



DRAFT

**HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE MEETING
HELD AT 7.30PM ON THE 29th October 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. Apologies for absence

Nick Jefferies was absent. No apologies received.

2. Declarations of Interest in items on the Agenda

None

3. Confirmation of Minutes of previous H T & E Committee held on 3rd September 2020.

The minutes were signed by the Chairman of the Committee as a correct record of the meeting.
AP77 Cllr Rawson to sign minutes and deliver 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 weren't 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 need removing, 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 to arrange a street walk of Simmil Road with Liz Shakiri, Carol Walker, Mike Bennison, resident representative, Tree Wardens, Brian Rawson, Mark Sugden and the Clerk. **IN PROGRESS** Clerk and Chairman met with Liz Shakiri 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 Liz and action was agreed.

AP35 Claygate Recreation bed knee rail broken. Clerk to report to Street Smart. **DONE** Kneerail fixed by local tradesmen for £100.

AP53 Cllr Rawson to sign and deliver 11th June HT&E Committee minutes to the Clerk. **DONE**

AP55 Committee members to send Clerk any volunteers who can help assist in moving the Old Claygate Lane footpath bridge back to its original location. Clerk to pass on to Dave Page EBC who will organise the volunteers to relocate the bridge back to its original position. Post relocation by volunteers Clerk to instruct a local supplier to rebuild the base. **DONE** Dave Page reinstated bridge with assistance and then a local supplier employed by CPC rebuilt base surrounds.

AP56 Clerk to contact Thames Water and Surbiton Golf Club to query their liability in covering the cost of the bridge reinstatement in light of the fact that the bridge got washed away at the same time as significant flooding occurred across the Surbiton Golf Course all the way down to Telegraph Lane Allotments. **REMOVE**

AP57 Clerk to contact SALC and request clarity on where liability falls if a member of the public was to hurt themselves on something put in place by CPC on unregistered land such as the bridge on the footpath off Old Claygate. In addition, should that item then be insured. **DONE** SALC responded saying that they can't provide legal advice but their view is that the Council owns the bridge and therefore has a duty of care to anyone using that bridge. Should somebody be injured they would have to prove that the council has been negligent e.g. the council had failed to maintain or remove a hazard resulting in a foreseeable injury. The Council only has to do what is reasonable. The Council should be insured against risks. The Clerk has added the footbridge to the asset register and this has been sent to the insurers.

AP58 Clerk to liaise with Martin Kearton, Environmental Officer at EBC, and get the new white entrance gates on Hare Lane installed. **IN PROGRESS** Martin's team finishing painting gates and then ready to go in. Final costs were £327.65 for fencing, £52 paint and £10 postcrete £390 Inv VAT versus £525 anticipated.

AP59 Clerk to get a quote to remove the broken knee rail and replace. **DONE** see AP35

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 Collon 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.

AP62 All Committee members to email any considerations or concerns regarding the ongoing maintenance of the HGS to the Clerk. Any points highlighted will be raised at the CPC meeting on the 17th September where the new tender for the HGS will be discussed. **DONE** None received.

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 from SALC is that they aren't a legal service but their view is that the Council has a duty to maintain property/land and failure to do so could result in liability. Any claim for negligence would probably be pursued against both councils. The Council should be insured against risks. Clerk to now review contractual agreement between EBC and CPC to understand where liability lies.

AP64 Clerk to add Keeping Britain Tidy campaign to website. **DONE** Clerk put up posters but was unable to get rest of campaign up in time due to other work priorities.

AP65 MT to send photos and Clerk to notify SCC of tree leaning perilously into road outside No 69 Oaken Lane and large tree remains on The Causeway. **DONE.** SCC removed trees.

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 10th 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 to check minutes of Joint Waste Partnership on the 30/09 to see what was discussed and the outcome.

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. **IN PROGRESS** Sent to Savills on the 19th October and awaiting reply.

AP69 MT to send MS an article for the Courier regarding the recruitment of a further volunteer to the Speedwatch Team. **DONE**

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. **IN PROGRESS** Liz notified of the flooding issues and investigating. Clerk to organise follow up meeting on next steps in November.

AP71 Clerk to notify Helen Maguire of manhole issue in the Claygate Recreation ground.

DONE

AP72 MS to send photo to Clerk of missing double yellow lines at end of Church Rod. Clerk to notify SCC. **DONE** Lines have been reinstated.

AP73 Clerk to circulate link on the Government Consultation on Pavement Parking Legislation. All Committee members to review and come ready to discuss at the next HT&E meeting on the 29th October. **DONE**

AP74 Clerk to check if Claygate affected by latest EBC Parking review and circulate to Cllrs if so. **DONE** Nothing included for Claygate.

AP75 Each Committee member to write a 50-word article with photograph for the Courier and send to MS **DONE**

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. **OUTSTANDING.**

5. To discuss the provisional budget for 2021/22 and estimated final figures for 2020/21

The Clerk circulated the HT&E expenditure versus budget YTD up to the end of September. See Appendix A. It was noted that CPC appear to have been double paid the HGS grant from EBC in error and this was currently being looked into. HT&E committee are currently on course to come in over budget on environment driven by a number of unforeseen projects such as the Old Claygate lane footbridge and the Hare Lane White Entrance Gates however the Transport budget is significantly underspent meaning that the total HT&E outlook versus budget is favourable.

By January 2021 CPC have to agree the budget for 2021/22. A draft budget will be brought to the full CPC meeting on the 19th November to review. The HT&E committee then need to finalise their budget request to the Council at the meeting on the 10th December.

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 10th December 2020.

Cllr Sugden requested a motion under Standing Order, Rules of Debate 1 a) to move item 6 of the agenda to after item 10 on the agenda. This was unanimously agreed.

7. To discuss Environmental Issues

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

Sites were confirmed to be in good order with the exception of some pruning being required to the St Leonards Rd bed, some brambles need to be cleared along the Firs opposite the Foley Rd pub and a tree overreaching on Glebelands.

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

AP80 CS to review Applegarth (bed opposite the houses) and Glenavon Close (junction with Common Road).

vi) Litter, Litter bins, Graffiti and Fly tipping

Litter surrounding bin by Church Road Bus stop is frequently a problem. The committee said that they all need to do their bit in clearing up litter if they see it.

vii) Overhanging trees, branches & hedges

A resident has raised concerns over:- 1/ Top of Blakeden Drives as it reaches Church Road, but, along the connecting path, the footpath of "Oakdene" in Church Road is more than half obstructed by an overhanging hedge. 2/ Wall down Blakeden Drive outside Oakdene, though not so seriously a blockage, still impedes progress if cars are parked and pedestrians meet at this point.

AP81 Clerk to ask resident to notify SCC via online reporting tool. 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.

8. To discuss Highways & Transportation issues.

i) Public Transport.

No issues reported.

ii) Bridleways & Rights of Way

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.

AP82 Clerk to refer resident to EBC and the EBC Borough Cllrs as the Green is EBC land.

a) Possible Future Schemes: ATL 367 Road Closure Stevens lane

The Committee discussed the impacts of a possible future road closure on Steven's lane currently being proposed by SCC and about its impracticalities for the local community.

AP83 MS to submit a question to the 16/11 EBC Local Committee Meeting asking why Steven lane has been included as a possible road closure. MS to attend meeting and request Steven's lane is removed from the list.

b) Review of Claygate Footpaths and alleyways in accordance with Countryside and Rights of Way Act 2000.

By 2026 all footpaths, bridleways and alleys have to be on a statutory map otherwise they risk being lost.

AP84 Clerk to contact EBC and SCC Countryside Officers and ask what advice they can give on this subject.

iii) Traffic calming and Speedwatch

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

iv) Liaison with SCC

a) Road Maintenance & footways.

A resident had raised 2 concerns. One being a water leakage on the Causeway and the second regarding a pot hole at the Common Rd bus stop.

AP85 MS to send Clerk details so she can raise with SCC.

b) Highway trees (maintenance & replacement)

Simmil Road dead and dying trees remain an issue and Claygate's SCC Highways Officer has now taken on the case directly with the representative of the road.

Network Rail have removed the bulk of the trees on the bank before the railway bridge on Hare lane.

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.

c) Parking

A Government Consultation on Pavement Parking Legislation has been launched. Closing date is 22/11/20. It was agreed that CPC should respond to this consultation given the impact on roads such as Hare Lane and that the agreement and response on what to say should take place at the CPC meeting on the 19th November. Cllr Collon updated the committee stating that there are 3 options that the consultation proposes. Firstly an improvement to the existing Traffic Regulation Order, secondly to give EBC power to enforce against unnecessary obstruction on a pavement and thirdly to prohibit pavement parking unless where specifically allowed. It was unanimously agreed that Option 3 was not suitable for Claygate so Option 1 or 2 will be considered at the full council meeting on the 19th November.

AP87 Clerk to add Parking Consultation response to the CPC 19th November agenda.

The Committee noted that a resident representative for Dalmore Avenue had contacted the Clerk to notify the council of a poll which demonstrates 70% of residents were in favour of double yellow lines being put on the road due to difficulties in access. SCC has advised that the road needs to agree which side they want the lines to be on before they submit a parking review request via SCC. The Clerk fed this back to the resident representative.

d) Street Signage

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

CS raised that it had been agreed to move a Horse Sign on Red Lane last year.

AP88 Clerk to contact SCC and get an update on progress

9. To discuss how the council can mark the 200th anniversary of the Claygate Pearmain Apple Tree.

The Committee agreed the Parish Council should definitely do something to mark the 200th Anniversary of the discovery of the Claygate Pearmain. Any trees would need to be planted by March 2021. Ongoing maintenance must be considered if trees are planted. Suggestions included an offer of a Claygate Pearmain tree to other Claygate's in the UK and communication to local residents to plant a Pearmain in their gardens.

AP90 MS to contact Claygate Gardening Society, CVA, Claygate in Bloom and the Claygate Allotments association and ask them what they could do.

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?

AP92 Clerk to add final plan sign off to 10th December HT&E agenda

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

It was noted by the committee that the next publication of the Courier will be in February /March 2021. It could be that an emergency Courier edition is required prior to this dependent on the publication of a draft local plan by EBC.

6. To approve the new Highways Garden Site Contract

The Committee noted that the current annual contract with the incumbent is for £6900 plus Foley Rd/Coverts Rd beds July-October weeding added a further £160 and was due to end on the 1st November 2020. A tender for the maintenance of the 13 Parish Council HGS sites was advertised on Facebook, CPC notice boards and the CPC website from the 9th October through to the 16th October. The Clerk also contacted Send and Ripley Clerks for any recommendations. 4 suppliers were sent tender invitations on the 19th October and 2 submitted a proposal within £200 of each other.

It was unanimously agreed that a recommendation to stay with the incumbent supplier should go to the Full Parish Council meeting on the 19th November.

AP93 Clerk to contact incumbent supplier and request that they continue to look after the HGS sites on the current contract terms until the 20th November at which point a new contract and supplier will be confirmed.

11. Matters for Information Purposes Only.

CS raised that the proposed Hook Park development will have a significant impact on Highways around Claygate if it happens. It was noted that CPC is monitoring the situation and had been in touch with the Head of Planning at EBC who is also monitoring the situation. As things stand the Hook Park development is only at concept stage and the development company are trying to get it included in the RBK local plan.

12. To confirm the date of the next meeting on Thursday 10th December 2020 at 7.30pm to be held remotely.

Meeting closed: 21h28

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

Signed:

Dated:

Detailed Income & Expenditure by Budget Heading 30/09/2020

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Highways							
<u>201 Highways</u>							
2105 Highway Trees	0	500	500		500	0.0%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	2,000	2,000		2,000	0.0%	
Highways :- Indirect Expenditure	<u>0</u>	<u>2,750</u>	<u>2,750</u>	<u>0</u>	<u>2,750</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,750)</u>	<u>(2,750)</u>				
Highways :- Income	0	0	0			0.0%	
Expenditure	0	2,750	2,750	0	2,750	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>						
Environment							
<u>301 Environment</u>							
3103 HGS -grant EBC	8,227	4,037	(4,190)			203.8%	
Environment :- Income	<u>8,227</u>	<u>4,037</u>	<u>(4,190)</u>			<u>203.8%</u>	<u>0</u>
3101 General Environment	0	300	300		300	0.0%	
3102 HGS maintenance	2,990	7,300	4,310		4,310	41.0%	
3104 HGS Projects	973	1,200	227		227	81.1%	
3106 Hanging Baskets	0	3,600	3,600		3,600	0.0%	
Environment :- Indirect Expenditure	<u>3,963</u>	<u>12,400</u>	<u>8,437</u>	<u>0</u>	<u>8,437</u>	<u>32.0%</u>	<u>0</u>
Net Income over Expenditure	<u>4,264</u>	<u>(8,363)</u>	<u>(12,627)</u>				
Environment :- Income	8,227	4,037	(4,190)			203.8%	
Expenditure	3,963	12,400	8,437	0	8,437	32.0%	
Movement to/(from) Gen Reserve	<u>4,264</u>						
Grand Totals:- Income	8,227	4,037	(4,190)			203.8%	
Expenditure	3,963	15,150	11,187	0	11,187	26.2%	
Net Income over Expenditure	<u>4,264</u>	<u>(11,113)</u>	<u>(15,377)</u>				
Movement to/(from) Gen Reserve	<u>4,264</u>						

Claygate Speedwatch Team Report for Period Sep 2020 – 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.

We have recruited one extra volunteer and now await the on-line training module to be made available by Surrey Constabulary. I have offered my services to Surrey Constabulary in assisting the production of this however the response was that the project is complete subject to a review by the H&S team and the insurer for Surrey Constabulary.

Schedule

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

There have been 11 sessions this year, a further 7 were cancelled due to lockdown, 7 due to lack of two volunteers and 2 due to inclement weather.

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 have recorded 70 Cars, 12 vans, 3 scooter/motorbikes, and a school minibus all exceeding 35mph (Surrey Police Computer entry limit !)

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

Observations regarding Traffic Growth

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