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Draft

3rd September 2026

**Minutes of the Environment, Highways and Transport Committee of
Claygate Parish Council held on Thursday 27th August at 8.30pm at
Claygate Village Hall, Small Hall, Church Road, Claygate**

Present: Cllr Bray (Chair), Cllr French, Cllr Herbert & Cllr Ellis

In attendance: Dawn Lacey (Parish Clerk & RFO)

Non-Voting Advisors (NVA): Simon Hope and Vanessa Relleen

3 Members of the Public

1. Apologies for absence.

Apologies from Cllr Bingham and Cllr Burns. [NB: Cllr Bray thanked Cllr Ellis for attending the meeting to ensure it would be quorate.]

2. To Re-Elect a Vice-Chairman for the ensuing year.

Cllr Bray nominated Cllr Bingham for Vice-Chairman. This was seconded by Cllr French and carried unanimously.

3. Declarations of Interest on Items on the Agenda.

None.

4. To confirm the minutes of the meeting held on Thursday 18th June 2026

The minutes of the meeting held on 18th June 2026 were approved as a correct record. They were then signed and dated by the Chairman.

5. To report on the actions from the previous meeting.

All completed

- 6. To discuss any recent correspondence received and agree any appropriate action.**

Cllr Bray reported on the external correspondence he had conducted since the last EHTC meeting in June. A full list is attached (Appendix 1). One item will be discussed under Item 13 on the agenda below.

- 7. To answer any questions from Members of the Public.**

None

- 8. To receive a report from SCCLr Andy Burton (Appendix 2)**

A report had not been received from SCCLr Andy Burton. Cllr Bray to contact him regarding the report. [NB: later, Cllr Burton sent his report, which is attached to these minutes]

ACTION: Cllr Bray

- 9. To Receive a Report from Cllrs Burns re: Pursuit of Items in Cllr Holt's "Wingham Walk" Paper & AAAs**

Due to the absence of Cllr Burns, this item will be carried forward to the next meeting - in October.

ACTION: Clerk

- 10. To Consider the Idea of Restricting HGV's from Claygate. (from June 18th, hold over till October, due to Cllr Burns absence today)**

As above, due to the absence of Cllr Burns, this item will be carried forward to the next meeting - in October.

ACTION: Clerk

- 11. To Consider the Matter of Cycling Provision in The Village (Item 13g from June meeting) & AAAS**

Given that nothing related had been made known to the PC since the Parish Meeting, Cllr Bray proposed that we delete this item from agendas moving forward. This was seconded by Cllr French and carried unanimously.

ACTION: Clerk

- 12. To Consider Proposals to [1] Replant the St Leonards Rd Bed And [2] Install Steel Edging to Flower Beds in the Foley/Coverts Triangle & AAAs**

It was proposed to have an Improvement Projects Provision of £4,000 initially in the forthcoming budget.

This was proposed by Cllr Bray and seconded by Cllr French – carried unanimously.

ACTION: Clerk

13. To Consider a Resident's Letter Re: Rats on Firs Verge Path & AAA's

Cllr Bray had received a letter from a Claygate Resident noting a sighting of 2 rats on one occasion on the Firs Verge path. It was made clear that the Parish Council cannot authorise extermination and that this comes under the Environmental Services at EBC. After discussion it was agreed that Cllr Bray would write again to Suzanne Parkes at EBC regarding this matter. Cllr Bray would also share Suzanne Parkes' contact details with the resident so they could also write regarding their concerns.

This was proposed by Cllr Bray and seconded by Cllr French – carried unanimously.

ACTION: Cllr Bray

14. To Receive a Speed Watch Report

In the absence of Mark Tymieniecki, it was agreed to add his report to these minutes. His report is attached. (Appendix 3).

ACTION: Clerk

15. To Receive an update from the Transport and Parking Advisory Committee.

A report from NVA Simon Hope is attached to these minutes. (Appendix 4)

16. To Receive an Update Re: High Pavement on SW Corner of the Parade & AAAs.

Cllr Bray informed the Committee that SW Trains had been in touch to say this would not, now, be done in FY26-27. Instead, it is planned to be done in FY27-28, though there is currently no finance provision[?!]. Cllrs found this very unsatisfactory and asked Cllr Bray to make this view known to SW Trains, to request more information, and to report again at the next meeting.

ACTION: Cllr Bray

17. To Receive Reports from Monitors of HGS Sites & AAAs

It was confirmed by Councillors that the Sites are looking good. However, it was noted that due to the hot weather all concentration was on The Green and some of the other sites would have benefitted from watering, though this is not part of the HGS contract. It was suggested that we should perhaps speak with the Hub to see if they would like to get involved in the site near them.

ACTION: Clerk

18. To Consider 4 No. Proposed Documents (Invitation to Tender, Contract & Specification) for the Renewal of the HGS Contract & AAAs (Appendix 3)

Cllr Bray noted that Cllr French had done a great deal of work in improving the HGS contract documentation – mainly by eliminating needless repetitions – and thanked her for this work. This documentation was before the committee for approval but, after discussion, it was agreed that it still needed a few small amendments. Cllr French will make these, together with NVA Relleen, and then re-circulate it [the documentation] for approval by email. This approach is necessary in order to get tenders back in time for incorporation in our budgeting process.

19. To Consider Lobbying For a “Keep Right/One Way” Sign Outside the Claygate Hub & AAAs.

As above, this item will be carried forward to the next meeting - in October.

ACTION: Clerk

20. To confirm the date of the Litter Pick in October & AAAs

The Clerk confirmed that she had been in touch with Katie at The Hub and that they are happy for the Litter Pick to take place from their grounds on Saturday 17th October 2026. The Clerk will continue to liaise with Katie on this.

ACTION: Clerk

21. Matters for Information Purposes Only (including possible Oaken Lane Crossing)

As above, this item will be carried forward to the next meeting being held in October.

ACTION: Clerk

21. Date of Next Meeting: Thursday 15th October 2026, Claygate Village Hall, Small Hall, Church Road, Claygate – 8.30pm

MEETING: CPC Environment, Highways and Transport Committee

VENUE: Claygate Village Hall, Small Hall, Church Road, Claygate KT10 0LJ

DATE: Thursday 27th August 2026

TIME: 8.30pm

Signed:

Date: