

**DRAFT MINUTES TO BE FORMALLY AGREED AT THE NEXT MEETING OF
THE COMMITTEE**



Minutes of meeting

LOCAL COMMITTEE (WAVERLEY)

Date: FRIDAY 17 JUNE 2011

Time: 2.00PM

Place: WRECCLESHAM COMMUNITY CENTRE

Members present:

Surrey County Council

Mrs P Frost (Farnham Central) (Chairman)
Mr S Renshaw (Haslemere) (Vice-Chairman)
Mr S Cosser (Godalming North)
Mr D Harmer (Waverley Western Villages)
Mr P Martin (Godalming South, Milford and Witley)
Mr D Munro (Farnham South)

Waverley Borough Council

Mrs Carole Cockburn (Farnham Bourne)
Mr Brian Ellis (Cranleigh West)
Mr Robert Knowles (Haslemere East and Grayswood)
Mr Denis Leigh (Milford)
Mr Bryn Morgan (Elstead and Thursley)
Mr Simon Thornton (Godalming Central and Ockford)
Mr Brett Vorley (Cranleigh East)
Mr John Ward (Farnham Shortheath and Boundstone)

All references to Items refer to the Agenda for the meeting.

The Chairman welcomed members to the first meeting of the municipal year, especially Borough Council representatives who were attending for the first time. The remit and powers of the Committee were outlined and the Chairman expressed her wish to foster partnership working through the Committee. A training session for members would be arranged.

14/11 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Item 1)

Apologies were received from Mr B Adams, Dr A Povey and Mr A Young; Ms D Le Gal was absent.

15/11 MINUTES OF THE LAST MEETING: 18 March 2011 (Item 2)

The minutes were agreed to be a correct record of the meeting and signed by the Chairman.

16/11 DECLARATIONS OF INTEREST (Item 3)

Two declarations of personal interest were made:

- By Mr S Cosser in relation to Item 9 on the grounds that he had been a member of a walking group organised by one of the members of the public who addressed the Committee in support of the proposal.
- By Mr D Harmer on the grounds of his membership of the Safer Waverley Partnership as a representative of Surrey Police Authority, to which he had been appointed by the County Council.

17/11 PETITIONS (Item 4)

A petition was presented by Mrs Susan Schonegevel on behalf of residents of York Road and Lancaster Avenue, Farnham. Residents were concerned about the current pattern of on-street parking in this neighbourhood and its impact on safety and access and had developed some suggested amended restrictions. The petition requested that:

- (i) York Road and Lancaster Avenue should be included in the current review of controlled parking zones and that residents should be consulted before the formal consultation phase.
- (ii) On grounds of safety and access any agreed plans be implemented with immediate effect.

The Chairman guaranteed that the concerns and proposals would be considered. The report on the current parking review will be considered at the next meeting of the Committee on 16 September 2011. It was hoped more generally that residents' associations could be consulted before the proposals emerging from the parking review are finalised.

18/11 FORMAL PUBLIC QUESTIONS (Item 5)

There were no public questions.

19/11 **MEMBERS' QUESTIONS (Item 6)**

One member's question was received from Mr R Knowles: the Committee's response is set out in **Annex 1**.

Mr Knowles asked supplementary questions on each response provided:

- (i) What evidence exists for the changed proposal for coverage at Haslemere Fire Station ? The officer response explained that the original proposal had been informed by concerns about the availability of Retained Duty System (RDS) staff at Haslemere. However, further discussions had led to the conclusion that RDS cover would be sufficient to allow the proposed framework to be reformulated on this basis. Implementation will not take place until 2013 and there is flexibility in the framework to allow further assessment of the feasibility of the proposed arrangements at Haslemere.
- (ii) If Haslemere Fire Station were to close as a consequence of a new station opening at Milford, how would the Service respond to emergencies in Haslemere in the light of reduced cover in the neighbouring areas of Hampshire and West Sussex and especially in bad weather conditions ? In response, it was explained that possible closure of Haslemere Fire Station would be considered amongst a range of criteria in the event of any possible site at Milford being assessed. Likewise the situation in Hampshire and West Sussex would be given full consideration and any current proposals will be discussed with colleagues in these areas. However, closure of Haslemere Fire Station need not be an automatic consequence of the development of a new site at Milford; there may be options to relocate in the immediate area in discussion with the neighbouring authorities. The Service is aware of the challenges posed by accessibility and travel times in Waverley and risks relating to road conditions would be taken into account.

The Chairman requested that any future changes to coverage in Waverley should be reported to the Committee.

20/11 **LOCAL COMMITTEE PROTOCOL ON PUBLIC ENGAGEMENT (Item 7)**

Resolved to confirm the provisions of its Local Protocol on Public Engagement as set out in Annex 1 of the report.

Reason for decision:

To maintain the level of public interest in the Committee's business achieved by the arrangements set out in the Protocol.

21/11 **ESTABLISHMENT OF TASK GROUPS REPORTING TO THE LOCAL COMMITTEE 2011-2012 (Item 8)**

Although members welcomed the continuation of the Joint Hampshire/Surrey Working Group as a sign of its commitment to addressing cross-border matters, it was noted that this had not been matched by Hampshire County Council. Efforts to reinvigorate this channel of communication would be maintained. Attention was drawn to the emergence of a number of cross-border concerns in West Sussex and it was felt that these should be addressed separately at the most appropriate time.

Resolved:

- (i) That the Local Transport Plan (LTP) Task Group should continue for the Council year 2011-2012 reporting to this Committee.
- (ii) That the following local Task Groups should continue for the Council year 2011-2012 reporting to the LTP Task Group on funding priorities and directly to the Committee on other matters:

Farnham
Godalming, Milford and Witley
Haslemere and Western Villages
Cranleigh and Eastern Villages

- (iii) That the Terms of Reference for Task Groups set out at Annex 1 of the report should be confirmed.
- (iv) That the Committee should continue to nominate members to the joint Surrey County Council/Hampshire County Council Task Group.
- (v) That the membership of the LTP Task Group for the Council year 2011-2012 should be as set out below and to agree that representation from relevant partner agencies at the local Task Groups, where not already notified, should be sought.

LTP Task Group:

Surrey County Council members: Mrs P Frost (Chairman), Mr S Cosser, Mr D Harmer, Mr D Munro, Mr S Renshaw.
Waverley Borough Council members: Mr B Adams, Mr B Ellis, Mr R Knowles

Reason for decision:

The work of task groups 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. The task groups give the opportunity of the involvement of representative bodies other than Committee members and to develop partnership working.

NON-EXECUTIVE FUNCTIONS

22/11 ALLEGED PUBLIC FOOTPATH(S) BETWEEN CHURCH LANE AND PUBLIC FOOTPATH 130 (WITLEY) (Item 9)

The following exercised their right to speak in favour of the application, reinforcing the position already expressed in their written evidence as to their long-term and unchallenged use of the footpath(s) in question:

- Mrs Rosemary Bryant
- Mrs Christy Crouch (in her private capacity, not as a Parish Councillor)
- Mr Jonathan Sargant
- Mr Philip Greig

Resolved that:

- (i) Public footpath rights are recognised over routes A-D, B-D and C-D on drawings 3/1/16/H25 and H26 and that this application for a MMO under sections 53 and 57 of the Wildlife and Countryside Act 1981 to modify the Definitive Map and Statement by the addition of the aforementioned footpaths is approved. The routes will be known as Public Footpaths no. 599, 600 and 601 (Witley).
- (ii) A legal order should be made and advertised to implement these changes. If objections are maintained to such an order, it will be submitted to the Secretary of State for Environment, Food and Rural Affairs for confirmation.

Reason for decision:

The evidence shows that public footpaths are alleged or are reasonably alleged to subsist over the routes A-D, B-D and C-D on plans 3/1/16/H25 and H26.

EXECUTIVE FUNCTIONS

23/11 HIGHWAYS SCHEMES UPDATE REPORT (Item 10)

In relation to the revenue maintenance budget members were keen to ensure that sufficient resources are available for the implementation of the parking review which is due to be reported to the Committee in September. The Godalming, Milford and Witley Task Group has allocated funding to this from the capital programme budget and will not be disadvantaged in the light of this alternative revenue funding stream. A regular update report on the progress of the revenue maintenance budget was requested.

The Committee welcomed the extent of the Major Maintenance, Surface Treatment and Footway and Drainage programmes.

Resolved to:

- (i) Approve the suggested use of the £100,000 highway revenue budget for 2011/12 with priority being given to implementation of the parking review.
- (ii) Note the planned capital maintenance programme for 2011/12.
- (iii) Note progress on highway improvement schemes.

Reason for decision:

The Committee was invited to allocate its highway revenue budget and wishes to be kept informed of the progress of maintenance and improvement schemes.

[Mrs C Cockburn left the meeting at this point.]

24/11 **COMMUNITY PRIDE FUND (Item 11)**

The Committee welcomed this initiative but felt that the processes necessary to arrange work locally were at this stage unformed. Members will develop local approaches to liaison with their Community Highway Officer and to engagement with local organisations, including Town/Parish Councils. It was confirmed that commitments already in place to fund works from central budgets would be honoured.

Resolved that:

- (i) Funding is devolved to each County Councillor based on an equitable allocation of £5,000 per division
- (ii) Individual Members allocate their funding based on the principles detailed in the Annex.
- (iii) Members should contact the Area Maintenance Engineer to discuss any specific requirements and arrange for the work activities to be managed on their behalf.

Reason for decision:

The Committee had an opportunity to agree arrangements for allocating this new fund.

25/11 **ANNUAL REVIEW OF MONITORING OF APPLICATIONS FOR GOODS VEHICLE OPERATOR'S LICENCES (Item 12)**

[Taken before Item 10.]

The Committee welcomed the report and expressed satisfaction with the arrangements in place for notifying members of applications within their division. It was explained that Parish/Town Councils are not statutory objectors (unless owners of any adjacent property) but may express their views on local applications to the County Council.

An amendment to recommendation (ii), proposed by the Chairman and seconded by Mr S Renshaw, was agreed by the Committee and reflected in resolution (ii) below.

Resolved to:

- (i) Note that there is now an established system in place for notifying and consulting County Councillors of applications in their divisions.
- (ii) Note that training for members was carried out in September and November 2009 and made available to all County Councillors and to request that training for councillors be repeated and offered to Borough Council members of the Local Committee.
- (iii) Note the contents of this annual information report.

Reason for decision:

Local Committees receive an annual report on this topic.

26/11 **SURREY FIRE AND RESCUE SERVICE BOROUGH PLAN FOR WAVERLEY 2011-2012 (Item 13)**

In addition to the contents of the report which described the Service's approach to addressing risk in Waverley and further improving its performance, the Committee was informed that a recent cross-agency exercise had take place to test emergency procedures at the Hindhead Tunnel. The service has continued to learn lessons from its experience of major heathland fires: it has improved the information held and made available to crews and put into service new appliances which enable wild fires to be attacked at an earlier stage. Members expressed their appreciation of the educational activities in which the Service engaged and were reassured that appropriate links are maintained with other County Council services (e.g. with the Youth Justice Service in relation to the Youth Engagement Scheme).

A response would be obtained to a specific request seeking clarification on the availability of appliances in Waverley and confirmation that the information in the Borough Plan is consistent with that given in the response at Item 6.

Resolved to:

- (i) Recognise the achievements of the borough teams within Waverley in 2010 /11 and support their commitment to improve initiatives to reduce risk and make Waverley safer through the delivery of the borough plan.
- (ii) Note the targets and initiatives set within the Waverley borough plan for 2011/12 and support the Fire and Rescue Service in the delivery of this plan.
- (iii) Support the achievements of the retained duty personnel at Godalming, Cranleigh, Dunsfold and Haslemere and acknowledge the

availability offered by employers who release staff, and those who are self-employed.

Reason for decision:

The Committee considers the plan on an annual basis.

[Mr B Vorley left the meeting during this item.]

27/11 **LOCAL PREVENTION FRAMEWORK (Item 14)**

The Assistant Director for Young People outlined the principles underlying the proposals for Waverley and reassured the Committee that they were intended to deliver more front-line youth work than is currently the case. He noted the previous concerns expressed by members who felt that Waverley had been disadvantaged in having only one County Council-owned youth centre (Haslemere) but three urban centres in which County Council Youth Workers deliver services through premises owned by other organisations (Farnham, Godalming and Cranleigh). As a response to this he announced a proposal which, subject to approval by the Programme Board, would compensate Waverley to a significant degree in recognition of the specific configuration of youth provision in the borough.

Members welcomed the possibility of this proposed realignment of resources. The Committee was reminded that it would also have access to a grant allocation of £27,000 which would enable it to support those small local organisations which deliver significant results.

Officers explained the remit and process of the proposed Youth Services Task Group. It was confirmed that the Borough Council representatives need not be Local Committee members: it was open to the Committee to make a local decision on membership provided that the terms of reference are adjusted accordingly.

Resolved to:

- (i) Note the involvement of the Local Committee in the process outlined at Annex B of the report for the commissioning of local youth preventative services
- (ii) Establish a youth task group of four councillors (the Youth Services Task Group) with terms of reference defined at Annex C of the report. The members will be: Mr D Munro, Mr S Cosser, Mr S O'Grady, Mrs C King.
- (iii) Note that the cost of supporting centre-based youth work delivered from centres not owned and operated by the County Council may have to be met from the framework allocation during the first transitional year of the new arrangements.

Reason for decision:

The decisions will support the Council's priority to achieve "zero NEET", i.e. for 100% of young people aged 16 to 19 to be in education, training or employment.

[Mr D Leigh left the meeting during this item.]

28/11 **ANNUAL REPORT ON THE SAFER WAVERLEY PARTNERSHIP (Item 15)**

Members from Haslemere expressed some concerns about a recent spate of high-profile burglaries, along with the fear that public confidence might be put at risk if a perception becomes prevalent that Waverley is an easy target, especially at night. It was pointed out that flexible and responsive Police teams are in place and that intelligence from members of the public plays a major part in addressing crime; in addition the Partnership has arrangements in place to focus on significant patterns of crime. These members felt, however, that the recent incidents are unlikely to have been perpetrated by local people and that, despite the distances involved in travelling to parts of Waverley, reassurance was required that the Police response could be fast enough to deal with such events. The concern was not shared by all members and the response in Godalming was felt to be good, although it was suggested that this might be due to its proximity to Guildford. It was agreed that data on response-times would be sought with a view to circulating these to members.

A concern was raised about the effectiveness of School Speed Watch and the prevalence of poor and dangerous parking in the vicinity of schools. The Partnership has identified speeding as the major source of danger in these areas and the resources to concentrate on parking around schools do not exist. It was felt that drivers should take responsibility themselves for safe parking in these areas.

Resolved to:

- (i) Note the contents of the report and the activities of the Partnership in the year 2010-11.
- (ii) Offer comments on the work of the Partnership and on priorities for the future.

Reason for decision:

The Local Committee wishes to receive periodic reports on the work of the Safer Waverley Partnership, its achievements and priorities and to consider its contribution to these.

[Mr B Ellis left the meeting during this item.]

29/11 **LOCAL COMMITTEE BUDGETS 2010-2011 (Item 16)**

Resolved to:

- (i) Note the actions carried out under delegated authority.

- (ii) Divide its capital budget for 2011-2012 equally among the none County Council members of the Committee.
- (iii) Delegate to the Community Partnership Manager and Community Partnership Team Leader (West Surrey) the authority to approve budget applications (and refunds) of up to and including £1000, subject to these being reported to the Committee at the following meeting.
- (iv) Agree that the community safety budget (£2500) delegated to the Local Committee be transferred to the Safer Waverley Partnership and that the Community Partnership Manager authorize its expenditure in accordance with the Local Committee's decision.
- (v) Note that the budget of £12,000 which is ring-fenced for the use of the Community Safety Partnerships subject to domestic abuse outreach being provided, will be paid to the Surrey Community Safety Unit which now manages and administers the funding to the domestic abuse outreach providers in Waverley.
- (vi) Approve the application for expenditure annexed to this report.

Reason for decision:

The Committee is required to agree arrangements for the allocation of its budgets.

30/11 LOCAL COMMITTEE FORWARD PROGRAMME (Item 17)

It was noted that the venue for the 16 March 2012 meeting would be changed.

Resolved to note the proposed contents of the Forward Programme.

Reason for decision:

To enable the Committee to plan its programme of reports.

The meeting closed at 5.05 pm

..... **(Chairman)**

Contact:

David North (Community Partnership and Committee Officer)
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ANNEX 1: MEMBER'S QUESTION

From Mr Robert Knowles

1. The Surrey Fire and Rescue Service (SFRS) draft Public Safety Plan (PSP) proposals, included a proposal to increase the full-time day cover at Haslemere from five to seven days per week. The revised plan to be considered by the County Council's Cabinet now only provides weekday (five day) full-time cover at Haslemere. What evidence caused this change to be made in the proposal ?
2. The revised PSP proposals include a line: "a fire engine based in the Milford area. This would impact on the fire engines at Godalming and Haslemere" (paragraph 9.11(d)). Whilst this is an aspiration, are plans to close Haslemere Fire station and cover the town from eight miles away under consideration ?

Response

1. The draft proposal was based upon the Service's experience of the Retained Duty System (RDS) and the intention to radically reform this duty system. Whilst this intention is still paramount, consultation with staff has seen a shift in emphasis regarding the use of RDS or 'on-call' staff. The change to the proposed crewing at Haslemere, which is reflected at Godalming, has seen a move to 5 days a week wholtime cover, with the remaining periods of cover provided by 'on-call' staff. This is what currently happens at Haslemere.

A further revision to the proposals has seen the fire engine at Dunsfold being made available at nights and weekends. This additional fire engine means that at nights and weekends there will be five fire engines available in Waverley, four of which will be crewed by 'on-call' staff. During the weekday the number of fire engines in the borough will be four, three of which will be crewed by wholtime firefighters which means they are available on an immediate basis.

These proposals are predicated on the Service achieving the reforms required to the RDS, ensuring the availability of staff and increasing the levels of training and development.

2. The statement regarding Milford has been made to provide a clear indication of the intentions of the Service to improve the locations of several of our fire stations. The Milford location is one that we believe would provide improved cover to a number of locations within the surrounding area.

If a suitable location and the required funding were available the subsequent plans for Haslemere and Godalming would be developed through further analysis and consultation. Subject to the analysis and consultation feedback there is a possibility that Haslemere fire station could be considered for closure. It is important to emphasise that this analysis has not been undertaken and any decision would also depend upon potential changes made to emergency response cover provision by both Hampshire and West Sussex Fire and Rescue Services in the areas that adjoin Haslemere.

ANNEX 2

INFORMAL PUBLIC QUESTION

The meeting was preceded by an informal public question time. The matters raised are summarised below. This summary does not form part of the formal minutes of the meeting.

Mrs Betty Ames declared a personal interest in the matter raised as she lives adjacent to Dunsfold Park and had attended recent inquiries into applications for Goods Vehicle Operator's licenses. Mrs Ames asked whether the Committee could promote better consultation with the Borough and Parish Councils in the submission of objections to applications.

In response, the relevant County Council officer pointed out that the process is not managed by the County Council. Although she is unable to commit to routinely consult Parish Councils and the Borough Council, she does try to involve Parish Councils and finds that County Councillors are a useful channel through which they can be engaged. The Borough Council is a statutory consultee and has the same opportunity to object to notified applications as the County Council. She is happy to liaise with the Borough Council on applications at Dunsfold Park. The Chairman undertook to discuss with the Leader of Waverley Borough Council opportunities for improving liaison on these matters.