bridge and they are looking to complete any works that is required in our control period 6 (CP6). Network Rail Control Periods are the 5-year timespans

into which Network Rail, the owner and operator of most of the rail infrastructure in Great Britain, works for financial and other planning purposes. Each Control Period begins on 1 April and ends on 31 March to coincide with the financial year. We are currently in CP6 1 April 2019 – 31 March 2024. They are unable to provide any dates at this stage, but please be assured the team are aware and any work that is required is in their work bank to be attended to. **DONE**

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. **OUTSTANDING**

AP27 Clerk to add Surrey Transport Plan 2022-2050 Consultation to website. **DONE**

AP28 MS to check if bin on Foley Road Triangle being emptied going forth. **DONE**

AP29 Clerk to contact EBC Cllrs and ask if there has been any reduction in the hours for street cleaning in the last month. They have confirmed no reductions had been made. Have asked Cllr to be specific on areas of concern going forth. **DONE**

AP30 Cllr Mark Sugden to follow up on box hedges at war memorial. **IN PROGRESS**

AP31 Clerk to submit picture and request for action to SCC to prune Torrington Road overgrown tree. Has been actioned. **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**

AP33 Clerk to reply to WI and direct them to place a SCC tree replacement request. Clerk to write to SCC to request they replace the 3 dead trees on Dalmore and the 2 dead trees on the island outside Boots as part of Greener Futures Program. **DONE** Cover under item 5.

AP34 Clerk to ask Paul to identify a suitable place to plant it on the Green. Request gone to Tree wardens who have said the Green is not a suitable place. **DONE**

AP35 Clerk to write to SCC and ask for confirmation on the 110 trees they have offered CPC asking them the type of plant, who's meant to plant them, who will maintain them, who will cover the cost to maintain, are there any restraints/permissions on where to plant them, and who's asset will they be on going? Clerk to also ask whether SCC can just replace all the dead trees in Claygate streets. **DONE** Cover under item 5.

AP36 Clerk to contact SCC regarding a possible involvement of a Network rail employee in the incident. **DONE**

AP37 Clerk to send resident link to parking request on SCC website for Hare Lane parking restriction request. **DONE**

5. To review the Tree Wardens priority Highway tree list along with the team's new potential planting locations and discuss whether the Parish Council can meet the tree planting request from Surrey County Council.

The Clerk updated the Committee on the correspondence she had been having with SCC regarding their offer of 110 trees. Following a request from the Committee on the 10th November she had asked SCC to use the trees to replace the dead, and removed due to diseased trees, along multiple Highway locations in Claygate. She sent a list to SCC of those locations she was aware of: -

- 3 Dead trees in Dalmore Avenue
- 2 Dead trees on Hare Lane.
- 3 Diseased trees which have been removed in Torrington Road which CPC would like to replace.
- 2 trees which have been hit by cars & subsequently removed on the Parade which CPC would like replaced.
- Multiple trees which residents had paid for the removal of due to death and disease in Simmil Road and have now been told they can't replace them.

SCC Head of Environment Carolyn Mackenzie agreed to look into helping us get these replaced. The Clerk is awaiting a response from her.

In the meantime, SCC asked if CPC can still look into the planting of 110 trees. The Clerk noted an expression of interest from CPC in these trees but that any firm decision would take

place at the HT&E Committee this evening. The Clerk updated the Committee on the responses she had received from SCC on the questions raised at the last committee meeting: -

- The Clerk had circulated the list of species being offered by SCC which was two types of (Whips & Feathers). They are offering an even mixed range of these subject to availability. All trees are native broadleaf and will be delivered with a stake and a biodegradable guard, ready for planting.
- SCC confirmed that the trees were being offered free of charge to the Parish Councils for us to plant on Parish Council owned or managed land. The essential watering and aftercare would be the responsibility of the Parish Council to facilitate.
- In terms of who's asset register they would sit on they would become CPC assets and remain our trees.
- SCC will be offering them for planting this planting season 2021-2022. Our likely delivery window will be January.

The Clerk had asked SCC if they could keep them as their assets and maintain them as CPC don't currently have any trees as assets. SCC declined this request. SCC did confirm that they were speaking to EBC. The Clerk reminder the Committee that CPC didn't actually own any land and that the SCC offer was made on the basis of us planting on CPC owned or managed land. The Clerk noted that if the Committee were going to consider planting trees, then there was as such a cost and time involved in setting up a proper on-going maintenance program which would include insurance, tree maintenance program tree safety policy and risk assessments. They would also need the buy in of EBC if planting was going to occur on HGS sites owned by EBC.

The Tree Wardens firstly spoke on the offer of 10 Standard trees by SCC and their ability to replace the dead and diseased tree locations in Claygate. They noted that the trees on Dalmore, Simmil Road and Torrington had been planted outside the SCC Highway tree verge width rules so they were doubtful that SCC would replace them. The dead tree in the Hare Lane slip road had died of Honey fungus but should be replaced. It needed to be removed and the soil left for some time before being replaced.

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.

The Tree Wardens updated the Committee on new Highway Tree locations which they believed would meet the SCC Tree Strategy criteria: -

- Outside no 26 Oaken Lane. SCC Highways land. Resident is supportive.
- The Firs Verge – Memorial tree has failed. Plant a Gingko within that space. SCC Highways land but managed by CPC.
- Red Lane – Near No 19. SCC Highways land.
- Roundway between 50-72. Space for 2 decent trees. PA housing owns land.

AP39 Tree wardens to speak to residents to see whether they are interested. Clerk to then notify SCC to pick up with PA Housing.

- Meadow Road Green – 1 tree. CPC unsure over who owns land.

AP40 Clerk to establish ownership.

- Derwent Close Green – Could plant a number of trees in anticipation that the ashes growing there will need to be felled in the future.

AP41 Clerk to establish ownership.

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.

The Clerk asked the Committee if they are happy to take liability for the trees if that is a requirement from SCC.

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 13th Jan Full Council meeting.

The Tree Wardens then moved on to discussing the 100 Whips being offered by SCC. They noted that the Whips being offered needed to be planted densely in an open area. They were not suitable as Street trees. The Tree Wardens had identified 5 possible location options: -

- 1/ 40 Acre field. Multiple owners.
- 2/ Section of land by Old Claygate Common. Private land.
- 3/ Hare Lane land in front of Loseberry House. Crown Estate.
- 4/ Field between A3 and Glebelands. Ownership unknown.
- 5/ Entrance Road to Glebelands outside no 15. Ownership unknown.

The Clerk reminded the Committee that the offer from SCC is for CPC to plant and maintain trees on CPC owned land or CPC managed land with owner's consent.

AP44 Clerk to ask SCC if CPC can donate trees if we don't own land as CPC have some ideas of where they could go. Clerk to ask if CPC can donate the trees to EBC. If SCC confirm that this is an option the Clerk is to pick up with Tree Wardens on Option 2.

6. To consider and agree whether to make a Map Modification Order (MMO) to change the Definitive Map and Statement, the legal record of public rights of way to Surrey County Council, for Old Claygate Lane.

The Committee noted that SCC have confirmed that CPC could submit an application for a map modification order for Old Claygate lane which is not currently captured as a Public Right of Way (PROW) to achieve PROW status. The Clerk had circulated the application forms & full process to the Committee ahead of the meeting. The Clerk asked the Committee how they would like to proceed.

It was **unanimously agreed** to not make a map modification order but to monitor the status on-going.

The Clerk confirmed she had checked SCC Interactive map for Town paths and D Road Footpaths which are where internal village footpaths are recorded and her review showed them all correctly recorded.

7. To agree the Hanging Basket Order for 2022/23

The Clerk updated the Committee on her latest EBC communication on Hanging Baskets. She was hoping to have costs for the Committee to make a decision on Hanging Baskets for 22/23 for the meeting however EBC were running late this year with getting her costs. As such she would add Hanging Baskets to the 13th January full council meeting.

8. To discuss Environmental issues:

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

HGS inspections made by Committee members found HGS in a good state. There were only 2 points raised which were litter in the Church Road bed by the Recreation Ground and the trees in Applegarth were starting to overhang.

AP45 Clerk to feedback to garden contractor.

b. Litter, Litter bins, Graffiti and Fly tipping

Caroline Stevenson raised that fly tipping continued in Woodstock and she continued to report when it occurred.

c. Overhanging trees, branches & hedges

No issues were raised.

9. To discuss Highways & Transportation issues:

a. Public Transport

No issues were raised.

b. Bridleways and Rights of Way

No further issues to raise over and above AP16 overgrowing vegetation by Elm Farm.

c. Traffic calming and Speed Watch

The Committee noted Mark Tymieniecki's Speed Watch report which he had circulated to Committee members ahead of the meeting (Appendix A)

d. Liaison with SCC: -

a) Road maintenance and footways

Cllr Sugden informed the Committee that the SCC Highways team had completely restructured. The Clerk noted that SCC had confirmed they would be cutting back and tidying up the verges in Dalmore Avenue in April.

b) Highway trees (maintenance and replacement)

The Clerk reiterated to the Committee that she was waiting for a response on outstanding issues from Caroline McKenzie the Head of Environment at SCC. No further issues were raised.

c) Parking

Cllr Sugden informed the Committee that EBC were introducing parking charges on 17 carpark sites in EBC on Sundays from February 2022.

AP46 Clerk to look into whether any in Claygate effected.

d) Street signage

Caroline Stevenson had reported to SCC that Clayton Rd/Woodstock Road sign was down.

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

The Clerk noted that the Courier plan was for an April 2022 publication and that the new Coordinator would hopefully be attending the full Parish Council meeting on the 13th January to introduce himself.

11) Matters for information purposes only.

The Clerk noted that she would be circulated a communication on the legal requirement to wear facemasks in meetings held in public buildings such as village halls going forth and hence facemasks would be required for all CPC meetings going forth until such time as the Covid-19 prevention advice from the government changed.

12) Date of next meeting 10th February 2022.

Meeting Closed: 21h20

Reserve for the meeting on 10th Feb 2022: Cllr Bray

Signed:

Dates:

Appendix A

Claygate Speedwatch Team Report for Period Oct 2021 – Dec 2021

The Team

There is no change from the previous period. We have 'advertised' vacancies on the Claygate FB page but no takers as yet.

Schedule

Have held four sessions during this period, others were cancelled due to lack of volunteers, or baby-sitting.

Locations

The new location has yet to be surveyed due to staffing issues at Surrey Constabulary

Equipment

No Change.

Results this Year

See generated report.

Observations regarding Traffic Growth

Traffic has picked up and moving faster than before.

Making Good Pavements after Building Work

Pavement outside no. 26 Oaken Lane is still a mess, although the pavement has been marked by what look like work delineating marks.

Flash Flooding on Oaken Lane

TW contractors attended the scene at 2300 on Sunday 5th dec as promised, parking their monster pump truck in Woodbourne drive. They apparently waited until bus traffic had stopped and commenced work. This finished at approx. 0200 on Monday.

Hopefully the next downpour will tell us if they were successful. Mildly concerning was the arrival of another monster pump truck at 1100 on Monday. Either someone got the date/time booking wrong, or they were expecting not to finish and this was the 2nd phase of this job.

