



THE TRANSPORTATION TASK GROUP

SURREY COUNTY COUNCIL LOCAL COMMITTEE (GUILDFORD)

23rd JUNE 2010

KEY ISSUE

This report seeks confirmation of nominations to the Transportation Task Group following changes in Membership of the Committee, as well as confirmation of the Task Group's Terms of Reference.

SUMMARY

The Task Group deals with Transportation matters which require detailed discussion outside meetings of the Local Committee. Such matters include the development of the Minor Improvements and Speed Limit Programmes, the Park & Ride strategy, the Guildford Intermediate Scheme and the Local Transport Plan.

Report by

LOCAL HIGHWAYS MANAGER

Surrey Atlas Ref.:

N/A

GUILDFORD B.C. WARD(S)

N/A

COUNTY ELECTORAL DIVISION(S)

N/A

OFFICER RECOMMENDATIONS

The Committee is asked to agree:

- (i) the membership of the Transportation Task Group for 2010/11, having regard to paragraphs 3 to 5.
- (ii) that the Terms of Reference for the Transportation Task Group as set out in **ANNEXE A** be approved.

PURPOSE OF THE TASK GROUP

- 1 In recent years, a Task Group of Local Committee Members has met as required to consider transportation-related matters which require informal discussion prior to meetings of the full Local Committee. These meetings are informal, and the Task Group has no decision-making powers, but the meetings enable detailed discussion in a manner which is not possible during formal meetings of the Local Committee. The recommendations of the Task Group are then reported to the full Local Committee for formal discussion and decision.
- 2 Matters which have been discussed in the past include:
 - **The Minor Improvements Scheme and Speed Limit lists:** This annual meeting takes place in the autumn each year, and enables detailed consideration to be given to each scheme on the list, and proposals put forward for adding to the list. Since the budget for these activities has been reduced to zero for this year, and probably for some years to come, this annual meeting will not be required for the time being.
 - **Development of the Park and Ride strategy for Guildford.** The Task Group has met on a number of recent occasions to discuss the Park & Ride strategy including pricing, bus contracts and use of the Spectrum car park.
 - **The Guildford Intermediate Scheme.** The Task Group has in the past effectively acted as a Steering Group for this group of projects, including the bus lanes, park and ride schemes and proposals for the Guildford gyratory.
 - **The Local Transport Plan programme,** as required for submission to the government.
 - **Other matters requested by Members.** In the past, this has included a detailed presentation on maintenance issues.

- 3 While the Task Group has no decision-making powers, it is helpful if the membership of the Task Group is broadly representative of the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough. Having said that, the role of the Task Group is primarily strategic, since one of its principal purposes is to decide which projects represent good value for money in terms of Local Transport Plan objectives and strategies. Its members therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.

MEMBERSHIP OF THE TASK GROUP

- 4 On 6 June 2002, the Committee resolved that the Task Group should comprise the Chairman, Vice-Chairman and one other County Member, together with GBC's Lead Member for Environment and two other Members from GBC. Over the past year the Task Group comprised Cllrs. Nevins, Barker, and Goodwin for the County Council, and Cllrs. Wicks, Patrick and Phillips for the Borough Council.
- 5 In view of recent changes in the membership of the Committee, the Committee is asked to nominate Members to the Task Group. In the light of the resolution above, the Task Group should comprise Cllrs. Brett-Warburton and Ellwood as chairman and vice-chairman plus one further County Council Member and Cllr Wicks plus two further GBC Members.

TASK GROUP TERMS OF REFERENCE

- 6 It was resolved at the meeting of the Committee on 27 September 2007 to adopt formal Terms of Reference for the Task Group in order to assist the Committee in understanding the work of the Task Group and ensure greater transparency of decision-making for members of the public.
- 7 Under Surrey County Council's (SCC) Constitution, any Committee that establishes a formal Task Group should adopt clear Terms of Reference that set out its purpose, membership and relationship to the full Committee, together with the role of officers supporting the Task Group.
- 8 The adopted Terms of Reference are attached as **ANNEXE A**. These have not changed since last year, and the Committee is invited to confirm its approval of these for the year ahead.

CONSULTATIONS

- 9 All schemes are subject to appropriate public consultation as they are developed.

VALUE FOR MONEY & FINANCIAL IMPLICATIONS

- 10 There is no specific budget set aside for the Task Group but Members should be aware that significant officer time and costs are incurred in producing information for them.

EQUALITIES & DIVERSITY, CRIME & DISORDER AND SUSTAINABLE DEVELOPMENT IMPLICATIONS

- 11 This report has no such implications

CONCLUSIONS & REASONS FOR RECOMMENDATIONS

- 12 The work of the Transportation Task Group has been invaluable in considering the implications of complex issues where priorities have to be established within limited budgets and taking into account the wishes of local residents expressed through public consultation.

WHAT HAPPENS NEXT

- 13 If agreed the Terms of Reference will be adopted as part of the Committee's agreed local practices and the Task Group will continue to meet as required.

LEAD OFFICER

DEREK LAKE
LOCAL HIGHWAYS MANAGER

TELEPHONE NUMBER

01483 517501

BACKGROUND PAPERS

Guildford Local Committee Reports:
6 June 2002, 10 July 2003, 21 July 2005,
15 June 2006, 14 June 2007 and 24 June 2009.

ITEM 17 : ANNEXE A

TRANSPORTATION TASK GROUP - TERMS OF REFERENCE

- 1 The Local Committee will annually (at the first formal meeting after the beginning of the municipal year):
 - determine the role, appointees and lifespan of the Transportation Task Group
 - review the operation of the Task Group over the previous year
 - agree criteria for consideration by the Task Group and make those criteria available to all Members of the Committee.

- 2 The Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers. The Task Group will:
 - unless otherwise agreed, meet in private
 - where appropriate develop an annual work programme
 - formally record its actions
 - if it wishes, respond to an officer report and submit its own report to the Local Committee.

- 3 Officers supporting a Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee.

- 4 The Transportation Task Group will contain six members of the Local Committee: three County and three Borough Councillors, chosen by the Committee (i.e. both SCC and GBC Members) as required whenever the membership of the Committee changes, e.g. following local elections or revised nominations to the Local Committee.

- 5 Included in the membership of the Task Group will be the chairman and vice-chairman of the Committee and the GBC Lead Member for Environment. The other Members will be chosen with a view to ensuring as far as possible that the Task Group is broadly representative of the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough.

- 6 The role of the Task Group is primarily strategic, since one of its principal purposes is to decide which projects represent good value for money in terms of Local Transport Plan objectives and strategies. Its members will therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.

- 7 The Task Group's function is to consider any transportation-related matters that require informal discussion prior to meetings of the full Local Committee. This will include the Minor Improvements Scheme and Speed Limit lists, the Park and Ride strategy, Guildford Intermediate Scheme, the Local Transport Plan programme and other matters requested by Members.

ITEM 17 : ANNEXE A

TRANSPORTATION TASK GROUP - TERMS OF REFERENCE

- 8 The Task Group will on an annual basis assess local needs and report their prioritised schemes to the next available meeting of the Local Committee for formal agreement.
- 9 When required by a Local Committee decision or advised by the Local Highways Manager the Task Group will consider the nature, extent and format of consultations on schemes.
- 10 The Task Group will take into account the results of consultations and the outcome of this will either inform the Local Highways Manager's implementation of an agreed scheme or, when required by the Local Committee, inform the Local Highways Manager's recommendations for its decision.
- 11 Recommendations to the Local Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice of the Local Highways Manager.