

WARLINGHAM PARISH COUNCIL

THE GREEN IMPROVEMENT PROJECT STEERING COMMITTEE

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

<p>1. WELCOME AND APOLOGIES: Attendance: Simon Morrow (Chair), Robin Bloore, Simon Bold, Ian Dale, Tracey Marshall (The Beauty Spa), Keith Prew, Jeremy Pursehouse and Nick Healey (Project Manager, SCC Highways), Apologies/Absent: Angus Bransby, Anna Patel, Ash Patel, Cindy Steer.</p>	
<p>2. CO-OPTION OF NEW TRADER REPRESENTATIVES SM confirmed that Ash Patel had stood down as a trader representative since the last meeting. Tracey Marshall, owner and manager of The Beauty Spa was welcomed by all to the Committee as a new trader representative. It was hoped that Andy Gray would also be able to join future meetings of the Committee as an additional trader representative (formalities to be completed at that point). The Committee thanked Ash Patel for his attendance and contribution to meetings over the years.</p>	
<p>3. CODE OF CONDUCT: The following declarations were registered:</p> <ul style="list-style-type: none"> • Robin Bloore – Warlingham Events & Warlingham Christmas Lights & Tandridge District Council (TDC) Councillor • Ian Dale – owner of 20 The Green, Warlingham • Tracey Marshall – owner of The Beauty Spa, 16-18 The Green, Warlingham. • Keith Prew – Director/Committee Member, Warlingham Church Hall & TDC Councillor. • Jeremy Pursehouse – Chairman, Warlingham Village Hall & TDC Councillor. 	
<p>4. MINUTES OF MEETING HELD ON 20th MARCH 2024</p> <p>a. Correctness. It was agreed that the minutes of the March meeting were correct. SB to file and upload a copy to the Council’s website.</p> <p>b. Matters arising. SB advised that electrical investigation work, to address the intermittent fault with the War Memorial lights, had discovered cable damage in one of the flower beds. As a result, any repair work should not have any impact on the Green Improvement Project. NH confirmed that he had commenced discussions with the main construction contractor Ringway and that a suitable location for the ‘construction compound’ was one of the first decisions to make. Cllrs raised concerns about several suggested sites – NH to discuss the options with Ringway and report back at the next meeting. In the meantime, JP to contact TDC about the possible use of part of the Shoppers Car Park and to provide them with NH’s contact details. NH advised that, following the initial discussions with Ringway, his best-estimate for the period of construction was 3 – 4 months. He also felt that commencement in January 2025 would be suitable for a number of reasons (e.g. to avoid November and December 2024 whilst staying within the current financial year which was pertinent to the funding earmarked by SCC for resurfacing the carriageway). NH advised that he should be able to firm-up on these timings by July 2024. A traffic speed survey was currently being conducted (in relation to the suitability of a 20mph speed limit around The Green).</p>	<p style="text-align: right;">SB</p> <p style="text-align: right;">NH JP</p> <p style="text-align: right;">NH</p>
<p>5. PROGRESS AGAINST PLAN</p> <p>5a) Progress Report. A progress report had been circulated by NH prior to the meeting. NH gave a summary of the vehicle tracking analysis and various design options with respect to the traffic island(s) at the junction with Glebe Road. None of these would prevent vehicles</p>	

making an unauthorized right turn into Glebe Road from the Limpsfield Road. Additionally, there was insufficient road space to create a vehicle refuge on the Limpsfield Road for vehicles turning right out of Glebe Road. As a result, it was agreed not to change the traffic island at this location and to drop this item from the detailed design work (and Phase 1 of the Scheme).

NH confirmed that the Stage 2 Road Safety Audit and Traffic Regulations Orders (TROs) had been initiated. He added that he would be finalizing the specification of all materials with suppliers over the coming weeks.

NH to provide SM and SB with a set of drawings of the final design once the safety audits and any other outstanding matters had been completed – estimated to take 4-6 weeks. SM said he thought it would be best to ask Ron Terry (Architect) to revise his illustrative plan once the design had been completed which would then be available for use with future public communications.

NH confirmed that vehicle tracking analysis had included buses departing the bus stop outside the Gallery and turning left on to Westhall Road.

JP raised his concern about ongoing damage, by lorries, to the kerb-stones on The Green at the corner nearest Smoque. NH commented that the solution would be to ‘harden the corner’ (laying concrete behind the kerbstones) but everyone noted that this matter was outside the scope of Phase 1 of the Scheme.

In respect of the focused consultation (delivered to properties surrounding The Green), no objections had been received. The owner of Ken’s Autos had complained that none of the forecourt in front of their property was included in Phase 1 of the Scheme. It was agreed that SM and SB should reply explaining that the extent of paving work within the current Phase of the Scheme had been reduced due to limited funding and increased costs. The manager of Allenby Coaches had enquired whether pavements would be closed during the construction work – NH confirmed that details of any closures would be adequately communicated by Ringway and SCC as part of their normal procedures during construction.

NH advised that he had reviewed a draft copy of the proposed Legal Agreement (between SCC and the Parish Council to cover the construction phase) which was currently with his colleagues in the SCC Legal team for revision. Once ready, he would send a copy to SM and SB.

NH confirmed that he had copies of the title deeds for all of the properties with forecourts on The Green where paving was proposed. He added that SCC was currently checking other records in order to identify all parties that may have an interest and advised that it would be necessary to send consent letters to all freeholders and leaseholders. NH hoped to have all information ready so that the consent forms could be sent by SB in early May. It was felt that letters sent by post should use the Post Office ‘signed-for’ service.

SM advised that following consultation with TDC, it had been agreed that the Parish Council would complete and send an ‘Application for Consent to Carry Out Works on Common Land’ to the Secretary of State (in respect of proposed changes to the paths on The Green). NH had agreed to provide much of the information required to complete this application (i.e. detailed construction drawings, Commons Register details). NH advised that The Green was a registered Village Green (ref: VG11). Once all the information from NH is received, SM and SB to complete the consent application on behalf of the Parish Council. It’s hoped to do this by the end of May.

SB to copy to RB correspondence sent to the TDC Legal Team with respect to their consent to changes to the paths on The Green. RB to chase-up whether TDC accept SCC’s pro-forma and if not to provide a draft License via SB (for SCC’s consideration).

NH reported that Gavin Bourne had been appointed SCC’s new designer of the Scheme.

5b) Detailed Design Issues.

NH advised that he was aiming to have the design of signage in and around The Green finalized by the end of May. NH to provide images using Google Streetview of his proposals

NH

NH

SM
SB

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SM
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SB
RB

NH

for review at the next Committee meeting.

The Committee members agreed that the intersection between the Yorkstone flags and setts around the Tesco vehicle crossover should be delineated using inset conservation kerb-stone, which would match the kerb-stones around The Green.

Following discussion, it was agreed that NH should approach Tesco to see if they would be amenable to new paving across their forecourt (which would include the ramp and a portion of vehicle crossover). If so, they would require a consent form to be sent as well (see 5a).

The 'Harrogate' style cycle stand was chosen.

6. SCC COST REPORT:

NH gave further details with respect to his written report on the 'Programme & Costs' which showed that forecast expenditure for the Design phase remained well within budget. The Committee noted the report.

7. WPC EXPENDITURE REPORT:

Committee members noted the report circulated prior to the meeting which showed no change from the previous month

8. RISKS:

NH to amend item 15 of the Risk Register 'Disruption to Parking during Construction' – the severity rating to be increased to '4' giving a total score of '20'.

9. COMMUNICATIONS:

SM to review the current 'Green Improvement Scheme' article on the Parish Council's website and provide an updated version to SB and KP. KP to upload a copy to the Council's website.

SM confirmed he will provide the content on the Green Improvement Scheme to go in the Parish's presentation for the Annual Parish Meeting scheduled on 29th May.

JP to post about the current speed survey on Facebook and the traders What's App group.

NH to share the raw data of the completed speed survey to Committee members once available.

10. COORDINATION WITH ROAD RESURFACING AND POSSIBLE FLOOD REMEDIATION

NH advised that the work to improve the drainage around the east corner of The Green/ the junction of Glebe Road can be completed independently of construction work to improve The Green and before resurfacing of the carriageway. SCC will look to coordinate work in order to reduce any periods of traffic management (road closures). Nothing scheduled currently.

11. SUB-SECTION 2:

None.

12. NEXT MEETING

22nd May 2024 at 3pm (with NH via Zoom)

NH

NH

SM
KP

SM
JP
NH