



**DRAFT**

**HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING  
HELD AT 7.30PM ON THE 10<sup>th</sup> December 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, 1 member of the public

**1. Apologies for absence**

Cllr Jefferies was absent. No apologies were received.

**2. Declarations of Interest in items on the Agenda**

None

**3. Confirmation of Minutes of previous H T & E Committee held on 29<sup>th</sup> October 2020.**

The minutes were signed by the Chairman of the Committee as a correct record of the meeting.  
**AP94** Chairman of Committee to sign and drop to Clerk.

**4. 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 10<sup>th</sup> 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. **IN PROGRESS**

**AP58** Clerk to liaise with Martin Kearton, Environmental Officer at EBC, and get the new white entrance gates on Hare Lane installed. **DONE**

**AP60** Clerk to notify Claygate in Bloom of £150 for bulbs & plants for Parade Bed. Cllr Collen to be in contact with Claygate in Bloom. **IN PROGRESS** Claygate in Bloom notified. Awaiting planting plan from CiB.

**AP61** Cllr Collen and Cllr Sugden to send photographs of prickly bush and dead fir trees in Applegarth to Clerk. Clerk to then notify relevant party where required. **OUTSTANDING.** Prickly bush received but still awaiting dead fir pictures.

**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. **IN PROGRESS** The advice received suggested that the Council has a duty to maintain property/land and failure to do so could result in liability. The Council should be insured against risks. Clerk to now review contractual agreement between EBC and CPC to understand where liability lies.

**AP66** MS to send photos to Clerk of overgrown hedge on right hand side of exit of Cornwall Avenue into The Causeway is causing line of sight issues. Clerk to notify SCC. **IN PROGRESS** Informed Liz Shakiri on 10<sup>th</sup> Sept. MS to check if completed.

**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. **OUTSTANDING.** Clerk checked minutes of Joint Waste Partnership on the 30/09 but there was no mention of bin colour. MS to check if petition was submitted.

**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. **DONE** Response from Savills was as follows: - Riding Permits – the permit system is currently under review by The Crown Estate, but it is worth noting that the management of the woodland at Oxshott is now separate to Windsor Great Park and so the two systems may not necessarily be aligned. Flooding on Bridleway – Savills confirmed they have investigated this and understand that there might be a problem relating to the highway's drainage. They have instructed a contractor to carry out further investigations and provide advice on possible remedies. Tree Guards – Savills are engaging with a scheme that recycles old tree guards and intend to get them cleared and disposed of under this scheme in due course. Clerk requested to be kept in the loop on progress.

**AP70** Clerk to add all flooding issues (corner of the Avenue and Hare Lane, the stretch of Foley road running from Albany Crescent to the Foley Pub, Oaken Lane just before Woodbourne Drive and at the bus stop on Church Road) to the meeting agenda with Liz Shakiri, Surrey Local Highways Officer. Liz notified of the flooding issues and investigating. Clerk to organise follow up meeting on next steps in November. **DONE** The Avenue/Hare Lane flooding was due to burst water main. Now fixed. Foley Road - Gullies have been cleaned. Church Rd by Claygate Rec busstop - In Jan-March 6 gullies were all cleared, and roots were removed. SCC also increased pipe size. There is significant land water coming off the Rec Ground which they attribute to land run off from Foley Road, school etc. SCC believe they have done everything they can to fix matter.

**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. **DONE.** To be covered under Item 8 iv)

**AP77** Cllr Rawson to sign minutes 3<sup>rd</sup> September and deliver to Clerk. **DONE**

**AP78** Committee members to consider what expenditures are expected in 2021/22 and come prepared to define the final HT&E budget for 2021/22 at the HT&E meeting on the 10<sup>th</sup> December 2020. **OUTSTANDING** To be covered under Item 5

**AP79** Cllr Marques to send the Clerk a picture of the Glebelands tree so she can decide how best to resolve. **REMOVE**

**AP80** CS to review Applegarth (bed opposite the houses) and Glenavon Close (junction with Common Road) HGS Sites **DONE** No issues.

**AP81** Clerk to ask resident to notify SCC via online reporting tool of overgrown hedges on Blakeden Drive. Clerk to also notify Liz Shakeri of SCC. Clerk to also send out communication via Facebook on how to resolve overgrown hedges on footpaths directly via SCC website. **DONE**

**AP82** A resident raised concerns to the Clerk over the pathway crossing the Green diagonally from the bridge to the old Dairy Crest building as it remains a simple dirt track. Clerk to refer resident to EBC and the EBC Borough Cllrs as the Green is EBC land. **DONE**

**AP83** MS to submit a question to the 16/11 EBC Local Committee Meeting asking why Stevens lane has been included as a possible road closure. MS to attend meeting and request Stevens lane is removed from the list. **IN PROGRESS.** MS attending meeting and submitted question. CPC to now write letter requesting that Stevens lane be removed from list.

**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. **IN PROGRESS** SCC 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 to now pick up with SCC on missing Alleys and Old Claygate Lane.

**AP85** A resident had raised 2 concerns. One being a water leakage on the Causeway and the second regarding a pothole at the Common Rd bus stop. MS to send Clerk details so she can raise with SCC. **OUTSTANDING**

**AP86** Clerk to contact Network Rail and request clarification on why the area has been cleared as well as to point out the eyesore that remains and the noise impact and ask what they can do to resolve these 2 concerns. **DONE** Cover under Item 9 I a

**AP87** Clerk to add Government Pavement Parking Consultation response to the CPC 19<sup>th</sup> November agenda. **DONE** CPC response was submitted on the 20<sup>th</sup> Nov & circulated to Cllrs.

**AP88** Clerk to contact SCC and get an update on progress of moving Horse Sign on Red Lane **OUTSTANDING**

**AP90** MS to contact Claygate Gardening Society, CVA, Claygate in Bloom and the Claygate Allotments association and ask them what they could do. **DONE** Cover under Item 9

**AP91** Clerk to contact tree wardens and get their view on planting some Pearmain Apple Trees. Where could they be planted and what are the maintenance requirements? **DONE** Cover under Item 9

**AP92** Clerk to add final 200<sup>th</sup> Anniversary of Claygate Pearmain Apple Tree plan sign off to 10<sup>th</sup> December HT&E agenda **DONE**

**AP93** Clerk to contact incumbent HGS supplier and request that they continue to look after the HGS sites on the current contract terms until the 20<sup>th</sup> November at which point a new contract and supplier will be confirmed. **DONE** Incumbent supplier secured new contract at 19<sup>th</sup> Nov CPC meeting.

**5. To agree the budget submission for 2021/22 for final sign off at the full Parish Council meeting on the 14<sup>th</sup> January 2021.**

It was noted that the Budget proposal would be circulated to the Committee in early January upon confirmation of Band D houses from EBC and whether CPC would receive the discretionary grant. The 21/22 Budget needs to be agreed at the 14<sup>th</sup> January 2021 CPC meeting. It was noted that CPC had been double paid the HGS grant from EBC in error and this had now been returned.

**AP95** Clerk to check if CPC will receive discretionary grant from EBC in 21/22.

**6. To agree the Hanging Basket Order for 2021.**

The Clerk circulated the proposed order for 2021 prior to the meeting (see Appendix A). EBC confirmed it would be funding 16 Hanging Baskets. Baskets will go up late May/Early June.

It was <b>unanimously</b> agreed to order 30 spring/summer hanging baskets and 7 spring/summer troughs along with 7 winter trough displays from EBC for £2825 ex VAT.
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**AP96** Clerk to place order with EBC.

**7. To discuss the EA Flood Action campaign**

The Clerk circulated information on the EA Flood Campaign prior to the meeting. It was agreed that the Committee should monitor the flood situation within Claygate over the next few months.

**AP97** Cllrs and Co-opted members to identify any areas of potential flood risk and come ready to discuss at the next HT&E Committee meeting.

**8. To discuss Environmental Issues**

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

It was noted that some branches are coming through from the fence running along the pathway between Dalmore Avenue and the Foley damaging the fence. In addition, Glenavon Close has some bushes requiring trimming as they are coming on to pavement and branches from an old tree remained on the corner of Hurstbourne. It was also raised that a Junction box on Gordon Rd was broken.

**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.

**AP99** Clerk to contact SCC to get branches removed from Hurstbourne Close & fixing the Gordon Road junction box & to ask Glenavon Close to be cleared by CPC HGS contractor.

**ii) Litter, Litter bins, Graffiti and Fly tipping**

Woodstock Lane South continues to be a problem.

**iii) Overhanging trees, branches & hedges**

No further issues over and above those already mentioned.

**iv) Recreation Ground playground**

The Clerk wrote to EBC Borough Councillors on the need for the Claygate Recreation Ground Playground to be upgraded and that maintenance will not suffice. Response from EBC Cllr Mary Marshall was received. A new Play Strategy to Cabinet in the New Year to consider a 5 year refurbishment programme (as part of a longer term strategic approach to playground refurbishment) based on the latest independent ROSPA inspection of our playgrounds. This will in turn feed in to the Strategic CIL funding programme for members to consider bids to allocate funding to strategic infrastructure including playgrounds. Sites will be prioritised for the refurbishment programme through the independent assessment and this will be reported as part of the Play Strategy for members to consider. In terms of the ongoing maintenance of children's play areas within the Borough, these are inspected twice each month. These inspections highlight any risks or developing maintenance problems that can then be quickly addressed by the contractors. Additional safety checks are carried out visually by the Council's grounds maintenance contractor Burleys twice per day, reporting and removing any vandalism glass etc. A further one-off annual independent safety inspection is carried out in July as a further safety check, recommended by the Royal Society for the Prevention of Accidents (ROSPA) to ensure that our playgrounds are maintained in a safe and sound condition. She suggested CPC considered submitting a playground upgrade request to the SCC £100m fund program

**AP100** Clerk to write to Cllr Mary Marshall querying the ability of CPC to submit a request to SCC £100m fund programme given that the Claygate Recreation Playground is owned by EBC.

**9. To discuss Highways & Transportation issues.**

**i) Public Transport.**

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

Cllr Sugden declared an interest as he lives nearby. The Clerk wrote to Network rail citing the eyesore the clearance had left. Networks response was unhelpful.

**AP101** Clerk to write back saying that the eyesore that has been left is not acceptable and requesting what could Network Rail do to improve it.

**ii) Bridleways & Rights of Way**

**(a) Proposed Pegasus Horse Crossing on Copsem Lane**

A member of the public spoke. She stated that she was supporting a nomination for a Pegasus Horse crossing on A244 Copsem lane to Surrey's £100m fund program. It will enable Horse Riders, Cyclists and Pedestrians to safely cross the busy A244 Copsem Lane from Arbrook Common to Esher Common. She would welcome the CPC thoughts or input and support. In addition, she raised that the permits for horse riders in Princes Covert had becoming prohibitively expensive and that the tracks were poorly maintained so the permits did not provide value for money. They believed this to be a general view of the horse riding population

in the area following a survey they ran. The member of the public asked for support from CPC in finding a mutually agreeable solution with the Crown Estate to improve the situation for local equestrians.

It was **unanimously agreed** that the CPC support the efforts of the Horse riding group and that a letter of support should be submitted.

**AP102** CPC to submit a letter of support to the local Horse-riding Group.

**AP103** Clerk to circulate the photos and presentation provided by the public speaker to Cllrs.

**iii) Traffic calming and Speedwatch**

Mark T updated the committee on his latest Speedwatch report. Appendix B

**(a) Hare Lane 20mph**

Following residents' concerns SCC carried out a survey in 2019 between The Swan and the railway bridge on Hare Lane. SCC then closed the case and referred it to CPC saying it was for CPC to consider CIL funding to pay for speed reduction measures. The Chairman stated that SCC were responsible for Highways and as such this case should never have been referred to CPC.

It was **unanimously** agreed the Chairman should write two letters. One to SCC stating that CPC are not the Highways Authority and the resolution of traffic concerns on Hare lane remained with SCC. And a second letter, to be written with EBC Cllr Mary Marshall and County Cllr Mike Bennison, citing the various speed reduction options that could be considered.

**AP104** MS to send SCC 2019 report to Cllrs.

**AP105** MS to draft 2 letters to SCC on Highways responsibility of Hare Lane and speed reduction options.

**iv) Liaison with SCC**

**a) Road Maintenance & footways.**

Nothing to note

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

Nothing to note

**c) Parking**

The committee noted that EBC planned to increase Village car parking charges in carparks from a min 40p for 30mins to a min of 1hr for 90p. There will no longer be a 30min option. This will affect Torrington Road Carpark and Hare Lane Carpark by Champions.

**d) Street Signage**

Telegraph Lane Horse sign - No further update and it is still expected to be in by Christmas.

The Horse sign on Red lane – it still hasn't been moved further up towards the junction.

**AP106** Clerk to chase with SCC post Christmas.

**10. To discuss how the council can mark the 200<sup>th</sup> anniversary of the Claygate Pearmain Apple Tree.**

The Chairman notified the committee that the CVA and the CiB were keen to do something to mark the 200<sup>th</sup> anniversary and that the CPC will work with them on the event. The Clerk informed the council that the Tree Wardens noted that the Pearmain is a Deciduous tree so it should be planted when they are dormant which could be before the Spring 2021 or Autumn 2021.

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

It was noted by the committee that the next publication of the Courier is planned for February /March 202 delivery.

**12. Matters for Information Purposes Only.**

Our tree wardens have fixed the leaning tree on Dalmore Avenue.

**13. To confirm the date of the next meeting on Thursday 11<sup>th</sup> February 2020 at 7.30pm to be held remotely.**

**Meeting closed: 21h30**

**Reserve who may be required for the next meeting: Cllr Lesser**

Signed:

Dated:

## Appendix A

### CLAYGATE HANGING BASKETS AND TROUGHS 2021

#### Part 1: Hanging baskets and troughs requested and to be paid for by Claygate Parish Council

##### Hanging baskets

Location (o = odd-numbered side of road, e = even-numbered side)	Column number	Number of baskets
<b>Hare Lane</b>		
Outside no. 94 (e)	20	2
Outside no. 104 (e)	23	2
Opposite The Foley Pub garden (o)	24	2
Corner of Foley Road, in front of seat (e)	25	2
Corner of Dalmore Avenue (e)	28	1
Outside no. 155, opposite bus stop (o)	29	2
<b>High Street</b>		
Outside undertakers	1	1
<b>Church Road (all o)</b>		
On The Green, opposite no. 12	1	2
Entrance to Hare and Hounds car park	2	2
Opposite Holy Trinity church	4	2
<b>Coverts Road</b>		
Junction with Causeway and Church Road	1	2
<b>Oaken Lane (all new, so require brackets)</b>		
Outside no. 1	35	2
Outside no. 8	34	2
Outside no. 18	32	2
Outside no. 40	27	2
Outside no. 37, near bus stop	26	2

Columns 30 (e) and 33 (e) are probably unusable because they have signs attached to them.

Columns 28 (e), 29 (o) and 31 (o) are obscured by trees.

##### Troughs

Outside The Foley Pub	3
Junction of Hare Lane and Foley Road	2
Junction of Church Road and Coverts Road	2

**Part 2: Hanging baskets provided by Elmbridge Borough Council at its expense**

<b>Location (e = even-numbered side of road, a = Albany Crescent side, oa = opposite Albany Crescent side)</b>	<b>Column number</b>	<b>Number of baskets</b>
<b>Parade</b>		
Junction with Hare Lane, on pedestrian island		2
Outside Shoe Repairs (a)	1	2
Outside Beveric (a)	2	2
Outside Coffee Capital (oa)	3	2
Outside Fish Inn (a)	4	2
Outside Claygate Ceramics (a)	5	2
<b>Hare Lane</b>		
Outside no. 98, opposite Londis (e)	21	2
Opposite Torrington Lodge car park (e)	22	2



## Appendix B

### Claygate Speedwatch Team Report for Period Nov 2020

#### **The Team**

There is no change from the previous period, we have five trained members and a further number of individuals on the list who wish to be kept informed of our activities.

After an initial rebuff from Surrey Constabulary, I have made further efforts to get training and we are hoping for an outbreak of common sense in the road safety team. What they are concerned about is the practical training on the radar device. I have pointed out that in the first instance all that is required is the use of three buttons, one of which is the power button, this could easily be done outdoors on a wide grass verge alongside a length of straight road, which coincidentally describes Oaken Lane. I await their response.

#### **Schedule**

We run a three-monthly schedule published in advance, up to three sessions per month.

There were only two further sessions since the last report, three had to be cancelled due to lack of volunteers.

#### **Locations**

No Change

#### **Equipment**

No Change

#### **Results this Year**

Bearing in mind the object of the exercise is to slow traffic down and NOT 'catch people out', we recorded 19 Cars and 1 vans all exceeding 35mph (Surrey Police Computer entry limit !)

Maximum speed recorded remains 57Mph, with three > 40Mph.

#### **Observations regarding Traffic Growth**

Far less traffic due to covid, but traffic moving more aggressively though village.

#### **Making Good Pavements after Building Work**

There has been No change at no.26 Oaken Lane.

#### **Discussion/Ambush of Liz Shakeri**

This has been the subject of a prior email circulated to all by the clerk, the best item to take away from this was her sheer amazement at the van coming into Claygate past The Avenue junction at speed and straddling the central lines.