

**MINUTES OF THE MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 2<sup>nd</sup> APRIL 2025**

***Councillors (Cllrs) present:***

*Jeremy Pursehouse (Chairman/part), Robin Bloore,  
Perry Chotai (Vice-Chairman), Vikram Doshi,  
Simon Morrow, Anna Patel, Ash Scott (part) and  
Michael Whittington.*

***Attending:***

*four visitors*

*Meeting opened at 7:45pm and closed at 9:55pm*

***In attendance:*** Simon Bold, Clerk

**1. APOLOGIES FOR ABSENCE**

In the absence of Cllr Pursehouse at the start of the meeting, Cllr Chotai chaired the meeting in accordance with Standing Orders.

Cllrs Nathan Adams, Keith Prew and Ed Ralph had provided their apologies prior to the meeting which Cllrs acknowledged and accepted.

**2. CODE OF CONDUCT**

No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.

**3. MINUTES**

Cllrs approved that the Chairman sign the minutes of the meeting of the 5<sup>th</sup> March 2025. The Clerk to display copies on the Council's notice board and website.

SB

*Cllr Pursehouse joined the meeting towards the end of the following item. Cllr Chotai continued to chair the meeting until the item was completed.*

**4. MATTERS ARISING (for information only)**

The Clerk confirmed that the ticket machine in the Shoppers Car Park has been working satisfactorily for the last couple of weeks. He added that the installation of bollards and road markings, to create a safer route for pedestrians on the approach to the car park, was due to take place on Friday, 4<sup>th</sup> April.

The Clerk advised that as a result of receiving updates from all Cllrs, he was now able to revise the Emergency Plan. He intended to circulate a revised copy to Warlingham Parish Cllrs and Chelsham & Farleigh Parish Council, prior to the next meeting, for final review.

SB

Cllr Pursehouse advised that he had reported the poor condition of the pavement and car park outside of the flats (Shelton Court) on Shelton Avenue to Tandridge District Council (TDC).

Cllrs acknowledged and expressed their appreciation for donations with respect to the commemorative plaque for Angus Bransby (to be installed on one of the new benches on School Common) and towards the cost of UK flags for flying on national days.

*Cllr Pursehouse chaired the remainder of the meeting from this point.*

**5. COUNCIL VACANCY & CO-OPTION**

a) Cllr Bloore gave a brief summary of the interviews that had been conducted by himself and Cllrs Morrow and Pursehouse. Cllrs acknowledged the strength of both candidates before they unanimously resolved to co-opt Ash Scott to the Council.

Cllrs supported Cllr Pursehouse's suggestion that the candidate who was not co-opted be contacted by the Clerk to see if they would like to participate in any of the Council's activities and projects in future.

SB

b) Ash Scott completed a Declaration of Acceptance of Office and confirmed that he

AS

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would complete the Notification of Disclosable Pecuniary & Other Interest Form within the next 28 days. The Clerk confirmed that all the required documentation was in place and Cllr Scott was invited, and agreed, to join the meeting immediately.

- c) The Clerk advised that he would provide induction training for Cllr Scott in the next week or so and also arrange training by the Surrey Association of Local Councils (SALC) as soon as possible.

SB

*A temporary adjournment took place during the next item.*

### 6. HIGHWAYS AND TRANSPORT (matters relating to the County Council)

The Clerk advised that Surrey County Council (SCC) Highways had not provided an outline design for a section of verge in Lime Grove - the Clerk reminded Cllrs that SCC Highways were waiting to have confirmation that the part-funding by County Cllr Becky Rush was still available. The Clerk to send details of recent correspondence on this matter to Cllr Bloore who volunteered to contact the County Cllr for news.

SB

RB

The Clerk also advised that despite chasing-up SCC he was still waiting for news with respect to a post on Sunnybank suitable for the Parish Council's mobile VAS and, on whether SCC would be willing to review the position of the fixed VAS towards the bottom of Hillbury Road (lamp-post 19). He agreed to keep chasing for news on both items and to chase-up SCC Highways for the most recent report on parking enforcement in the area too.

SB

The Clerk confirmed that SCC Highways would undertake a survey of the condition of Waterfield Drive. He would monitor this for a response in due course.

Cllr Bloore advised that he would provide details of a proposal for double yellow lines on Landscape Road prior to the next meeting. Local residents were expected to submit these as part of the Tandridge Parking Review 2025.

SB

RB

### 7. WARLINGHAM COMMUNITY LIBRARY

The Clerk had circulated, prior to the meeting, a briefing provided by Cllr Prew in respect of the status of the library refurbishment project (Phase 1). Cllrs expressed their concern at the length of time it was taking to obtain TDC's agreement of the new lease and permission for refurbishment. The Clerk to ask local District Cllrs for their help and support to resolve these issues as soon as possible.

SB

### 8. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

- a) The Clerk to contact a representative of the Church Hall to seek agreement to the installation of a replacement storage shed, for use by the Council, on their land. If forthcoming, the Clerk to provide specifications and estimated costs at a future meeting.

SB

Cllrs noted that residents had responded positively to the recently planted trees and benches installed on School Common.

Cllrs noted that the refurbishment of the play area at Hamsey Green Recreation Ground by TDC was scheduled to be completed in May 2025.

- b) Cllrs agreed to the display of banners around The Green for the Warlingham Fair in June. The Clerk to confirm this to the applicant.

SB

Cllrs reiterated that any banners not approved by the Parish Council will be removed from The Green.

### 9. WARLINGHAM GREEN IMPROVEMENT PROJECT

Cllr Morrow provided a verbal summary of the Project Steering Committee meeting of 26<sup>th</sup> March and other recent activity. He was pleased to advise that the Design Phase had been completed and the cost was slightly below budget. SCC were now pressing ahead in preparation for construction to commence in June 2025. In respect of soft landscaping,

the Clerk was to seek expressions of interest from potential designers in late April / early May 2025. SB

Cllrs expressed their disappointment at the low turnout of people to see the exhibition at the library which preceded this meeting. However, Cllrs noted the positive feedback received in response to recent press releases and publicity of the Project.

Cllrs noted that the next Committee meeting was scheduled to take place on 16<sup>th</sup> April at 2pm.

#### 10. TANDRIDGE DISTRICT COUNCIL PARISH ASSEMBLY & THE COMMUNITY ASSETS TRANSFER PILOT PROJECT

- a) Cllr Pursehouse provided a verbal report of the status of the Community Asset Transfer Pilot Project following a meeting of Cllrs Bloore, Morrow and Pursehouse, along with the Clerk, with representatives of TDC.

This topic had also been discussed at the TDC Parish Assembly and Cllr Pursehouse felt that it would be helpful to convene a meeting of representatives from Parish Councils with a view to sharing information about asset transfer and future asset management. He also felt that membership of SALC would provide a useful source of advice and legal support over the coming months. Cllr Pursehouse, with the help of the Clerk, to organise a meeting with other Parishes and to also arrange a further separate meeting with representatives of TDC in order to drive discussions further forward. Cllr Pursehouse to provide an update at a future meeting. JP SB

- b) Cllr Pursehouse briefly summarised the other topics raised at the Assembly. In respect of the Local Government Review, Cllrs supported the proposal of three Unitary Authorities for Surrey and three elected representatives per division and agreed to endorse a letter to Government by Woldingham Parish Council supporting this position.

In respect of recent changes to the National Planning Policy Framework and the associated Planning Practice Guidelines, TDC had advised that training of Parish Council members would be provided to address the implications of 'Grey Belt'.

#### 11. PLANNING

- a) Cllr Morrow gave a verbal report of the Planning Committee meeting of 25<sup>th</sup> March 2025.

- b) Cllrs Patel and Whittington confirmed their availability to attend the next Committee meeting scheduled for 8<sup>th</sup> April 2025. The Clerk to also check the availability of Cllr Adams and to provide details of planning training, once available from SALC, to Cllr Doshi. AP MW SB

- c) Cllrs discussed how the Parish Council might deal with any future local planning application that is 'called-in' for consideration by the TDC Planning Committee. Cllr Morrow confirmed that he would be happy, if required, to attend future TDC Committee meetings and speak on behalf of the Council. SM

The Clerk to ask local District Cllrs to provide him with notice of cases scheduled to go the Committee at the earliest opportunity. In terms of employing a professional planning consultant to advise and/or represent the Council, this would be judged on a case-by-case basis and it would be the responsibility of the Parish Council's Planning Committee to bring such a case to the full Council for consideration. SB

#### 12. CORRESPONDENCE, CONSULTATIONS AND EVENTS

Cllr Bloore had received permission from TDC, on behalf of Warlingham Events, to hang red, white and blue bunting between the trees on The Green at the May Queen festivities in celebration of VE Day. Cllrs agreed that the Clerk purchase commemorative lamp-post badges for a maximum of £200 for tying around the trees for VE Day, and VJ SB

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Day later in the year.

Cllrs agreed that the 3<sup>rd</sup> May should be the date of the next Council-led litter pick to take place at the Common Land. Cllrs Patel and Pursehouse, along with the Clerk, to take the opportunity to inspect the Common Land for any fly-tipping, and any trees in need of professional inspection.

ALL  
AP  
JP  
SB

The Clerk to send out invitations to local voluntary groups and charitable organisations to have a display stand at the Annual Parish Assembly on 28<sup>th</sup> May 2025. The Clerk to also ascertain the cost of a PA system and procurement of associated equipment for the event.

SB

Cllrs noted that Warlingham Sports Club would be holding a public open afternoon on Saturday 12<sup>th</sup> April to give everyone the opportunity to view the new facilities.

ALL

### 13. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Cllrs discussed and agreed to submit an Expression of Interest to TDC for CIL funds in respect of Phase 2 of the Green Improvement Project (in response to the next bidding round to be launched by TDC on 1<sup>st</sup> May). Cllrs wished to implement Phase 2 of the Project in order to block pave the northern pavement and thereby complete block paving around the entire Green. Cllr Morrow volunteered to review the Expression of Interest form (once available on the TDC website) and agreed to prepare a submission, based on preliminary costings obtained from SCC, for sign-off by the full Council in May.

SM

### 14. COMMUNICATIONS

Cllr Pursehouse and the Clerk to prepare the next CR6 magazine article for publication in May 2025 on the subjects of the Green Improvement Project, the welcoming of new Cllr Ash Scott to the Council and VE Day celebrations. Cllrs agreed that, if necessary, any costs incurred to have a two-page display of the full presentation drawing of the Green Improvement Project (Phase 1) should be met by the Council (estimated at circa £170) due to the distribution of the magazine to virtually all households in Warlingham.

JP  
SB

The Clerk to provide a copy of the article to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively.

SB  
KP  
JP

### 15. PAYMENTS AND EXPENDITURE

Cllrs noted and authorised the list of payments totalling £76,726.94 as shown in Appendix 1: Schedule of Payments. The Clerk to dispense these approved payments.

SB

Cllrs agreed expenditure of up to £55 for a pitch at the Warlingham Fair. The Clerk to complete an application and send to the organisers of the event.

SB

### 16. NEXT MEETING

Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 7<sup>th</sup> May 2025.

ALL

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

None.

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### **Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2564	Surrey County Council	55,250.00	Green Improvement Scheme – Detailed Design Phase (Funding Schedule items 6, 7 & 14)
2565	Surrey County Playing Fields Association	10.00	Affiliation fee 2024/2025
2566	Tandridge District Council	9,500.00	Contribution towards new play equipment for the play area at Hamsey Green Recreation Ground.
DD	SSE Energy Supply Limited	72.70	Power to The Green charges December 2024 to February 2025 (£69.24 net of VAT)
2567	Simon Bold	**	Clerk's salary and Green Improvement Project additional hours for March 2025
2568	Simon Bold	323.51	Reimbursement of costs incurred during March 2025 including £268.48 (£223.73 ex-VAT) for two national flags
2569	Tina Picanza	**	Library Volunteer Coordinator's salary for March 2025
2570	Tina Picanza	8.05	Reimbursement of library costs incurred during March 2025
2571	Surrey Pension Fund	517.96	Employee and employer pension contributions for March 2025.
2572	HM Revenue & Customs	2,519.53	PAYE (Tax & NI) for Q4 2024/25
2573	Surrey ALC Limited	2,399.78	SALC and NALC subscriptions 2025/26
2574	Tandridge District Council	3,782.85	Purchase of three benches and contribution to their installation on School Common.
	<b>Total</b>	<b>£76,726.94</b>	

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

*DD= Direct debit.*