

1<sup>st</sup> August 2015

**NOTICE IS HEREBY GIVEN THAT-**

**A Meeting of the Environment and Leisure Committee  
will be held on Thursday 3<sup>rd</sup> December 2015 at 8.00 pm  
In the Village Hall Committee Room**

Zak Keshavjee  
Parish Clerk & Proper Officer

The meeting will be open to the public. A quarter of an hour has been reserved for members of the public to address the Council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, prior arrangements must be made with the Parish Clerk, who will allocate a slot in order of application.

**AGENDA**

1. TO ACCEPT APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.
3. TO CONFIRM THE MINUTES OF THE LAST MEETING.
4. TO REPORT ON THE ACTIONING OF ITEMS FROM PREVIOUS MINUTES & AGREE ANY FURTHER ACTION.

AP44 Church Road & Glebelands HGSs. There has been no action. HGS inspectors will be asked to look at these sites.

AP45 Hare Lane Car Park. No Action. Paul's Garden Services will be asked to weed the bed AP17 HGS worksheet to be dated.

AP18 Litter problem in Claygate will be included in Courier.

AP 19 Chairman to make a recommendation at the next Parish meeting on how HGSs are inspected and reported.

AP 20 Cllr Herbert to contact Cllr Huddart whether H & T will cover the cost of replacing bird cherry tree on Firs verge damaged by road works.

AP 22 £20 spent on two bags of compost by Vanessa.

AP 23 Dead cedar tree on Applegarth to be removed by Paul's Garden Service.

AP 25 Rosemary removed from the Green.

AP 26 Vanessa Rellen to contact WI re site for commemorative tree at junction of Telegraph Lane and Red Lane.

AP 27 No further action.

AP 28 no interest from Scouts and Guides in Clean-up Day.

AP 29 invoice outstanding for hanging baskets. Supplier to be thanked as baskets looked good.

AP 30 outstanding. Cllr Herbert to find out the name of the replacement for Matt Almond.

AP 31 Parish Clerk to contact Helen Belgrano Operto to say that she is welcomed to return as a member of the public.

AP 32 see item (9) below.

5. TO REVIEW REMIT IN LIGHT OF RENAMING OF COMMITTEE TO ENVIRONMENT AND LEISURE AND AGREE ANY NECESSARY ACTION.
6. TO REVIEW RISK ASSESSMENT AND AGREE ANY NECESSARY ACTION.
7. TO DISCUSS THE NATIONAL HOUSING FEDERATION NEW FUNDING FOR GREEN SPACE PROJECTS AND AGREE ANY NECESSARY ACTION.
8. TO PROVIDE AN UPDATE ON THE OPPORTUNITY TO OPEN THE OUTDOOR SWIMMING POOL AT CLAYGATE PRIMARY SCHOOL TO THE PUBLIC.
9. TO DISCUSS JOINING THE OPEN SPACES SOCIETY.
10. TO DISCUSS AND ANY REQUIRED ACTION RE HIGHWAY GARDEN SITES.
11. TO DISCUSS LITTER, GRAFFITI AND FLY-TIPPING AND AGREE ACTION.
12. TO RECEIVE A REPORT AND AGREE ACTION ON CLAYGATE VOLUNTEER GROUPS :-
  - a. GREEN TEAM
  - b. CLAYGATE IN BLOOM.
13. TO DISCUSS THE STATUS OF THE GREENS AND AGREE ACTION.
14. MATTERS FOR INFORMATION PURPOSES ONLY.
15. MOTION TO EXCLUDE PRESS AND PUBLIC.
16. TO DISCUSS, AGREE AND SIGN THE HGS MAINTENANCE CONTRACT FOR 2015/16.
17. TO REVIEW BUDGET REQUIREMENTS FOR 2016/17.
18. TO CONFIRM THE DATE OF THE NEXT MEETING – 11 February 2016.