



**DRAFT MINUTES
HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.30PM ON THE 10th November 2021 AT CLAYGATE YOUTH AND
COMMUNITY HUB**

Chairman of the Committee: Cllr Rawson

Parish Councillors: Cllr Sugden, Cllr Collon

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

In attendance: Sally Harman Parish Clerk & RFO

1. Apologies for absence

Caroline Stevenson sent her apologies in advance.

2. Declarations of Interest in items on the agenda

Cllr Mark Sugden noted that he was the SCC Cllr for Claygate, Hinchley Wood and Oxshott and that although no items on the agenda had come before him in this role as things stand they could be brought before him. He has no pecuniary interest in any agenda items.

3. Confirmation of Minutes of previous H T & E Committee held on 2nd September 2021.

The Clerk noted one amend was required to AP 19 as follows:- The road markings need to be extended on the right side as you leave Albany Crescent and turn into Foley Road not left as stated.

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 SCC. 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 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 were internal village footpaths are recorded. **IN PROGRESS**

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. **IN PROGRESS** Clerk to send request to SCC Cllr Sugden and ask for help establishing ownership and resolving the matter.

AP105 MS to draft 2 letters to SCC on Highways responsibility of Hare Lane and speed reduction options. **DONE** Update under Item 9

AP116 Clerk to contact delivery firm quote and timeframes for a June Courier delivery. Courier now October **DONE** November Delivery agreed for £540 ex VAT.

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.

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| It was unanimously agreed £25 per tree for the SCC tree replacement fee is required and up to £300 for replacement trees if required. |
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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. **IN PROGRESS** Clerk to forward refusal on the SCC Cllr Sugden and ask for help.

AP122 Clerk to refer question of getting additional dog mess bin(s) on Claygate Common to the EBC Borough Councillors. EBC Cllr Mike Rollings responded to Clerk stating that there are three dog/waste bins on Claygate Common at Holroyd Road, Fee Farm Road and Common Road access points. In the past separate dog waste only bins were provided but that is no longer the case. He will look further into increasing the size of them particularly at the Holroyd Road entrance. Clerk contacted EBC Cllr Mike Rollings and note that the Committee believe there is additional funding available to support increasing bin facilities in the borough and could some of this funding be used for Claygate. Clerk raised issue to Ray Lee on 10th September. He responded 11th October as follows:- The Countryside team are aware of the increase in dog ownership during Covid and of associated issues They are reviewing the current capacity issue of the bins on Claygate Common and will see if there is any available budget near the end of the financial year to change the existing bins to larger capacity bins if required. The capital bin replacement programme is for the Council's formal green space sites only and it does not cover the Countryside sites such as Claygate Common and therefore there is no specific revenue budget to cover additional or replacement countryside site

bins. EBC cannot guarantee there will be any surplus budget available but we will see what we can do. **DONE**

AP124 Clerk to request refurbishment rank order of the 32 playgrounds in EBC.

Clerk received response from EBC Cllr Bruce McDonald as follows: -

- Can you define what is meant by the Claygate refurbishment? What will be included? What won't be? *Only items requiring replacement will be renewed, this will not be replacing items which are still in good working condition as this would not be a good use of taxpayer's money. This will be determined by the ROSPA inspection which will identify those items that are in need of replacement at the time.*
- We have had prior confirmation that the playground is 7/32 on the list for refurbishment and this should be tackled early next year. Why can't Claygate's playground immediately be renewed? *The new Play Strategy has reviewed the approach to refurbishing playgrounds and recommends 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. Each of the playgrounds has been ranked in priority order, with Claygate 7th in line for refurbishment. Claygate's equipment is not of the condition that requires urgent attention and is therefore potentially scheduled for year 2 or 2022-23. It is the intention for 2-3 playgrounds to be refurbished every year in line with other priority projects and officer capacity. The programme will be reviewed each year to see if any play areas have degraded further which may require small amendments to the order in which they are refurbished.*

The Clerk received confirmation that the EBC Cabinet had approved funding (£419,000) sought from the Community Infrastructure Levy for the replacement of Playground Equipment. The Clerk circulated link to EBC [Play](#) strategy to the Committee **DONE**

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. Digger was there for a number of weeks in May. Update from Savills from July as follows. The first stage of investigative works have been completed and they managed to locate a drain which heads northeast across the neighbouring grassland field. Once the grass has been cut for hay they will be able to access the drain and continue the drainage restoration works. They are also trying to contact the relevant person at Highways England to discuss the need to have the ditch adjacent to the A3 cleared as this is where the water will flow to. Update from Savills 6th October:- Workman have jetted the pipe that travels away from the bridlepath approximately 200m and installed a new manhole as well as cleared and resurface under and around the bridge. They are reviewing options as the soakaway pipe and drainage field clearly still does not function effectively and will keep you updated as we progress. **IN PROGRESS** Clerk to chase further update.

AP128 Cllr Sugden to brief Clerk on issue of path between Loseberry Road and Station Road being used by cyclists. Clerk to send SCC Countryside contact an email on a local residents request to block or deter cyclists from the path. **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. **IN PROGRESS** Clerk to chase for timescales and tree type.

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. **DONE**

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

AP10 Clerk to order laminator, action banner date amends and put up banners. Clerk to send out communication via Facebook. Clerk to send out request for support to Cllrs. **DONE**

AP11 Clerk to brief Chairman on what has been decided & actioned so far on Claygate Clean Up Day **DONE**

AP11 Cllr Rawson prepare draft response to the Surrey Transport plan 2022-23 and bring to CPC 23rd September meeting for approval. **DONE** Clerk circulated response.

AP12 Clerk to request a list of questions regarding the Surrey Transport plan 2022-32 from SCC **DONE**

AP13 Clerk to request gardener review HGS site Church Road outside Rec. HGS contractor has tidied up. **DONE** Been actioned

AP14 A resident raised that the Corner of Cornwall Avenue and The Causeway on the right side as you leave Cornwall Avenue there is an overgrown hedge which obstructs sight line and should be cut back. He also noted that the highway tree on the left hand side needed cutting back.

Clerk to take photos and submit request via SCC website. Resident confirmed had been cleared. **DONE**

AP15 Chairman and Will Harrison-Cripps to draft a response to the South Western Railway, Network Rail and the Department for Transport stakeholder consultation and send to Clerk for submission. **DONE**

AP16 Caroline Stevenson to draft an email on Bridleway concerns and send to Clerk for review and submission. **IN PROGRESS** Chase

AP17 Mark Tymieniecki to draft a chasing letter to Thames Water regarding the flash flooding issues on Oaken Lane and send to Clerk for review and submission. **IN PROGRESS** Clerk to chase

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. **IN PROGRESS** Email submitted Clerk awaiting response

AP19 The corner at the top of Albany Crescent and Foley Road as you turn right needs the double yellow line markings extended. Clerk to submit photo and log concern to SCC Parking review team. **DONE** EBC online form submitted. Waiting response

AP20 The white centre line marking at the corner of Stevens Lane and Common Road has all but disappeared Clerk to submit photo and log concern via SCC reporting website. **DONE**. SCC confirmed they will action but could take up to 3 months.

AP21 The railway pedestrian bridge is in a very poor condition with numerous rust areas. Clerk to submit photos and letter to Network Rail. **DONE** Online form submitted to TFL. Awaiting response.

AP22 Clerk to contact Grosvenor Billingshurst and ask if they own the wall that has crack in in outside bed. **DONE** They do. Are aware and check regularly.

AP23 Clerk to notify Tree Wardens of official procedure going forth. **DONE**

AP24 'No Parking' sign outside No2 Albany Crescent was bent. Clerk to photograph and submit via SCC reporting website. Removed **DONE**

5. To discuss the Highways, Transport and Environment budget submission for 22/23 to go to the full Council for review on the 18th November.

It was **unanimously agreed** to submit the same budget as 21/22 to the full Council for 22/23.

The Clerk noted that Grit Bins had a budget allocation but have not been on the Asset register since she joined the job and she was unaware that CPC were responsible for any. Cllr Sugden noted that CPC had 3 grit bins (The first walkway, Corner of Albany Crescent and Opposite Station Rd) which were originally intended for residents to use as a self help facility in times of poor weather.

AP25 Clerk to investigate Grit bins and add to next agenda.

6. To note the progress to date in the Highways Garden Services 2021-2024 Tender.

The Clerk noted that the final tender results would go to the full Council for approval Thursday 18th November.

AP26 Clerk to ask Paul to confirm where he gets rid of his waste.

7. To note the final response to the Surrey Transport Plan 2022-2050 Consultation (closes 24th October).

Clerk circulated response to Committee ahead of the meeting (appendix A) that was submitted by Cllr Rawson to SCC in October, in the absence of the Clerk due to ill health.

AP27 Clerk to add to website.

8. To discuss Environmental issues:

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

No issues on the HGS were raised by Cllrs. The Clerk noted that the Fountain Light on the Green had been fixed and replaced by EBC.

ii) Litter, Litter bins, Graffiti and Fly tipping

The Clerk noted that Cllr Sugden has reported consistently overflowing bins to her on the Foley road triangle. The Clerk had reported to EBC and they confirmed that they had dealt with the issue.

AP28 MS to check if they are emptied going forth.

Will Harrison-Cripps noted an increasing volume of litter around the village since Clean Up day.

AP29 Clerk to contact EBC Cllrs and ask if there has been any reduction in the hours for street cleaning in the last month.

iii) Overhanging trees, branches & hedges

The Clerk noted that the verge outside 108 Hare Lane by Co-op had been flagged as needing cutting by CVA. EBC confirmed it will be actioned.

The Committee noted that as of the 1st January 2022 verge responsibility will go from EBC to SCC.

Cllr Mark Sugden copied the Clerk into email to EBC regarding the box hedging at the Claygate War Memorial which has been destroyed by box caterpillars asking for matter to be addressed.

AP30 Cllr Mark Sugden to follow up.

It was raised that the large Torrington Rd tree which was felled this year had sprouted at its base and residents were struggling to pass it on the footpath.

AP31 Clerk to submit picture and request for action to SCC.

9. To discuss Highways & Transportation issues:

i) Public Transport

A resident had raised to Cllr Sugden that he had had 2 bikes stolen in a month from the bike ramp at Claygate Station.

AP32 Clerk to contact Network rail about the recent spate of bike thefts and ask them to improve CCTV coverage.

ii) Bridleways and Rights of Way

The Clerk had circulated an Application for works on commons land - section 38 of the Commons Act 2006. The Applicant was seeking consent for works within the common ("Consent Works") which form part of the installation of a raised, widened footway along Littleworth Road between the southern access of Claygate House and the unmetalled track on the Common (per planning permission 2020/2095). The raised footway will sit above the existing footway which currently connects the southern access of Claygate House to the unmetalled track. The entire area of the footway (both inside and outside the Common) will be 110m². The total area of the Consent Works within the Common is 40m². The purpose of the Consent Works is to ensure that the footway is wide enough to be safely used by pedestrians.

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| It was unanimously agreed to submit no comment to this application. |
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iii) Traffic calming and Speed Watch

a) Hare Lane 20mph

Cllr Mark Sugden declared an interest as SCC Cllr. Cllr Rawson read out the response CPC had received from SCC regarding the letter CPC had submitted. The Committee noted the CPC letter had been submitted and the reply from SCC. Mark Tymieniecki updated the Committee on the latest Speedwatch report (Appendix A). The Clerk noted she had posted a call for Speedwatch volunteers on the CPC website to Speed Watch and Facebook.

iv) Liaison with SCC:-

a) Road maintenance and footways

The Clerk had reported a broken bollard on Hare Lane to SCC which had now been fixed. Cllr Sugden noted that the SCC Highways Organisation had been completely restructured and CPC await more information on who the new key contacts are.

b) Highway trees (maintenance and replacement)

The Clerk asked the Committee if they wanted her to submit SCC tree replacement requests for 3 dead trees on Dalmore Avenue and a further 2 on the island outside Boots. In addition Claygate WI would like to replant the dead tree they had historically planted at the corner of Red lane and Telegraph lane.

AP33 Clerk to reply to WI and direct them to place a SCC tree replacement request. Clerk to write to letter 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.

Cllr Mark Sugden had written to the Clerk in his SCC Cllr capacity notifying her that Chair of SCC had given every SCC Cllr a tree to plant as part of the above as asked whether the CPC would like it.

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| It was unanimously agreed that CPC would plant it on the Green. |
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AP34 Clerk to ask Paul to identify a suitable place to plant it on the Green.

The Clerk had received an email from SCC saying that, aligning with their [Tree strategy](#), they would very much like to enable CPC to undertake some tree planting and have allocated 110 trees to donate to each of SCC's 87 Parish Councils. These trees are a mix of 100 whips (single stemmed small trees measuring about 40 cm) ideal for creating a small copse or hedgerow, and 10 standards (Approximately 1.5m in width and 2.0m in height) ideal for more formal park settings.

AP35 Clerk to write to SCC and ask for confirmation on 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.

The Committee noted that a tree on the Parade outside Parade and Albany had been knocked down and the Clerk had put a request to have it replanted to SCC.

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

c) Parking

The Clerk read out a letter she had had received from a resident noting their concerns over parking on Hare Lane. The Committee noted the residents' concerns.

It was **unanimously agreed** that the Clerk direct the resident to the SCC website parking request page.

AP37 Clerk to send resident link to parking request on SCC website.

- d) **Street signage**
Nothing to note.

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

It was noted that the next issue was planned for April 2022.

11. Matters for information purposes only.

Will Harrison-Cripps confirmed EBC look after Meadow Road island.

12. Date of next meeting 9th December 2021

Signed:

Dates:

Appendix A

SURREY TRANSPORT PLAN 2022-32 CONSULTATION

Responses collated and submitted by Cllr Rawson October 2021 (in the absence of the Clerk due to sickness).

1/ OUR PRINCIPLES AND POLICY AREAS

We do not support the universal introduction of higher car park/journey charges until consistent reliable alternatives are available to reduce car usage. There are 95,000 over 70 drivers (and this number is likely to rise significantly in the next decade) in Surrey and many will have mobility issues. Most will have limited options other than to use their cars.

Presumably measures such as fewer parking spaces, increased parking charges and the possibility of a congestion charge is aimed at reducing hydrocarbon fuelled car journeys. What happens post say 2040 when the vast majority vehicles will be EV's? History shows once a tax is introduced it is very difficult to reverse. Apart from a reference to the required road improvement expenditure, there is no estimate of the overall cost, nor where the funding is coming from, or the impact on Council Tax. Would the price be unexpectedly high and does SCC have a list of priorities?

2/ MEASURES TO AVOID OR REDUCE JOURNEYS

Not enough is made of the rising share of the retail market by online shopping. Their current share is 27.5% and this is likely to advance to nearer 40% by 2040. It will be very difficult for local shops to survive and the only way realistically that local authorities can help is to abolish Business Rates. This of course would leave a big hole in finances.

3/ MEASURES TO IMPROVE JOURNEYS

CPC supports the introduction of 20mph speed limits where appropriate but are concerned that could raise hydrocarbon vehicle emissions. We strongly support SCC's Lane Rental Scheme and would like it to be extended to more roads and recommend strong meaningful penalties for over-running utility works.

Claygate Speedwatch Team Report for Period Sep 2021 – Oct 2021

The Team

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

Schedule

Have held one session during this period, others were cancelled due to lack of volunteers, vacations or baby-sitting.

Locations

We have requested an additional location on Stevens Lane nearer the junction with Woodstock Lane S. Residents have mentioned in passing our existing location that this might prove more of a deterrent for the fast traffic that comes off Woodstock Lane.

Equipment

No Change.

Results this Year

Observations regarding Traffic Growth

Traffic has picked up and moving faster than before.

Making Good Pavements after Building Work

Pavement outside no. 26 is still a mess.

Flash Flooding on Oaken Lane

There has been no movement on this other than two more visits by TW both confirming what was already known. I have written to Dominic Raab in my own name and we await action.