WARLINGHAM PARISH COUNCIL

THE GREEN IMPROVEMENT PROJECT STEERING COMMITTEE

Notes of the meeting held at 3pm in the Library on Wednesday 24th January 2024

1. ATTENDANCE/APOLOGIES:	
Attendance: Simon Morrow (Chair), Nick Healey (via Zoom) (Project Manager, SCC Highways), Simon Bold, Jeremy Pursehouse, Keith Prew, Ian Dale, Cindy Steer, Angus Bransby.	
Apologies/Absent: Ash Patel, Anna Patel, Robin Bloore.	
2. CODE OF CONDUCT:	
 The following declarations were registered: Jeremy Pursehouse – Chairman, Warlingham Village Hall. Ian Dale – Owner of 20 The Green, Warlingham. Keith Prew and Cindy Steer – Committee members, Warlingham Church Hall. 	
3. MINUTES OF MEETING HELD ON 20th DECEMBER 2023:	
3.1. Correctness. Section 4, 10 th para. "new path on the Green" should read "new path to the crossing on the Green". Also, "13 th " should be deleted from the top line of the document.	
3.2. Matters arising.	
Another trader representative on this committee. JP to contact The Gallery to see if they would be willing to join this committee.	JP
Tesco deliveries. NH is meeting Tesco on site tomorrow (25/1) and SM will join the meeting.	
4 a) PROGRESS AGAINST PLAN:	
NH had circulated his progress report in advance of the meeting. Following the Christmas break NH said design was progressing well. He circulated a drawing showing the build out and paving proposals. He hopes to complete the detail design by the end of March.	NH
NH said the focussed consultation should be able to be started mid/end February as the draft design is agreed for each element.	NH
Core sampling to be done during w/c 29 th Jan.	
Implementation agreement. SM reminded the meeting that the TDC CIL agreement included provision for the implementation stage. NH said he would ask the SCC Solicitor to prepare the first draft implementation agreement. To be based on the	NH
design agreement. SM raised a concern about stopping the project should costs increase above the available budget. NH will consider how this can be addressed in the agreement. NH will need to create a new cost schedule for the implementation works with a figure against each deliverable. He said this would be done as the final element of the agreement independent of the lawyers.	NH
SB reported that Headleys were now up to speed on the project. All traders, including the freeholders of B&B and Kamsons, have now agreed, in writing, to cooperate with the scheme. Headleys will prepare a draft agreement for the traders. Copy to SB, KP and SM for comments.	SB/SM/KP
The TDC contact, Alex Webber, has raised a number of questions about the scheme. SB to respond to his questions using a draft written by SM and checked with NH. SB	SM/SB

to send Alex W the latest SCC drawing. Alex W will need all the details of the	
scheme that affect The Green (which is owned and maintained by TDC).	
4. b) DESIGN ISSUES:	
NH had circulated a new drawing showing the proposed positioning of the buildouts, paths and stone laying pattern before the meeting.	
York Stone. NH reported that he had spoken to Marshalls. Marshalls have no control of the colour of stone quarried, so it is not possible for us to select colours. We would get what they get! NH said that York stone had been used on the pavements in Dorking West Street. A smaller pavement than ours with smaller stones. It was agreed that we have a site visit with NH and a representative from Marshalls when we could also look at a "panel" of stones illustrating the variety that is possible with York stone. NH to propose some dates before the next meeting on 28th Feb. NH said it was important for SCC not to have a "one off" material. They must, for many years ahead, be able to purchase replacement material when required.	NH
Tesco entrance. NH said he was still investigating surface materials for this area.	NH
NH said the stone laying pattern shown on the plan was provisional at this stage. Concern was expressed about the pattern being too regular, but it was noted that it appeared more irregular when viewed from some directions.	
North and west buildouts. The arrangements shown on the plan were agreed and accordingly consultation with the shops immediately adjacent will be undertaken.	NH
South build out. The interface with the bus layby has still to be agreed.	NH
Blue edge blocks. The existing blue bull nose blocks cannot be neatly incorporated into the new paving because it would create large joint with the York stone. It was agreed that new blue blocks would be laid to replace the bull nose ones. NH to supply details including to the shops affected.	NH
Benches. Agreed one on the South pavement and two on the Green in line with the high level design plus replacing the bench on the northern side of the Green which is in a poor state. Options were discussed with the preference being for black Glasdon Jubilee benches as outside the Library. SB to send details of the proposal to TDC for approval.	SB
Litter bins. Glasdon Jubilee bins were agreed as currently used by TDC on The Green. It was also agreed that an additional bin should be positioned outside Tesco. This would need to be approved by TDC as they collect the rubbish from the bins. SB to consult TDC regarding these proposals.	SB
Bike rack. A black heritage design was discussed. NH To identify a design that is consistent with the black bollards, benches and bins already chosen.	NH
Dropped kerb by Smoque. It was agreed that this should be removed and then await comments in the consultation.	
Planters. These have been moved from their original positions NH to meet Ken's Autos soon to discuss. SB to send NH the planning permission for the planters.	NH SB
5. SCC COST REPORT:	
This had been circulated prior to the meeting. NH said that the SCC costs may be lower than budgeted but he will report on this at a later stage.	
It was agreed that SCC would invoice their costs for the survey work by 28 th Feb enabling WPC to invoice TDC this financial year.	NH

6. WPC EXPENDITURE REPORT:	
There has been no change to this since the last meeting. A £500 saving on the survey cost can be shown in the next report.	SB
7. RISKS:	
There was no change since last month.	
8. COMMUNICATIONS:	
Core hole dates have been advertised.	
A project update report has been prepared for the WPC website and for CR6 magazine.	
Build-out consultations. To be advised on the traders WhatsApp group.	JP
Focussed consultation. NH to write a consultation letter to the affected traders. Comments to be returned to WPC for review by NH/SB/SM, with technical issues dealt with and responded to by SCC and broader issues by WPC	NH/SM/SB
9. AOB	
Green Memorial lighting. SB reported that repairs to the underground cabling for the lights is required. It was considered that these works should not affect the GIP work and can be progressed now by the Parish.	
Tesco deliveries. Complaint from Metrobus that Tesco are parking in the bus bay. ID had sent a photo. NH said that Tesco were probably not in breach of the parking restrictions as the bay was only limited from 7pm to 7am and Tesco were leaving space for passengers to get on/off the bus. No action for now.	
Zebra sightlines. SB said a resident has raised the question of sightlines for the Westhall Road pedestrian crossing. It was agreed that visibility will be better when the railings are removed.	
White Lines. ID said the white lines on the road were now rather poor. Would they be redone by the project? NH said that SCC Highways Maintenance team were planning the resurfacing of the Green in 2024. NH to be in contact with the maintenance team to coordinate the project and the maintenance works including new white lines.	NH

The meeting closed at 17.05.

Next meeting: Wednesday 28th February at the Library at 3pm.