

WARLINGHAM PARISH COUNCIL

THE GREEN IMPROVEMENT PROJECT STEERING COMMITTEE

Notes of the meeting held at 3pm in the Library on Wednesday 28th February 2024

<p>1. ATTENDANCE/APOLOGIES: Attendance: Simon Morrow (Chair), Robin Bloore, Simon Bold, Ian Dale, Jeremy Pursehouse and Nick Healey (Project Manager, SCC Highways), Apologies/Absent: Angus Bransby, Anna Patel, Ash Patel, Keith Prew, Cindy Steer</p>	
<p>2. CODE OF CONDUCT: The following declarations were registered:</p> <ul style="list-style-type: none"> • Jeremy Pursehouse – Chairman, Warlingham Village Hall. • Ian Dale – owner of 20 The Green, Warlingham. 	
<p>3. MINUTES OF MEETING HELD ON 24th JANUARY 2024</p> <p>3.1. Correctness. The style of the bench mentioned in item 4b) was corrected to ‘Glasdon Elwood’. It was then agreed that the minutes were correct.</p> <p>3.2. Matters arising. It was suggested that an additional traders’ representative be invited to attend future meetings – JP to speak to the owner of the Gallery.</p>	JP
<p>4. PROGRESS AGAINST PLAN</p> <p>4a) Progress Report. A progress report had been circulated by NH prior to the meeting. Core sampling will be done in the next day or so and the last cellar survey (at Smoque) will take place within the next month and a report of underground services/conditions completed. NH to keep the Committee advised. NH advised that John Wilkinson, the SCC designer would be able to finish the detailed design over the next two months before leaving SCC (resignation). An ‘implementation pack’ will also be given to the construction team before the designer’s departure (see also item 7 Risks). NH confirmed that a detailed design of the east traffic islands (adjacent to entrance to Glebe Road) would be provided as a separate design element so that the cost/ affordability could be assessed. NH advised that the proposed (focused) consultation paperwork was near completion – copies to be sent to SM and SB for review. This would include design details (e.g. simplified drawings) and it was hoped to start this consultation around the middle of March. NH stated that he should be able to provide a draft ‘Implementation Agreement’ (to cover the construction phase) shortly and that this could probably be agreed in April, ready for signing in May 2024. NH to provide a draft to SM by the next Steering Committee (20th March). The Clerk confirmed that TDC had provided their ‘in principle’ agreement to works at the centre of The Green. However, they had flagged The Green’s Common Land status and provided some advisory notes about the Commons Act 2006 s.38 and the possible need to also obtain consent for work from the Secretary of State. NH suggested that SCC could provide construction details of the elements relating to the central Green to enable a better understanding, by external parties, of the extent of works. SM, KP and SB to review TDC’s advice. The Clerk to continue to chase-up Wellers Hedleys for sight of the proposed land-owner agreements (relating to work to forecourts). NH asked for suggestions of a suitable location for a works compound. School Common would provide space but might be problematic (as also designated as Common Land). NH to</p>	<p>NH</p> <p>NH</p> <p>NH SM SB</p> <p>NH</p> <p>SM KP SB</p> <p>SB</p> <p>NH</p>

check whether the parking area and grassed area(s) in front of the Village Hall is feasible.

4b) Detailed Design Issues.

Several Committee members had been to Dorking to look at the yorkstone paving there. As a result, the following paving material for Warlingham was agreed: Yorkstone flags, all 'flamed' finish and 600mm wide but of varying lengths, in a laying pattern as illustrated on the current design plan provided by SCC. It was agreed to use the same material, but in a smaller modular size (and thicker) for the vehicular entrance ('crossover') to the side of the Tesco store.

The location of benches was reviewed without change. NH agreed to purchase and install these as part of the overall scheme.

It was agreed that the Smoque loading bay should run from 6am-8:30am, which matched the proposed loading bay in front of Tesco.

NH described the latest design details of the loading bay nearest Smoque (which would enable a lorry to pull in forwards, rather than reversing into the space). This was agreed.

No additional planter would be needed outside Tesco given the installation of a new bench there.

All bollards to be hackney-style including the removable bollard which facilitates the parking of the fish-van. NH advised that bollards would be installed to protect new paving from vehicles over-running kerbs, including the section of new paving near Smoque. Some edges of paving would be strengthened (stronger foundations) outside Tesco, the Tesco crossover, parking bays on the west-side and around the zebra crossing by the Gallery/ Hairdressers, where it is not possible to protect paving with bollards.

It was agreed not to mark parking bays on the road around The Green.

It was agreed that the proposed build-outs outside the Post Office and opposite the Gallery should be surfaced to match the adjacent surface material.

It was agreed that, where practicable, to use inset man-hole covers within newly paved areas.

5. SCC COST REPORT:

The report was noted. NH advised that he might be able to amend the predicted costs to below budget in the next month's report.

6. WPC EXPENDITURE REPORT:

The report was noted. The 'spare yorkstone' entry to be updated with a forecast of expenditure figure of £16,800 and a note confirming the recent decision to opt for a commuted sum (instead of 10% spare yorkstone).

It was noted that SCC will send SB an invoice, as agreed, in respect of Detailed Design Funding Schedule item 4 for £5,000. SB to send an instruction to TDC to reimburse 81.9%

7. RISKS:

NH highlighted the two new entries (loss of design resource and lead times for material supplies) which was acknowledged. He advised that the supply of yorkstone could take up to 15 weeks. This wouldn't necessarily delay the start of construction, as the necessary mobilization period takes several weeks.

NH to amend Risk Register item 26 to reflect the use of a commuted sum (not spare yorkstone).

JP reminded everyone of the need to avoid any construction during the two months prior to Christmas (to avoid disruption to the Remembrance Sunday service and popular Christmas Lights switch-on and to support increased seasonal business activity).

8. COMMUNICATIONS:

It was hoped that the focused consultation letters could be sent by mid-March. SM, SB and NH to prepare this communication material and subsequently process the responses.

NH

SB

SB

NH

SM

SB

NH

9. COORDINATION WITH ROAD RESURFACING AND POSSIBLE FLOOD REMEDIATION

NH commented that it would be useful to have the build-out outside the Post Office completed before SCC re-surface the highway. He would look to co-ordinate, if possible, these two separate jobs with colleagues in order to reduce road traffic management costs and disruption around The Green. He added, that all resurfacing and drainage work at The Green should, ideally, be completed before repaving e.g. by late summer. NH will encourage his colleagues to address the drainage issues at the eastern end of The Green prior to/ as part of resurfacing.

NH

At this point, NH raised his intention to request a 20mph speed limit restriction around The Green as part of the Improvement Scheme. This was supported and NH agreed to propose this within SCC and provide any related (additional) costs as a separate item for subsequent review.

NH

10 SUB-SECTION 2:

None.

10. NEXT MEETINGS (all 3pm)

20th March, 17th April and 22nd May 2024

ALL