

Final Draft

15th December 2023

Minutes of the Claygate Parish Council Environment, Highways and Transport Committee held in the Small Hall, Claygate Village Hall on the 7th December 2023 at 7.30pm.

Present:

Cllrs: Hadleigh Moon (Chair), Gil Bray, Sue Grose, George Marcall.

Co-opted members: Caroline Stevenson, and Jonathon Stokes

In Attendance: Parish Clerk & RFO Kate Biggs, and 2 members of the public.

The Chair noted at the start of the meeting that to assist with the writing of the minutes the proceedings would be recorded. The recording will be destroyed upon approval of the meeting's minutes at the next meeting.

1. To accept Apologies for Absence.

Apologies have been received from Cllr Holt and Cllr Swift. Apologies were also received from co-opted committee member Mark Tymieniecki, *Tim Freeman, Jonathon Stokes*

2. To receive Declarations of Interest in items on the Agenda.

None were declared.

3. To confirm the minutes of the Environment, Highways and Transport Committee (EHTC) held on the 19th October 2023.

Cllr Bray amended Item 12. Removing the statement 'and crowd fund for £2.5k' replacing it with 'the Vicar was asked how much that would cost, the vicar said there were no estimates in place as yet Cllr Holt suggested it could be a £250k project. If the project went ahead in all the envisaged ways that would be the case.'

The minutes of the EHTC meeting held on the 19th October 2023 were amended, agreed and signed. **Proposed Cllr Moon and seconded Cllr Marcall. Agreed unanimously.**

Cllr Grose arrives.

4. To report on the actioning of items from the previous meetings.

It was agreed that Cllr Swift will write to all the current Tree Wardens to understand if they wish to continue.

4. Action 1: Cllr Swift (Planning Chair) to write to the existing Tree Wardens to establish if they wish to continue.

It was agreed the clerk will contact Surrey County Council (SCC) to confirm what training is available for Tree Wardens.

4. Action 2: The Clerk to contact SCC to establish what training is available for Tree Wardens.

Cllr Bray reported Paul's Gardening Services had declined to quote for the Lengthsman role.

Cllr Moon thanked Cllr Bray for putting up and then taking down the Poppies for Remembrance Day.

5) To consider the EHTC annual expenditure and agree the 2024/25 EHTC budget request.

The Clerk reported the EHTC proposed budget. Amendments were made and these suggestions will be taken to the Finance Working Group meeting on Monday 11th December and then to the full Council meeting on Thursday 11th January.

It was noted an understanding of the possible cost increase for maintaining the garden sites should be sought from Paul's Gardening Services.

5. Action 3: The Clerk to establish the possible rise in costs from Paul's Gardening Services for maintaining the 6 CPC garden sites.

The grant received from EBC was noted. It was discussed would the cost increase. Would it be possible for the Troughs and baskets to be maintained by another organization.

It was reported road sweepers do not remove the weeds from the gullies if they have not been sprayed with weed killer. It was noted lengthman costs were not currently included in the EHTC budget for 2024/25. Would this be an area Elmbridge Borough Council (EBC) would cover. It was agreed to add £2,000 to the CPC budget proposal and to investigate with Adam Chalmers if these costs would be covered by EBC.

Proposed Cllr Bray and seconded Cllr Moon. Agreed unanimously.

5. Action 4: The Clerk to add £2,000 to the EHTC budget and will approach Adam Chalmers to establish if these are costs that would be covered by EBC.

It was discussed had EBC ever questioned the proposed CPC precept. It was reported that the precept had not been questioned in recent years.

Cllr Moon reported it had been proposed that at next year's Remembrance Day Parade a ^{biography of real} ~~real~~ soldier's would be ^{attached to} ~~allocated to each~~ silhouette. Cllr Moon agreed to give updates of progress of this initiative to Cllr Holt. It was questioned would CIL funds cover this.

5. Action 5: The Clerk to establish if adding the real soldiers' biographies to the Remembrance Day silhouettes would be covered by CIL funds.

It was agreed to add £50 to the Remembrance Day budget.

5. Action 6: Clerk to add £50 to the Remembrance Day budget.

board of directors

Cllr Bray reported he had met the ~~Chair~~ *board of directors* of SALC at the SALC conference and that he had been invited to visit Womersley on the ~~17 December~~ *12 January* to meet the Lengthsman that looks after Womersley Parish. It was noted the gardener looks after 4 Parishes.

5. Action 7: Cllr Bray and Cllr Moon to visit Womersley Parish to understand how they use their Lengthsman.

6. To report developments following discussions with Surrey County Council (SCC), Elmbridge Borough Council (EBC) and others regarding Claygate highways and their maintenance.

It was reported Cllr Sugden had sent his apologies to the meeting. It was noted that the following items had been identified to discuss with Cllr Sugden.

- HGS Sites taken over by SCC
- Overhanging trees
- Potholes
- Car parking at travellers site including trees being cut down without planning permission
- Traffic calming measures on the route into Claygate from Hook

It was noted that the CPC needed more contacts at SCC rather than channelling all communications through Cllr Sugden. It was noted CPC have close contacts with a number of officers at EBC but CPC does not have the same relationships with SCC. It was noted CPC needs to manage these relationships more closely. It was agreed the Clerk will request Cllr Sugden to submit an update report on the list of matters above to the 11/1/24 Council meeting.

Proposed Cllr Bray and seconded Cllr Marcell. Agreed unanimously.

6. Action 8: The Clerk to approach Cllr Sugden to submit an update report to the 11/1/24 Council meeting.

colleagues

It was agreed the Clerk to approach her Surrey *colleagues* to establish who they approach within SCC in regard to these matters.

Proposed Cllr Bray and seconded Cllr Moon. Agreed unanimously.

6. Action 9: Clerk to approach her Surrey colleagues to establish how they manage their SCC relationships.

It was agreed to add 'Feedback on how other Surrey Parish Clerks work with SCC' as an Agenda item to the next Agenda.

6. Action 10: The Clerk to add 'Feedback on how other Surrey Parish Clerks work with SCC' as an Agenda item to the next Agenda.

7. To investigate felled trees within the village with no planning permission.

It was noted this item needed a response from Cllr Sugden.

8. To Discuss the Question of Trees & Shrubs Which Overhang Pavements, and Pavement "Backs", and Agree Appropriate Actions"

It was noted this item needed a response from Cllr Sugden.

9. To report details of the rearranged Litter Pick Day, a day in January has been proposed.

It was reported the date for the next Litter Pick is 20th January 2024. It was noted no speaker had been allocated. Cllr Moon proposed he would be able to give a talk at the Litter Pick.

It was noted the lettering on the current banners was too small and printing banners was expensive, therefore most of the details need to remain the same including the meeting point. Despite the Claygate

Hub being the end point for the Litter Pick the start point at Champions Car Park should remain the same. It was agreed to produce new banners for the 2024/25 financial year activities.

Proposed Cllr Moon and seconded Cllr Holt. Agreed unanimously

9. Action 11: The Clerk to arrange new banners for the 2024/25 financial year.

It was agreed the Clerk will book the Claygate Hub through Katie Holmes for Saturday 20th January 2024.

Proposed Cllr Holt and seconded by Cllr Moon. Agreed unanimously.

9. Action 12: The Clerk will book the Claygate Hub through Katie Holmes for Saturday 20th January 2024.

10. To discuss Environmental issues:

i) Highway Garden Site inspections (Appendix A – List of sites map reduced in 2022)

SITES MAINTAINED BY CLAYGATE PARISH COUNCIL reduced to 6 in 2022.

1. APPLGARTH
2. THE CAUSEWAY/ FEE FARM ROAD
3. TORRINGTON LODGE CAR PARK
4. COVERTS ROAD/FOLEY ROAD
5. GLEBELANDS
6. THE GREEN
7. ST. LEONARDS ROAD
8. GLENAVON CLOSE/COMMON ROAD
9. RED LANE opposite OLD CLAYGATE LANE
10. CHURCH ROAD
11. HARE LANE CAR PARK
12. THE FIRS VERGE
13. WOODSTOCK TRIANGLE
14. CLAYGATE PARADE

It was reported the HGS sites had been reduced from 13 sites to 6 sites in 2022. SCC had taken over maintenance of these dropped sites. It was noted these sites had not been fully maintained. It was agreed to visit each site to establish the current status. The following sites were allocated to Cllrs, each councillor should visit the site and report current status back to the next EHTC meeting, highlighting any areas of concern, including pictures. All reports should be sent through to Cllr Moon who will produce a report for the next meeting.

Cllr Bray – 10/12

Cllr Grose – 1/9/14

Cllr Holt – 8/13

Cllr Marcall – 3/6/11

Cllr Moon – 2/4/5

Cllr Swift – 7/14

10.i Action 13: Cllr Moon to compile a report from the Cllrs feedback on each site for the next EHTC meeting.

ii) Litter, Litter bins, Graffiti and Fly Tipping

It was reported issues with fly tipping are the responsibility of EBC. It was noted canisters and rubbish remain at the Woodstock Lane site. Cllr Holt reported EBC are aware. It was agreed the Clerk will call the Environment Department as the rubbish remains.

10.ii Action 14: The Clerk to contact the Environmental Department at EBC to report that the canisters and rubbish remain at Woodstock Lane.

iii) Overhanging trees, branches & hedges

It was reported issues should be raised to EBC through the SCC website. It was noted it should be suggested through the Facebook account that people should raise issues of concern. It was agreed every month a public update should be given through Facebook (Cllr Moon) and quarterly through the Courier (Cllr Bray)

It was agreed SCC should be approached to understand how much work volunteers would be allowed to contribute.

Proposed Cllr Bray and seconded Cllr Moon. Agreed unanimously.

10.iii Action 15: Every month a public update should be given through Facebook (Cllr Moon) and quarterly through the Courier (Cllr Bray).

10.iii Action 16: The Clerk will approach SCC to understand how much work volunteers would be allowed to contribute.

11. To discuss Highways & Transportation issues:

i) Public Transport.

It was reported a temporary footbridge had been installed at Claygate Station. In cold weather it was difficult to use. It was agreed Cllr Grose will write to the Station Manager to understand how long the temporary footbridge will be in place and when will the old bridge be mended.

11.i Action 17: Cllr Grose will write to the Station Manager to understand how long the temporary footbridge will be in place and when will the old bridge be mended.

ii) Bridleways and Rights of Way. (Appendix B)

It was reported Arbrook railway underpass was not flooding as badly as before. Caroline Stevenson agreed to promote this on Facebook.

iii) Traffic calming and Speed Watch (Appendices C, D and E)

It was noted that traffic calming within Claygate needs to remain a high priority within the EHTC and Planning Committees. Speed Watch had played an important part in monitoring traffic speeds within Claygate. Cllr Moon thanked Mark Tymieniecki for his continuing efforts.

iv) Liaison with SCC: -

a) Road maintenance and footways

No matters raised.

b) Highway trees (maintenance and replacement)

No matters raised.

c) Parking

No matters raised.

d) Street signage

No matters raised.

e) Permanent traffic management in Woodstock Lane.

It was reported 'which Claygate traffic calming measures should be adopted' was raised at the Claygate Village Association (CVA) meeting. The desire to move to a 20mph speed limit from 30mph speed limit was only supported by 50% of the meeting.

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

It was agreed to continue to with actions from previous meetings.

13. Matters for information purposes only.

No matters were raised.

14. Date of next meeting

7.30pm - Thursday 8th February 2024, Treetops Pavilion, Claygate Recreational Ground.

Meeting closed 8.45pm.

Chairman.....

Date.....8/2/24