

**MINUTES OF THE MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 5th JUNE 2024**

Councillors (Cllrs) present:

*Jeremy Pursehouse (Chairman), Nathan Adams,
Robin Bloore, Angus Bransby, Simon Morrow,
Anna Patel and Michael Whittington.*

Attending:

eleven (prior to start)

Meeting opened at 8:00pm and closed at 9:50pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

The Clerk confirmed that he had received completed Acceptance of Office forms from Cllrs Doshi and Patel following the last meeting. Cllrs Perry Chotai, Vikram Doshi, Keith Prew and Ed Ralph had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

The Clerk confirmed that he had received completed Notification of Disclosable Interest forms from Cllrs Doshi and Patel following the last meeting. No Cllr declared a Disclosable Pecuniary Interest and/or Other Interest in respect of items on the agenda.

3. MINUTES

Cllrs approved that the Chair sign the minutes of the meeting of the 15th May 2024 as a correct record. The Clerk to display copies on the Council's notice board and website.

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4. MATTERS ARISING (for information only)

The Clerk to continue to chase-up CALA Homes for a meeting with a small number of Cllrs to discuss the development site at Limpsfield Road. The Clerk to also ask the representative of the potential development site off Greenhill Lane for details of when they intend to conduct a public consultation.

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Cllr Pursehouse provided a brief verbal report on the status of discussions between Tandridge District Council (TDC) and Merton College relating to the future land management of Chelsham Common. He would confirm the details of any final arrangements once available.

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The Clerk confirmed that the following had been completed since the last meeting: additional bunds installed on the Council's Common Land; the grass on top of the existing bunds cut to maintain highway sight-lines around the junctions of Rogers Lane and High Lane (see also item 12); Openreach had satisfactorily repaired the telecoms inspection chamber and surrounding tarmac at the entrance to the parking area adjacent to St Christopher's Church (within the Common Land) and that a new laptop had been purchased and delivered to the Library Volunteer Coordinator.

The Clerk added that Catherine Dainkeh, the TDC Project Manager Communities, had confirmed that she would be happy to attend the Parish Council's next meeting to discuss proposals for improvements to the play equipment at Hamsey Green Recreation Ground and the wider strategy for play equipment provision across the District.

5. HIGHWAYS AND TRANSPORT (Surrey County Council)

Cllrs briefly discussed the deployment of the mobile Vehicle Activated Sign (VAS) within Warlingham and decided to leave the management and maintenance to Surrey County Council (SCC) Highways. The Clerk to re-circulate the rota of sites to Cllrs for information and to ask the Officer at SCC to notify him every time the VAS is re-located. The Clerk to also research the process for requesting a speed camera and enquire when

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the word “SLOW” will be painted on the Limpsfield Road (on the exit from The Green towards Hamsey Green) and to circulate details to Cllrs.

The Clerk to contact Zena Curry, SCC Highway Engagement & Commissioning Manager, for news on the outcome of their assessment of the most suitable location for a post on Sunnybank to accommodate the mobile VAS. The Clerk to also ask her for the design details of corner repairs at Lime Grove and Hamsey Green Gardens and for a date when work will commence on the corner repair at Verdayne Gardens.

Cllrs Bloore, Morrow and Pursehouse to survey the road surface of both Hamsey Green Gardens and Verdayne Gardens and report their findings at the next meeting.

The Clerk to ask SCC for a site meeting with a representative of their parking enforcement team to discuss parking enforcement and details of their recent visits to the four key sites nominated by the Parish Council.

The Clerk to write to the Parking Review team at SCC Highways to request the addition of double yellow lines (on each side of the road) at the corners of Shelton Avenue where access is often compromised.

The Clerk reminded Cllrs to provide him with any locations where either the pavement or the roadway is obscured by overgrown vegetation so that he can pass these details to County Cllr Becky Rush for action by the relevant team (the Community Gang).

6. **WARLINGHAM GREEN IMPROVEMENT PROJECT – PHASE ONE**

Cllr Morrow provided a verbal summary of the most recent Project Steering Committee and other recent activity. Cllrs noted that reports and notes of Project Steering Committees are produced monthly and freely available for review.

7. **WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN**

a) Cllr Bloore provided a verbal report of his discussions with TDC about benches on School Common. The provisional costs from TDC for a new bench and installation indicated that the Parish Council would be limited to only two new benches on the Common but Cllr Bloore agreed to revert to TDC to seek a final costing that would, hopefully, allow for three new benches.

Cllr Bloore confirmed that he was still working on obtaining a full quotation for the cleaning of the War Memorial but based on the indicative costs, Cllrs agreed to expenditure of up to £2,500 from the War Memorial Earmarked Reserve (of £2,934). Cllr Bloore agreed to come back at the next meeting if final estimates exceeded £2,500.

Cllr Pursehouse advised that following the installation of additional bunds around the Common Land, he and the Clerk would review the most suitable locations for lockable gates to the Common (to enable larger maintenance vehicles occasional access) and provide costed proposals at a future meeting. The Clerk raised the likelihood of further tree work before the end of the calendar year and the possible need to relocate benches in order to improve amenity.

b) The Clerk confirmed that no requests for banners around The Green had been received since the last meeting.

8. **PLANNING**

a) Cllr Morrow provided a verbal report of the Planning Committee meeting of 28th May 2024.

b) Cllrs Bransby, Morrow, Patel and Whittington confirmed their availability to attend the next Planning Committee meeting scheduled for 11th June 2024.

c) Cllrs scheduled a meeting on 23rd July 2024 at 6pm to discuss the adoption of a protocol for pre-application engagement with potential developers. The Clerk to

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notify all Cllrs and circulate a copy of the Surrey Association of Local Council's (SALC) presentation "Making the most of Pre-Application Engagement".

9. WARLINGHAM COMMUNITY LIBRARY

In the absence of Cllr Prew, the Clerk provided a verbal summary of a recent site meeting with SCC Library staff to review Phase 1 of the proposed refurbishment. A quotation from the SCC contractor for this work was still awaited and being chased-up by the Community Partnership Library team.

In respect of SCC's draft Lease (replacing the Licence covering the out-of-hours use of the library by the Parish Council) the Clerk confirmed that he had received a positive response from SALC's legal advisor and that this would enable Cllr Prew to revert to SCC seeking amendments to the draft document to reflect the bespoke arrangements in Warlingham.

KP

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The Clerk to find out, from the library staff, whether there is ongoing demand for the Welcome Packs which include a free Warlingham branded canvass bag, local information and a copy of the Parish News.

10. CORRESPONDENCE, CONSULTATIONS AND EVENTS

Cllrs discussed the recent Annual Parish Assembly. Cllrs expressed their gratitude to Cliff Thurlow of TDC for his presentation on planning enforcement – the Clerk to write to him to reflect the whole Council's appreciation. A number of suggestions were made by Cllrs on how the Assembly might be improved in future which the Clerk noted.

SB

With respect to the Council's stall at Warlingham Fair (taking place later in the month) Cllrs approved circa £120 for display material including a number of A1 sized plans relating to the Green Improvement Project and A2 sized plans relating to Phase 1 and 2 of the library refurbishment. A number of Cllrs volunteered to attend the stall during the Fair and the Clerk to circulate the final rota.

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The Clerk to respond to an invitation from the owners of the Spaghetti Tree restaurant, to hear about their plans to re-open, with a proposed date of Tuesday 9th July.

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The Clerk advised that the East Surrey Transport Committee had reported that the bid for funding, to provide step-free access, at Upper Warlingham Station had not been successful on this occasion but would be put forward for the next round of funding.

Cllr Adams confirmed that he would attend the next Biggin Hill stakeholders' liaison meeting on the 12 June 2024.

NA

The Clerk to update the Council's list of Committees, Working Groups, Responsibilities and Outside Bodies to note that a Council representative is no longer required for the Warlingham Church Hall Management Committee.

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11. COMMUNICATIONS

Cllr Pursehouse to prepare the next CR6 magazine article, for publication in July 2024, on the subjects of the newly elected Council and the recent installation of additional bunds to the Common Land. The Clerk to provide a copy of the final article to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively.

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12. PAYMENTS AND EXPENDITURE

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £7,716.80 (see below). The Clerk to dispense these payments.

SB

13. NEXT MEETING

Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 3rd July 2024. The Clerk to check the availability of the library, given that it will be used as a Polling Station on the following day, and to confirm the meeting venue to Cllrs as quickly as possible.

ALL

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Cllr Morrow had raised that it may be necessary to hold an additional Council meeting towards the end of July or early August in order that the Council can review the proposed Grant Agreement between the Parish Council and Surrey County Council in respect of the construction phase of the Warlingham Green Improvement Project.

14. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
DD	SSE Energy Supply Limited	116.15	Power to The Green charges (£110.62 net of VAT)
DD	Integrating Solutions Ltd	28.42	Library photocopier provision for February to May inclusive (£23.68 net of VAT)
2465	Mulberry Local Authority Services Limited	282.00	Councillor training (£235 net of VAT)
2466	Nick Dance (Agricultural Contractor)	2,100.00	Installation of bunds at the Common Land (£1,750 net of VAT)
2467	Simon Bold	**	Clerk's salary for May 2024 and additional hours for April to May 2024 inclusive
2468	Tina Picanza	**	Library Volunteer Coordinator's salary for May 2024
2469	Surrey Pension Fund	505.12	Employee and employer pension contributions for May 2024
2470	Simon Bold	460.72	Reimbursement of costs incurred in May 2024 including the purchase of a laptop for the Library Volunteer Coordinator
2471	Watt Electrical Services Ltd	1,512.00	Electrical repairs and new lights at the War Memorial on The Green (£1,260 net of VAT)
2472	Fusion 3 Technical Ltd	336.00	Audio visual equipment for the Annual Parish Assembly (£280 net of VAT)
2473	Warlingham Allotment Garden Association	14.00	Refund of library hire charge (19 th May 2024) – library closed
2474	Nick Dance (Agricultural Contractor)	168.00	Grass cutting bunds (£140 net of VAT)
	Total	£7,716.80	

** Staff salary details have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4