



Woking Joint Committee

Together shaping our Borough

SUPPLEMENTARY AGENDA ITEMS AND LATE REPORTS

6.00pm – 9.00pm
Wednesday, 11 November 2020

VIRTUAL MEETING

If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language please call Nikkie Thornton-Bryar, Partnership Committee Officer on 01483 404788 or email nicola.thorntonbryar@surreycc.gov.uk

This is a meeting in public. If you would like to attend and you have any special requirements, please contact us using the above contact details.

SUPPLEMENTARY AGENDA ITEMS

5 WRITTEN PUBLIC QUESTIONS - 6.45PM

(Pages 1
- 6)

To answer any questions from residents or businesses within the Woking Borough area in accordance with Standing Order 14.2. Notice should be given in writing or email to the Community Partnership and Committee Officer by 12 noon four working days before the meeting.

4 Written Questions have been received and the questions and answers given are attached

6 WRITTEN MEMBER QUESTIONS

(Pages 7
- 8)

To receive any written questions from members under Standing Order 13. The deadline for member questions is 12 noon four working days before the meeting.

3 Written member questions have been received and the questions and answers given are attached

7 PETITIONS

(Pages 9
- 12)

To receive any petitions in accordance with Standing Order 14.1. Notice should be given in writing or by email to the Community Partnership and Committee Officer at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council or Woking Borough Council's e-petitions website as long as the minimum number of signatures (30) has been reached 14 days before the meeting.

Petitions received:

- Implement a shared pedestrian and cycle path on the remainder of the south side of the A245 Parvis Road between Byfleet Queens Head and West Byfleet Highfield Road - Keith Cresswell
- Sutton Green traffic calming

Written responses are attached

11 PARKING REVIEW REPORT - 7.30PM

(Pages
13 - 16)

Surrey County Council's Parking Strategy and Implementation Team have carried out a review of on street parking restrictions within the borough of Woking and identified changes which would benefit road safety and reduce instances of obstruction and localised congestion.

Joint Committee approval is required in order to progress these changes firstly to the stage of 'formal advertisement', where the proposed restrictions will be advertised for 28 days and open to support, comments or objections from members of the public and then to implementation.

An additional parking proposal for Hillside is attached together with drawing

16 COMMUNITY INFRASTRUCTURE LEVY FUNDING BID - PYRFORD

(Pages
17 - 44)

The funding bid report is attached together with associated paperwork and costs

a **COMMUNITY INFRASTRUCTURE LEVY FUNDING BID -
GOLDSWORTH PARK**

(Pages
45 - 54)

A late funding application has been made for Goldsworth Park, together with associated paperwork attached.

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WOKING JOINT COMMITTEE

DATE: 11 NOV 2020
SUBJECT: WRITTEN PUBLIC QUESTIONS
DIVISION: WOKING

Question 1: Clare Johnston, local resident

2 years on from the initial petition, Sopwith Drive still needs a safer pedestrian crossing for access to Brooklands Community Park and Cherrylands Nursery.

What action will this committee take in 2020 to make the crossing safer for the children and people of our communities?

Answer

This petition was presented to the Elmbridge Local Committee at its meeting on 26 November 2018 and although the petition was never formally presented to the Woking Joint Committee, a question was asked about this matter at the Joint Committee meeting on 13 March 2019.

An item to consider the introduction of a controlled pedestrian crossing on Sopwith Drive had been included within our overall work programme for a number of years prior to the petition and question; it remains on our programme and is currently ranked 18th out of 70 or so potential schemes on our list.

All the schemes on this list are point scored against the same criteria to allow us to prioritise them as best as we can and whilst the petition and question have highlighted to the members of the Elmbridge and Woking Committees it does not alter the way in which the schemes are ranked. Whilst officers will make recommendations about which schemes should be promoted in any given year, the Members of the Woking Joint Committee are at liberty to promote schemes out of priority order or to add extra items to our list of schemes. As Members will know, it is sometimes necessary to promote the schemes that are on our list out of priority order to make best use of the available budgets.

This length of road has a relatively good collision history compared with many locations although it is acknowledged that the only collision along the length of Sopwith Drive in the last 5 year period, between the Parvis Road and Barnes Wallis Drive roundabouts (but not including the roundabouts themselves) did involve a young male cyclist who was crossing the road. However, Members will remember that one of this year's ITS schemes was to improve the existing uncontrolled crossing point to the north of Viscount Gardens and this work was completed by the end of June 2020. Visibility along Sopwith Drive from this existing crossing point is very good and the double yellow lines that were applied over the summer appear to have removed the obstructive goods vehicle parking that had become particularly bad during the first national Coronavirus lockdown.

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It is also acknowledged that there could be a certain amount of suppressed demand due to the absence of a controlled pedestrian crossing but it is also clear that the work that would be required to provide such a crossing would exceed the Joint Committee's annual budget, based on current and recent funding levels. Although the Elmbridge Local Committee has indicated that there may be scope for some CIL funding from the Weybridge / Brooklands area

Question 2: Trevor Caldwell, Sally Cormac and Andrew Murrin, Woodham Road residents

SPEEDING AND DANGEROUS DRIVING ON WOODHAM ROAD

Residents are seriously concerned about speeding and dangerous driving on Woodham Road, with over 200 hundred residents having signed a petition (<http://chnq.it/WR8d7B9h>) seeking action to tackle the problem. This concern has been echoed by Halstead School and parents. The petition was sparked by the horrific fatal crash that occurred on Woodham Road on Sunday 30th August. One young man is dead, and the accident could have been much worse with two pedestrians close enough to witness the flying motorcycle.

Residents have previously raised the issue of speeding on Woodham Road and two small roundel flashing 30's have been erected. These are unfortunately frequently ignored with vehicles failing to brake when the sign illuminates. Recent speed monitoring using a 7-day automatic traffic count has confirmed both the level of traffic on Woodham Road and the excessive speed of users, where between 7:00 am and 7:00 pm, 50% of the traffic exceeds the 30 mph limit and a vehicle exceeds 40mph every 5 minutes or so.

Speeding is clearly a problem on this road. This is compounded by the quantity of traffic, with 3 vehicles a minute during the rush hour as Woodham Road becomes increasingly a rat run into Horsell and a bypass of the traffic queues both going west on Shore's Road and going east on Chertsey Road.

More obviously needs to be done to lower speeds and hence reduce the likelihood and severity of collisions and make our community a more pleasant place to live. Whilst we understand that the accident investigation has not yet been completed, and officials are restricted in what they can say, we do believe that further action will be required and we request the JC to ;

- 1. Immediately undertake a comprehensive assessment of speed levels along Woodham Road. We would propose monitoring at least at either end and in the middle to both determine speed limits and to understand traffic flows.**
- 2. Confirm that funds will be made available in the 2021-22 budget to implement whatever measures are required both to address this serious problem and to prevent further tragedy.**
- 3. Add speeding and dangerous driving on Woodham Road to the March 2021 agenda of the JCC to allow the results of the monitoring and of the accident investigation to be considered and appropriate measures planned for the 2020-21 budget year.**

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Answer from Highways Office

We are aware of residents' concerns about vehicle speeds on Woodham Road, which, along with a many other roads in the Borough, is recorded on our Speed Management Plan.

The Speed Management Plan (SMP) is a prioritised list of roads where concerns have been raised about vehicle speeds. This is periodically reviewed in conjunction with colleagues in our Road Safety Team and Surrey Police Officers. All the roads on the list have speed surveys undertaken to determine the extent of any speeding issues and these results, combined with the personal injury collision history for each road, allow the police to prioritise their enforcement resources. Any roads where it is determined that there is no issue with excessive speeds will generally remain on the Speed Management Plan, but would not be an active site in terms of police enforcement or routine speed monitoring.

Speeds do appear to have increased on Woodham Road since it was first included on the SMP, and as a result of correspondence that we had with several other residents of the road in 2018 and 2019, the road was elevated to the "high" category within the SMP. Also as a result of that correspondence, an item was added (in May 2019) to our overall work programme for "speed reducing measures" to be considered along the road. This item was added before the fatal collision took place, and at that time, the only personal injury collisions along the road had taken place at the Woodham Rise junction. The main contributory factor in these collisions was a failure of vehicles on Woodham Rise to give way at the junction with Woodham Road, despite the presence of give way and advanced give way signs. These signs have subsequently been replaced with yellow backed versions of the same signs to make them more prominent (it should be noted that the provision of a yellow backing board is not a legal requirement).

As a result of the personal injury collision history along the road at that time, and given that physical traffic calming tends to be used as a casualty reduction measure rather than solely to reduce vehicle speeds, it was not possible to confirm to residents when any scheme may be promoted at this location. All highway improvement schemes within Woking are prioritised, and proposed to the Woking Joint Committee for funding in priority order.

It was also suggested to a couple of residents, including one of the petitioners, that consideration might be given to submitting a petition to the Woking Joint Committee to show the level of residents' concern. One other suggestion that was made was to consider an approach that was taken in Park Road, Maybury whereby the on-street parking places were "de-regulated" and rather than being subject to any time limits or permit only use, they could allow all day parking. We have had complaints about the parking that takes place in the 50mph section of Woodham Road and so it seems reasonable to assume that some of this might transfer to the bays in the 30mph section, which are very often unoccupied, and this would provide a degree of natural traffic calming, similar to the effect of chicanes. We would still urge residents to consider this as an option.

The average speeds that were recently recorded by the resident funded speed survey were 29.9mph eastbound (ie towards Six Crossroads) and 30.9mph westbound, with corresponding 85th percentile speeds on 35.6mph and 36.7mph. The 85th percentile speed is the speed at which or below, 85% of vehicles are

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travelling. These figures are slightly lower than those that we have recorded, using a different monitoring device, a little further along the road.

The Department for Transport's document, "Circular 01/2013 – Setting Local Speed Limits", on which SCC's own speed limit is based, states, "Mean speed and 85th percentile speed (the speed at or below which 85% of vehicles are travelling) are the most commonly used measures of actual traffic speed. Traffic authorities should continue to routinely collect and assess both, but mean speeds should be used as the basis for determining local speed limits."

Based on the mean speeds, the officers who are involved in the SMP would consider the recently recorded speeds to indicate relatively good compliance with the speed limit compared to some other roads. However, the disparity between the mean and 85th percentile speeds is greater than we would hope to see, and this is another reason why an item was added to our work programme.

In a road such as Woodham Road, we would tend to promote speed cushions as the form of traffic calming. These are raised areas in each running lane with a gap between them and at each side, between the cushion and the adjacent kerb. These do not impede drainage in the same way as full width traffic calming. They are preferred by the emergency services because they do not impede wider vehicles so much and the impact of noise and possible vibration from any lorries that might pass over them is also lessened. However, they do not have a significant effect on motorbikes, which can pass between or to one side of them.

The item on our work programme is currently ranked 32nd out of about 70 schemes on the list. The Members of the Joint Committee will therefore need to decide if they wish to promote the scheme during the 2021/22 financial year. However, it is recommended that the results of the police investigation into the recent fatal collision are known before such a decision is made. It should also be noted, that at this point in the financial year we do not have any funding for additional speed surveys along the road, but it should be possible to undertake these quite early in the new financial year.

Question 3 – Adam Kirby, Claire Draper and Neil McPherson, Horsell Moor residents

What is possible in terms of protecting green spaces against illegal traveller incursions? (such as that currently taking place on Horsell Moor) and what is WBC currently planning to do to address this and/or provide alternative provision for travellers?

There is currently an ongoing problem with a traveller incursion on Horsell Moor. This has happened three times in the last six months, involving the same group, but it seems that the dispersal order can't be enforced. **Can posts or some similar barrier (perhaps similar to the ones on Wheatsheaf Common) be installed around the green space at Horsell Moor to prevent future illegal incursions?**

Answer from Woking Borough Council

To date council officers have worked successfully with police colleagues to deal with unauthorised encampments in the Borough.

In every case there are clear guidelines to follow which can involve court action which is the case for Horsell Moor. However, continued attention from council and

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police officers encouraged the group to move on and this has proven to be a robust and effective method to prevent unauthorised encampments remaining in one location for extended periods.

Practically, it is rarely possible to completely secure all our green spaces and even on sites which are gated and fenced it is often the case that locks are broken to enable entry. For Horsell Moor we will assess whether any further measures are practical and we will continue to work with police colleagues to review our working arrangements.

Finally, we do have static traveller sites in the Borough, but Surrey do not have a transit site although we are in discussions with other Surrey Districts and Boroughs regarding this type of provision to use in the future”.

Question 4 – Maddie Key, Pyrford Resident

I would like to draw attention to the issues around Marshall Parade, Pyrford. I have been a resident at Onslow way for 30 years and I am concerned for road safety in this area. The shops and flats in this already busy area are to be extended by the removal of the garages, and I am concerned about the impact of this development. Cars park on the corner of Lovelace drive, blocking sight lines and the area gets very busy at school drop off and pick up times.

Can anything be done to improve road safety here?

Answer

This area was looked at under the 2020 parking review and there is a proposal under item 11 to extend double yellow lines in Lovelace drive with no waiting at any time restrictions.

The road safety outside schools team recently reviewed the area and the personal injury collision database indicates that there have been no such incidents in the area around the shops since at least 2012.

The Woking parking enforcement team could be asked to undertake some visits to the site, but would only be able to enforce existing parking restrictions.

Time restrictions on parking bays around the shopping parade could be considered as part of the next parking review.

Work will be undertaken with Cllr Graham Chrystie to look at this issue.

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WOKING JOINT COMMITTEE

DATE: 11 NOV 2020

SUBJECT: WRITTEN MEMBER QUESTIONS

DIVISION: WOKING

Question 1: Will Forster, Surrey County Councillor

Following a discussion with the Principle of Woking College, please would the County Council to consider consulting on returning the area outside the college on Rydens Way to a one-way system?

Answer from Highways Office

As Councillor Forster will be aware, the changes to the road layout outside the entrance to Woking College were made as part of the nearby housing development, with the changes having been proposed by the developer and approved by SCC's Transport Development Planning and Woking Borough Council in its capacity as the Planning Authority.

It is not clear why the road layout should be returned to a one-way system and although the development has only been completed for about a year, our personal injury collision database, which now contains details of incidents as recent as September 2020, does not show any such incidents in this vicinity or any justification revert back to a one-way system.

We do not propose to consult on returning the layout to a one-way system but should the residents wish to submit a petition, it could be added to our overall scheme list for consideration in a future year's work programme.

Question 2: Will Forster, Surrey County Councillor

Surrey County Council was due to resurface Granville Road in Westfield on 27th October, however this was postponed due to covid.

Please can the County Council confirm when this resurfacing will be reorganised?

Answer from Highways Office

Our colleagues in our Network & Asset Management Group, who oversee this resurfacing programme have advised that the new programme date is Wednesday 6th January 2021. The works are expected to last for one day. As always, these works will be weather dependent to a large degree and so could be subject to further postponement.

Question 3 – Ann-Marie Barker, Woking Borough Councillor

Please can an update be provided on the current state of, and future plans for the Lakers building and site, specifically:

- i) Was the whole building destroyed beyond repair as a result of the fire in January 2018?
- ii) Is the building now beyond repair?
- iii) Has a final decision been made to demolish the existing building?
- iv) Has any interest been expressed in running a youth facility at the Lakers site as a result of the recent youth centre consultation?
- v) What are the county council's alternative plans for the site?

Answer from Nigel Denning, Early Help Transformation Lead

The Lakers Youth Centre was destroyed by fire in early 2018. SCC has subsequently undertaken a public consultation regarding the future of all the SCC Youth Centres and the provision of open access universal youth work across the County.

The consultation has informed the strategy decisions that were published at the beginning of September:

1. Surrey County Council enables the community, voluntary and faith sector (CVFS) to use the youth centres for the benefit of young people at little or no cost.
2. Surrey County Council (SCC) acts as an enabler and facilitator of open access universal youth work rather than providing the service directly. The SCC expertise that is valued by residents and in particular young people can then be remodelled to continue to support specific vulnerable groups. The learning from Covid-19 should be used to inform the service design to ensure SCC is able to respond to the needs of young people who would otherwise be vulnerable to poor outcomes.

During the consultation, expressions of interest were invited and received from a wide range of organisations seeking to take on the running of services at youth centres. Whilst there are viable arrangements being progressed for other youth centres in Woking at Sheerwater and the Woking Youth Arts Centre there has not been any expression of interest for the Lakers Youth Centre that would warrant it being rebuilt as a youth centre.

As part of the Council's Asset & Place Strategy and the Corporate Landlord model the site is now being reviewed for alternative service use. This process will determine whether the asset has an identified use which enables service delivery in line with corporate and service strategies. If no alternative service use is identified Land & Property will then undertake an options appraisal to identify 'best value'; this will include disposal of for a capital receipt; redevelopment for revenue generation or a strategic hold.

ITEM 7**PETITION RESPONSES****PETITION 1 - SHARED PEDESTRIAN AND CYCLE FACILITY ON SOUTH SIDE OF PARVIS ROAD**

- Petition title: **Implement a shared pedestrian and cycle path on the remainder of the south side of the A245 Parvis Road between Byfleet Queens Head and West Byfleet Highfield Road at the same time as that being provided by the developers of Broadoaks along part of that same stretch.**
- Details of petition: Provision of safe cycling from Byfleet to West Byfleet has been a longstanding commitment and forms part of a strategic cycling route from Cobham to Old Woking and Chobham. The shared path on the north side has been poorly implemented and only supports travel in an easterly direction for some cyclists and at some inconvenience to pedestrians. By implementing the path concurrently, it can be properly integrated with that being provided by the developer of Broadoaks. It will meet the need for safe active travel for shoppers, commuters, leisure riders and, in particular, pupils of Fullbrook, Bishop David Brown and West Byfleet Schools as well as contributing to wider active and environmentally beneficial travel as being advocated by the Government, SCC and Woking BC.
- SIGNATURES – 279 confirmed and 48 unconfirmed = 327 total

Response;

The facility on the south side of Parvis Road that has been built by the Broadoaks developer is finished apart from a few “snagging” items. The completion of the facility has not been promoted as a “Tranche 2” Safer Active Travel Scheme and no other funding has been identified for its implementation. Although this length of road does not feature in the Local Cycling and Walking Infrastructure Plan (LCWIP) for Woking, there may be scope to promote it as a future Safer Active Travel scheme if the opportunity arises and can be included in our overall work programme for possible future funding by the Woking Joint Committee.

It should be noted that there appear to be lengths of this route where a shared facility could not be provided that would be in line with the guidance set down in the Department for Transport’s document, published during the summer, “Local Transport Note 1/20 Cycle Infrastructure Design”. Consequently, the Joint Committee may wish to consider funding a feasibility study for the completion of this route.

PETITION 2 - 30mph SPEED LIMIT THROUGH SUTTON GREEN

- We the undersigned petition Surrey County Council to Reduce the speed limit for all roads through Sutton Green Village to 30 mph and authorise the provision of "picket gates" on all entrances to the village at the following sites: New Lane just before Robin Hood Lane, Blanchards Hill, immediately after Sutherland Avenue and Whitmoor Lane (A320 end) where the one way system ends. [More details](#)
- Submitted by Susan Normand of Sutton Green Residents – **Signatures:** 122

Response;

A reduction of the speed limit through Sutton Green could only be considered if it was in line with our Speed Limit Policy, which is based on the Department for Transport's document, "Circular 01/2013 – Setting Local Speed Limits".

As the policy states, experience shows that changing to a lower speed limit on its own will not necessarily be successful in reducing the speed of traffic by very much if the prevailing mean speeds are much higher than the proposed lower speed limit. If a speed limit is set too low and is ignored, then this could result in the majority of drivers criminalising themselves and could bring the system of speed limits into disrepute. There should be no expectation that the police would be able to provide regular enforcement if a speed limit is set too low as this could result in an unreasonable additional demand on police resources. It is also important to set reasonable speed limits to ensure consistency across the country.

Consequently, a reduction in the speed limit would only be considered if the existing overall mean speed of traffic is 35mph or less. Speed surveys, funded by Councillor Forster using some of his Members Allocation, were undertaken in Whitmoor Lane, Blanchards Hill, Sutton Green Road and New Lane between 30th October and 6th November. When the results are available, they will give an indication of the suitability of a reduction in the limit and an item could be added to our overall work programme as a result. However, given the lengths of road involved, it is likely that additional surveys will be required to confirm that a reduced limit would be appropriate throughout the lengths of these roads.

Blanchards Hill and New Lane both appear on Surrey County Council's Speed Management Plan for the Woking area. As Members may be aware, the Speed Management Plan is essentially a list of those roads where concerns have been raised about vehicle speeds. This is compiled in conjunction with our colleagues in our Road Safety Team and Surrey Police Officers. All the roads on the list will have speed surveys undertaken to determine the extent of any speeding issues and these results, combined with the personal injury collision history for each road, will allow the police to prioritise their enforcement resources. Any roads where it is determined

that there is no issue with excessive speeds will generally remain on the Speed Management Plan (SMP) but would not be an active site in terms of police enforcement or routine speed monitoring. That is the case with both of these roads and speed data for the SMP for New Lane, which was collected in May 2017 indicated mean speeds of 38mph southbound and 41mph northbound. For Blanchards Hill, a June 2016 survey for the SMP indicated mean speeds of 35mph southbound and 38mph northbound. These figures indicate relatively good compliance with the existing speed limit but that a lower limit would not be appropriate; although the southbound figure for Blanchards Hill is on the threshold for a possible speed limit reduction, the northbound figure needs to be considered alongside it.

Whilst there have been a number of personal injury collisions along the lengths of these roads in the last 5 year period there is no clear pattern to them and the contributory factors and descriptions for the collisions do not suggest that excessive speed is an issue and it is questionable whether a lower speed limit would have reduced the number and severity of these incidents. We are aware that the right-angle bend at the junction of Sutton Green Road and New Lane is of concern to residents and in the last two financial years, minor works to the chevron signs and hazard marker bollards have been carried out. Each approach is appropriately signed with an advisory maximum speed of 20mph and of the two personal injury collisions recorded at this location in the last 5 year period, one involved an inexperienced motorbike (125cc) rider and the other involved a vehicle being pursued by the police. Any proposal to reduce the speed limit is unlikely to be a high priority based on our point scoring / ranking system.

It should be noted that whether gateway features can be provided depends on the available extent of highway at each location and it might not be possible to provide features on both sides of the road. It is also important to note that throughout the existing 40mph limit, small diameter speed limit repeater signs are present, and these are a requirement for indicating that speed limit. However, if the limit was reduced to 30mph, the system of street lighting along New Lane would prevent us from erecting 30mph speed limit repeater signs. Elsewhere, where there is no system of street lighting, repeater signs would be required and there is a possibility that vehicle speeds could increase due to the absence of repeater signs in the street-lit section of road.

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Item 11

Parking Review

Additional Item

Hillside, Woking South.

At the beginning of 2019 we consulted upon the introduced of double yellow lines in Hillside as shown on the accompanying drawing.

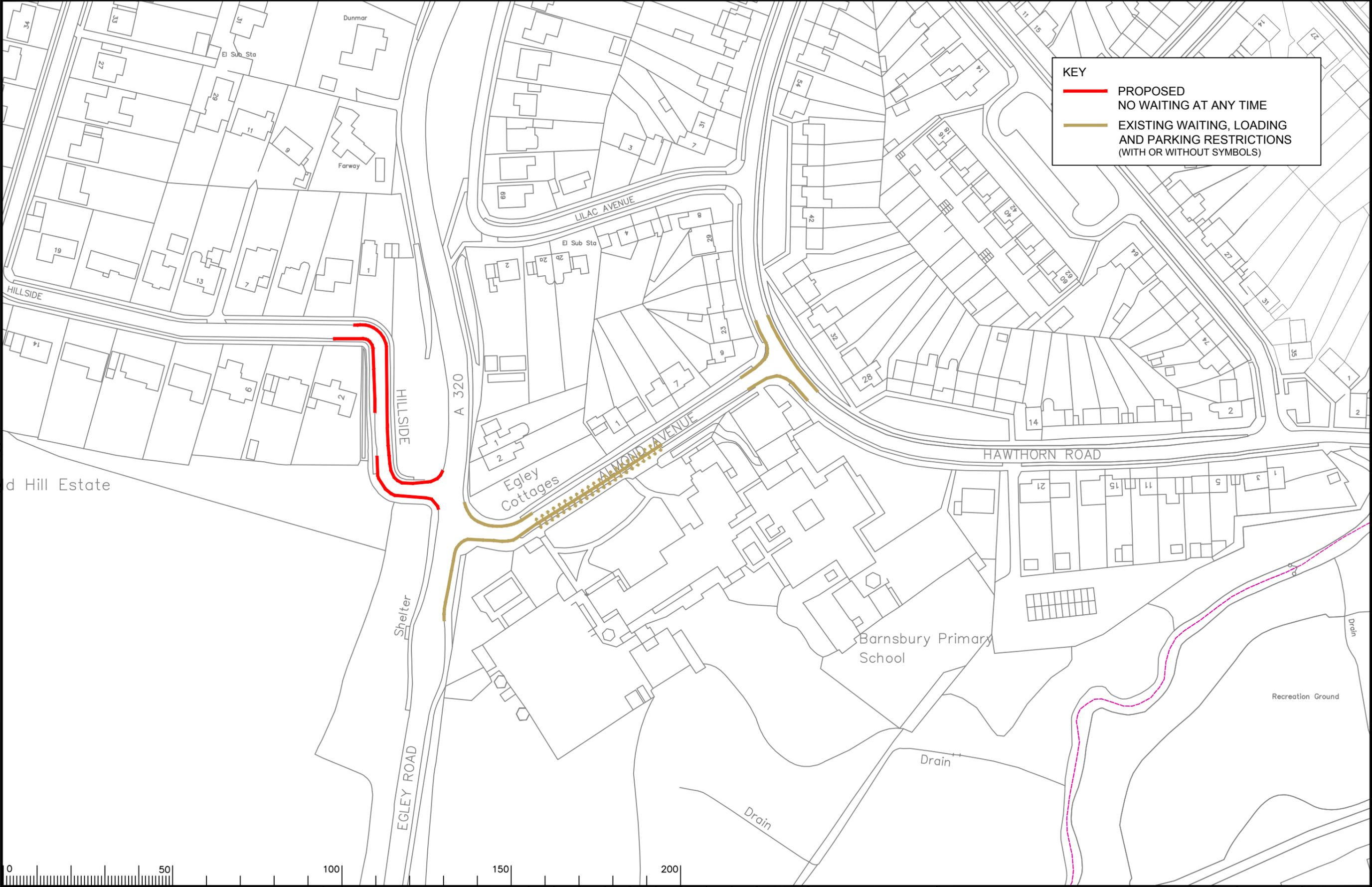
The proposal didn't generate much interest at the time, there was only one fairly detailed response and that was an objection to the extent of the double yellow lines. Therefore, it was agreed that only the southern half of what had been advertised would be installed.

Now that schools are fully operational again, there are requests to install the rest of the originally advertised proposal to manage the on-street parking and maintain road safety and access into and out of Hillside for all road users.

So, from the end of the existing restriction in Hillside, we would like approval to advertise the introduction of double yellow lines on the eastern side round the bend up to the boundary of No's 1 and 3.

It is proposed to leave a space of 15 metres for three vehicles to park on the western side to minimise displacement further into Hillside. Then introduce double yellow lines alongside and around the inside on the bend by No.2.

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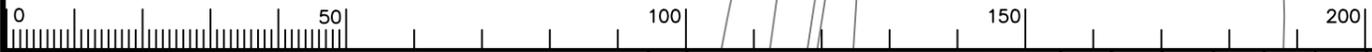


KEY

- PROPOSED NO WAITING AT ANY TIME
- EXISTING WAITING, LOADING AND PARKING RESTRICTIONS (WITH OR WITHOUT SYMBOLS)

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d Hill Estate



Notes

Rev.	Description	Drwn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date
A	RESTRICTIONS AMENDED	CAH	CAH	08.19	PW	PW	08.19	DC	DC	08.19

North Point

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Drawn by	Sig.	Date
CAH	CAH	05/19
Checked by	Sig.	Date
PW	PW	05/19
Approved by	Sig.	Date
RH	RH	05/19

Project
WOKING DPE
WOKING

Drawing
IMPLEMENTED TRAFFIC ORDERS

SHEET OF

Project No. 3282/WOK
Contract Sheet No. 20001
Drawing No. 20001
Rev. A
Classification
PROPOSAL

ITEM 11

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WOKING JOINT COMMITTEE

DATE: 11 NOVEMBER 2020
LEAD OFFICER: ERNEST AMOAKO, PLANNING POLICY MANAGER

SUBJECT: COMMUNITY INFRASTRUCTURE LEVY – APPLICATION FOR CIL FUNDING FOR THE REPAIR OF THE CRICKET PAVILION, COLDHARBOUR ROAD, PYRFORD

AREA: PYRFORD NEIGHBOURHOOD AREA

SUMMARY OF ISSUE:

The Joint Committee at its meeting on 13 March 2019 agreed the arrangement for local communities to identify local community infrastructure projects that CIL money could be used and how Ward Councillors could make a request to the Council to secure CIL money to enable the delivery of the projects. The Ward Councillors for Pyrford Neighbourhood Area have submitted an application to secure £14,000 for the repair of the Cricket Pavilion, at Coldharbour Road in Pyrford. Full details of the application is attached as Appendix 1. The £14,000 is the maximum amount requested. The total cost of the works is estimated at £16,595 Inc. VAT (best case) or £28,295 Inc. VAT (worst case). The rest of the money that will be needed to complete the repairs over and above the £14,000 will be met by the Cricket Club and other sources of funding. As at 30 September 2020, £28,246.98 of CIL money had been earmarked for community projects in Pyrford Neighbourhood Area.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree that:

- (i) The application submitted by Ward Councillors for Pyrford Neighbourhood Area for the repair of the Cricket Pavilion be approved subject to the conditions set out in the application;
- (ii) The Deputy Chief Executive be authorised to approve payment up to a total of £14,000 when the works have been undertaken and the invoices have been submitted to the Council. The £14,000 will be drawn from the total CIL income earmarked for the Pyrford Neighbourhood Area, this currently stands at £28,246.98; and
- (iii) The Ward Councillors for the Pyrford Neighbourhood Area be asked to oversee all works relating to the repair of the Cricket Pavilion in accordance

with their project plan, project specification, costs and quality control.
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REASONS FOR RECOMMENDATIONS:

To enable funding to be secured for the repair of the Cricket Pavilion at Coldharbour Road, Pyrford.
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1. INTRODUCTION AND BACKGROUND:
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1.1 The Council introduced the Community Infrastructure Levy (CIL) from 1 April 2015 as the main means for securing development contributions towards the provision of infrastructure to support development across the Borough. To date, a total of £4,847,389.57 CIL contributions have been received by the Council. The Government requires the Council to pass on a proportion of the income to local communities where the chargeable development occurred. If the community has a Neighbourhood Plan such as Pyrford Neighbourhood Area, it receives 25% of the CIL income from development occurred in the Neighbourhood Area. As at 30 September 2020, £28,246.98 has been secured for community projects within the Pyrford Neighbourhood Area. The Government expects the Council to keep the community element of the CIL money in its account and ring-fence it for local community projects.

1.2 The Joint Committee has agreed an arrangement for local communities to identify community projects that could be delivered with CIL money and how the money could be secured from the Council to deliver them. The Ward Councillors for the Pyrford Neighbourhood Area have submitted an application to secure £14,000 of the CIL money earmarked for the Pyrford Neighbourhood Area for the repair of the Cricket Pavilion. The total cost of the project is estimated at £16,595 (best case) or £28,295 (worst case). The Joint Committee is asked to consider the application and decide whether or not the application meets the agreed criteria for the money to be approved.

2. ANALYSIS:

2.1 The Joint Committee has agreed a list of requirements to be met when submitting an application for CIL money to fund local community projects. This include:

- a. Name of the infrastructure/project that the CIL income will deliver;
- b. A brief description of the project and what it seeks to achieve; and
- c. Evidence of broad community support for the project.

2.2 The Government has prescribed that the CIL receipts can only be used for:

- a. The provision, improvement, replacement, operation or maintenance of infrastructure; or
- b. Anything else that is concerned with addressing the demands that development places on an area.

- 2.3 The above are the key requirements against which Members should assess the application. The background to the application is complex. The land is a charity and the representatives of the Cricket Club are the managing trustees and registered as such by the Charity Commission, which is the Regulator of charities in England and Wales. The Cricket Pavilion has been inspected by the Chief Building Control Surveyor of the Council at a visit on 26 October 2020, who has confirmed that the condition of the Cricket Pavilion is considered to be defective to a point where if not given attention may become dangerous. A detailed survey work to determine the full extent of the works needed to address the defects of the structure and the breakdown of costs have been undertaken by a qualified surveyor. This information is attached as Appendix 2. Attached as Appendix 3 is the Insurance Certificate of the Cricket Club to cover the works.
- 2.4 Ward Councillors working in partnership with the Pyrford Neighbourhood Forum have agreed to use CIL money earmarked for the Neighbourhood Area to support the repairs at a capped amount of £14,000. The reasons for this decision are set out in the application. The Cricket Club supports a number of children clubs in the community. The Club also hosts a number of community events such as the Pyrford Annual Flower Show. It therefore provides essential sporting and social benefits to the community.
- 2.5 The Cricket Ground is designated in the Pyrford Neighbourhood Plan as a local green space for its historic significance to the community such as being home to the Pyrford and Wisley Flower Show. The Ground offers a vital open space to the centre of the community. It is highly regarded by local residents and have been safeguarded by Policy SCS1 of the Pyrford Neighbourhood Plan. The need to do something about the Cricket Pavilion is noted in the Neighbourhood Plan. The Neighbourhood Plan sets out how the community would like to use its CIL money. Support for existing community organisations is one of the priority areas identified to benefit from the CIL money.
- 2.6 As illustrated by the attached schedule of works and costs, the total cost of the works is estimated at £16, 595 (best case) or £28,295 (worst case), which is more than the £14,000 being requested. The rest of the money needed to complete the works will be provided by the Cricket Club and from other sources of funding. It is highly likely that the Cricket Pavilion would need ongoing regular maintenance. The responsibility for overseeing the maintenance works and the funding of the cost for doing so would be by the Cricket Club. The Deputy Chief Executive will only pay invoices to a total amount of £14,000 when Councillors for the area are satisfied that the works have been completed to specification. The Freehold of the land is held by Fields in Trust (Charity No. 306070). Given this context, the risk that the works would not be completed or the CIL money would be misused is very low.
- 2.7 The repairs to the Cricket Pavilion falls within the Government's definition of what CIL receipts could be used. The proposal has broad community support. The Pyrford Neighbourhood Forum has emailed to confirm their support for the proposal. The Cricket Club has confirmed their support. There is broad support from the Ward Councillors. Based on the above, Officers are satisfied that the proposal broadly meets the agreed list of requirements and the application should be approved.
- 2.8 **Recent changes to CIL Regulations** - There has been recent changes to the CIL Regulations which Members should note. Of particular relevance is the removal of the requirement to publish a Regulation 123 list with effect from September 2019. Instead of Regulation 123 list, the Government requires local authorities to publish an

Infrastructure Funding Statement by 31 December of each year starting from 31 December 2020 setting out how much money they have received, spent and on what. Members should be aware that any CIL money approved by the Joint Committee for both borough-wide and local community projects will be published in the public domain.

3. OPTIONS:

3.1 The Council has a statutory duty to pass on a proportion of its CIL receipts to local communities where the development occurred. The Joint Committee has agreed a criteria that local communities have to meet to be able to secure CIL money from the Council to implement community infrastructure projects. It will be indefensible for an application that meets the agreed criteria to be refused unless there is a substantive reason to do so. It is important to also note that the Joint Committee has the authority to refuse an application if it felt that the criteria have not been met. On this particular occasion, Officers are satisfied that the application be approved.

4. CONSULTATIONS:

4.1 The following have been consulted and their comments have been incorporated into the report:

- Councillor David Bittleston – Chair of the Woking Joint Committee;
- Councillor Gary Elson – Portfolio Holder for Planning (Woking Borough Council)
- Douglas Spinks – Deputy Chief Executive (Woking Borough Council)
- Leigh Clarke – Finance Director

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 The cost of administering how much CIL income will be earmarking for local community projects, managing the individual accounts for the various Wards and Neighbourhood Areas and providing Members with update on money received and spent is presently being met from existing Planning Policy and Finance Service Plan budgets. Members should note that 5% of the CIL income has been set aside to cover CIL administration.

5.2 As at end of September 2020 a total of £28,246.98 (net) has been earmarked for community infrastructure projects within Pyrford Neighbourhood Area. The estimated amount being requested for the project is £14,000. There is sufficient money to cover the request.

5.3 By 31 December of each year, the Council is required to publish the total amount of CIL income received and how much has been spent and on what. This information will be published in the Council's Annual monitoring Report.

6. RISK MANAGEMENT:

6.1 The Council has a statutory duty to pass on a proportion of its CIL income to local communities where the development occurred. The Joint Committee has agreed a list of requirements that local communities have to satisfy to secure the CIL money

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earmarked for their areas to implement identified community projects. The Joint Committee would be failing in its duty if it refuses an application for CIL money for community projects that meets the agreed criteria.

- 6.2 The money being sought would contribute towards the delivery of necessary infrastructure to minimise development impacts on the local community. Refusing the application could encourage resentment against future development in the local community.
- 6.3 There is the expectation that Councillors working in partnership with key stakeholders in the community would provide oversight on the delivery of the project to ensure that it is delivered to the agreed specification and project costs.

7. LOCALISM:

- 7.1 The repairs to the Cricket Pavilion is a locally specific project, which has broad community support.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 There are no equalities and diversity implications.

9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report.
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report.
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report.
Public Health	No significant implications arising from this report.
Human Resource/Training and Development	No significant implications arising from this report.

9.1 Crime and Disorder implications

No implications arising from the report.

9.2 Sustainability implications

No implications arising from the report.

9.3 Corporate Parenting/Looked after Children implications

No implications arising from the report...

9.4 Safeguarding responsibilities for vulnerable children and adults implications

No implications arising from the report.

9.5 Public Health implications

No implications arising from the report.

9.6 Human Resource/Training and Development

No implications arising from the report.

10. CONCLUSION AND RECOMMENDATIONS:

10.1 It is important that development is supported by the provision of the necessary infrastructure to ensure sustainable development, in particular, infrastructure projects that local residents have identified to benefit their communities. The support for repairs to the Cricket Pavilion had been decided by the local community with their Ward Councillors. The proposal is well costed and there is sufficient money earmarked for Pyrford Neighbourhood Area to cover the money being requested. The application meets the criteria agreed by the Joint Committee, and in this regard, should be supported.

11. WHAT HAPPENS NEXT:

11.1 Subject to the Joint Committee approving the application, both Borough Ward Councillors and County Divisional Councillors representing the Pyrford Neighbourhood Area should be notified of the decision and be advised to go ahead and procure and deliver the project according to their own project plan and specification. Responsibility for overseeing the delivery of the project rests with the Ward Councillors. The Deputy Chief Executive will authorise payment of invoices up to £14,000 when the Ward Councillors are satisfied with the works undertaken.

Contact Officer:

Ernest Amoako, Planning Policy Manager (01483 743427).

Consulted:

Douglas Spinks – Deputy Chief Executive

Leigh Clarke – Finance Director

Councillor David Bittleston – Chair of the Joint Committee

Councillor Gary Elson – Portfolio Holder for Planning, Woking Borough Council

Borough Portfolio Holder

Councillor Gary Elson – Portfolio Holder for Planning

Annexes:

Appendix 1 - Application by Ward Councillors.

Appendix 2 – Breakdown of works and costs

Appendix 3 – Insurance Certificate of the Cricket Club

Sources/background papers:

- The Community Infrastructure Levy Regulations 2012 (as amended).
- Community Infrastructure Levy (CIL) – Arrangement on managing the proportion of the CIL income earmarked for local community projects – report to Joint Committee meeting on 13 March 2019.

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APPLICATION BY PYRFORD NEIGHBORHOOD FORUM

On behalf of Pyrford Cricket Club

Submitted by Borough Councillors Gary Elson, Rashid Mohammed & Graham Chrystie
plus Mrs Liz Bowes , Surrey County Councillor

To Joint Committee of Woking Borough Council and Surrey County Council

Payment of contribution to essential Repairs to Cricket Pavillion, Coldharbour Road, Pyrford

Project : Saving Pyrford Cricket Pavillion

On Thursday 22nd October 2020 , Cllr Chrystie (Cllr GC) was informed that the Cricket Pavillion at Coldharbour Lane was in poor condition with the front wall area below the windows protruding with steel props put in place by the Cricket Club to prevent collapse. Cllr GC visited the site on 23rd October and perceived the building could be dangerous. Thus he immediately telephoned Mr David Edwards Chief Building Control Surveyor of WBC who kindly undertook to visit and inspect the building at 11am on Monday 26th October 2020.

Mr Edwards visited the site on Monday 26th October and conducted an inspection in the presence of Cllr GC and Mr Simon Clifton, the Chairman of the Club. As a result Mr Edwards issued a Notice under the Building Act 1984 Section 77 Defective Condition of Structure which specified that the Condition (*front wall*) of the structure is considered to be DEFECTIVE to a point where, if not given attention, may become dangerous. Action to remove the potential danger should be taken without delay.

Mr Clifton agreed that the Club should appoint a Building Surveyor to carry out an inspection of the building, set out a list of remedial works to be done and advise. Mr Clifton accepted the Club should ensure that any remedial work would need to be professionally supervised. On receipt of the Inspection Report, Mr Clifton undertook to present it to the two Builders who had already estimated for work to enable them to complete and submit to him, quotations for the work specified.

Cllr GC had already arranged with the Chairman of the Neighborhood Forum , Andy Grimshaw to add to the Committee Agenda at their meeting that night, an item about possible support for the Cricket Pavillion Works. It was understood that Andy Grimshaw had already informed Committee Members of the item and that he believed members were broadly in support of the Forum contributing towards the Pavillion Emergency Repair Costs.

Cricket Club/ Major Infrastructure Element of Pyrford Village Centre & Village Life.

The Club has been a key item in the village centre for many years and maintains the immaculate cricket wicket and surrounding grass areas. The Cricket Pavillion / Club House lies to the south east of the

ITEM 16

Village Hall Complex (includes the Social Club) and occupies land owned by Fields in Trust (old National Playing Fields Association) The Club as a Charity in its own right, holds the land under control of its Club Committee.

Without the Club the village would be bereft of its critical benefits to the community which not only involve the grounds but the huge benefit of its many cricket teams and especially youth teams where local girls have done very well in local competitions. A magnet for youth and healthy sport is irreplaceable. Also the Club generously hosts local bodies who all contribute greatly to the community.

To date no adverse comments about the Club have been recorded and many people seem to support a CIL contribution to the Club as an essential part of the village infrastructure.

It is believed that the Club cannot survive without a contribution which will be spent together with other funds the Club has raised on repair to the front wall of the pavilion which when complete will accord several years of sustainable use of this important facility. The Club has indicated that it will continue to raise funds to improve the Pavillion and to enable it to expand its sports and associated activities which will enhance the community. Charities do not run for profit as is so with the Club which aims to have a small surplus annually.

Status of the Club

The Club is an open Club which is registered as a Charity called Pyrford Recreation Ground, number 305094 and is up-to-date with its returns to the Charity Commission. It operates as a Trust where the Committee Members are responsible for the day to day business of the Club. It is responsible for the up-keep of the Pavillion and grounds and is understood to maintain adequate insurance cover. An up to date list of Committee Members has been supplied together with a Declaration of Trust dated 27th June 2003. The Fields in Trust (formerly the National playing Fields Association) is the Custodian Trustee of the Club Charity.

WBC Legal Department have been asked to check out the status of the Club and their Gareth John's E-mail on 28th October 2020 confirms he is satisfied with the Club's lease position.

Fitting into the Community

Local residents are used to their children attending the Club which has built up a strong reputation for family activity for all ages.

The Club hosts the important Pyrford Annual Flower Show and other events too consolidating its position as a local institution in the village centre which is highly regarded by the community .

Being in the centre of the village is significant and other facilities such as the Village Hall and the Social Club would suffer if the Club is not maintained. Proximity to these other key facilities cements the core of the community and the unique value and attraction of the village for many residents.

Support from the Pyrford Neighborhood Forum

At its meeting on the 26th October 2020 the Forum Committee met and discussed at length the Club's need to repair the Pavillion. Mr Simon Clifton, Chair of the Club gave an address and answered questions. After debate the Committee unanimously resolved to ask their Councillors to recommend to the Joint Committee that a prospective contribution of no more than £14,000 be made towards the cost

of repairing the Pavillion subject to conditions which will be set out by the Councillors. It was stated that payment of any CIL contribution would only be made by WBC once works were satisfactorily complete.

Outline terms of CIL Contribution

1. That a Building Surveyor's Report be obtained at the expense of the Club which report must specify the necessary repairs needed to the front wall of the Pavillion. A copy of the Report must be given to the Committee and local Councillors as soon as available.
2. That at least 2 Builders Quotations based upon the specification from the Building Surveyor be obtained and copies provided to the Committee and Councillors
3. That the Committee meet to discuss the Builders Quotations and to decide upon the amount of contribution towards repairs to the Pavillion which are approved provided that no more than £14,000 is payable from the CIL Fund at credit to the Committee. The Club has undertaken to provide money which it has collected towards repairs to the Pavillion and these sums will be applied first towards the Builder's invoice. The Builder will invoice WBC for the CIL element of repair costs.
4. That once the Committee has approved the contribution the Councillors will request the Joint Committee to make payment to the Builder of the approved sum for repair costs.
5. That sum will only be disbursed by the Joint Committee after all specified works have been completed to the satisfaction of the Councillors as evidenced by a completion certificate provided to the Councillors by the professional person hired by the Club at its expense. The Club will be responsible for ensuring building works are supervised by a competent professional.
6. The Club will be responsible for all insurance on site during building operations.
7. The Committee reserves the right with Councillors support to amend this outline prospective contribution as may be necessary after receipt of the Building Surveyor's Report and accepted Builder's quotation and any other relevant matter arising.

Councillors Elson & Chrystie were present at said meeting and endorsed the decision of the Committee : it was understood that the 2 other Councillors not in attendance had already agreed in principle to a contribution towards the Pavillion repairs and they would be up-dated of the Committee decision.

We trust that this Application made to the Joint Committee of Surrey County Council & Woking Borough Council is as detailed as possible so as to enable the Joint Committee to take an interim decision which would afford time for key documents such as a Building Survey to be obtained and acted upon. I have set out requirements above on the basis that they are needed to ensure that any works carried out result in the Pavillion being rendered fit for use, safe and sustainable.

I have attempted to the best of my ability, at short notice, to obtain documents which satisfy the need for limited due diligence which is always necessary when any payment of public funds is envisaged. I am obliged to Borough Officers for their help and for all those who have stepped in to help in many ways which has ensured I am able to construct this paper. I am satisfied that the Club's request for assistance is justified in the light of the emergency repairs needed to the Cricket Pavillion which if properly repaired will continue to provide key local infrastructure which is vital for the village. Thus I support and endorse this Application to the Joint Committee. All local Councillors are aware of this Application.

ITEM 16

Graham Chrystie

Councillor for Pyrford,

Woking Borough Council

30th October 2020



Aalto Construction Ltd, 61, Liddington New Road, Guildford, Surrey, GU3 3AH

☎ 01483 234076; Fax: 01483 234076 Mobile 07958 688079

Simon Clifton
Pyrford Cricket Club
Pyrford
8.11.20

Dear Simon

Re: Price for remedial works to clubhouse

Price includes (unless otherwise stated) all labour and materials to:

- Remove existing windows and put aside for re use.
- Remove wooden dwarf wall.
- Excavate and concrete new foundation for new posts.
- Rebuild timber dwarf wall.
- Reinstate windows if possible.
- Install new front double doors
- Make good internally to floor and dwarf wall.
- Temporary screening of exposed area.
- Install new steels posts.
- Internal plaster boarding and plastering
- Itemised sum for installing new insulation to rood space £300
- Re-fit radiators
- Decoration.
- Rain water goods. Relay and renew insulation.
- Remove waste material.

Total price:	£13,829 plus VAT
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Additional Itemised Work If Required

- Itemised sum for replacement of new windows £7'750
- Itemised sum if asbestos is found and requires removal £2'000

Total price if these two items required:	£23,579 plus VAT
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I hope that you find this quote competitive and please do not hesitate to contact me should you wish to discuss any of the details. If you decide to proceed with the work please contact me on one of the above numbers to arrange a start date.

In closing, I look forward to hearing from you in the near future.

Yours Sincerely

David Harris
Managing Director

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Paul Connett Builders Ltd

17 Fairfax Road
Old Woking
Woking
Surrey
GU22 9HN

Email=paul@paulconnett.co.uk
Phone = 01483 720695 / 07710775466
VAT no.924 3192 34

Mr Clifton
Pyrford Cricket Club
Pyrford

November 8, 2020

Dear Mr Clifton

With reference to our meeting last week, I have pleasure in providing my quotation as follows ;

The cost to carry out the Works to the front elevation of the Pyrford Cricket Club, Club House as set out will be £33,905+vat. This figure includes two itemized figures which may not be required.

I have based this quote on what was sent through to me on an email on the 4th November 2020 from Mr Clifton and as set out by the Surveyor Mr John Bingham who has been appointed to set out a Schedule of Works to quote from.

My quotation includes all the mentioned Works and where I have been asked to show separate figures I have done so against the corrected sections.

The separate costs are as follows;

- 1.1 Should Asbestos be uncovered during the works, it is to be dampened down and care must be exercised not to break the Sheet/Panels, any securing bolts and screws must be carefully cut so as to avoid breaking the asbestos sheeting. The asbestos is to be bagged, sealed and disposed of at a licensed tip. The cost of these works if required will be £2,000+vat

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Paul Connett Builders Ltd

1.2 In the unfortunate event that the Windows cannot be reused new Windows to the same pattern are to be provided. New Window to meet the regulations of PAS 24:2012 & to be double glazed(min. 16mm. Argon filled gap low E-co=0.15) Double glazing units in safety glass with outer pane Eclipse Advantage inner pane Pilkington 'K' glass to achieve a max 'U' value of 1.6W/K m2. BTU value of 1.8W/K m2.value and level threshold for disabled access. The Windows if required will be £3,950+vat supplied and fitted.

1.3 Relay existing insulation in the roof void over the clubroom, bar and kitchen previously disturbed and make up insulation to an overall thickness of 250mm. with mineral wool insulation.
The cost for these works will be £800+vat

Excluding the itemized costs, the works as set out will be £27,155+vat

All and any rubbish will be cleared to a Skip. We will arrange for a Temporary Fence around the area we are working, and this will remain in place during the works.

References can and will be supplied upon request.

Regards

Paul Connett

PAUL CONNETT BUILDERS Ltd

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Paul Connett Builders Ltd

Thank you for giving me the opportunity to quote, and I trust that my quotation is acceptable . I look forward to hearing from you soon.

Yours Sincerely

Paul Connett

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Comparison of Builder Quotations to repair Pyrford CC Clubhouse

	Aalto	Paul Connett
Works assuming re-use of windows	£13,529	£27,155
Cost of Roof insulation	£300	£800
Best Case Total	£13,829	£27,955
Potential Additional Costs		
Additional Cost of new Windows (if required)	£7,750	£3,950
Additional Cost of Asbestos Removal (if required)	£2,000	£2,000
Worst Case Total	£23,579	£33,905

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CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

Policy: 9186436



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy number	9186436
1. Name of policyholder	Pyrford Cricket Club
2. Date of commencement of insurance policy	24/04/2020
3. Date of expiry of insurance policy	23/04/2021
	Both days inclusive

We hereby certify that subject to paragraph 2:

- 1 The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey, the Island of Alderney (b); and
- 2 the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Hiscox Insurance Company Ltd

Steve Langan

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

About the insurer

Insurer	Hiscox Insurance Company Limited
Registered address	1 Great St Helens, London, EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Hiscox Insurance Company Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Hiscox is a member of ELTO and must collect certain information about the entities insured for UK Employers' liability insurance under your policy.

Information we hold for your policy

Policy number: 9186436
Insured: Pyrford Cricket Club

We hold the following information for your policy. Please check it and notify us (or your insurance intermediary if you have one) if anything is incorrect.

Employer/registered company name	Main/registered address	Postcode	HMRC Employer Reference Number (ERN)	ERN not applicable reason

Please refer to your policy schedule for details of our obligations, your rights and how your information may be used.

Mandatory information - what is required?

Below is a summary of the information we must collect from you to help you provide the correct information.

For the main policyholder and each additional employer or subsidiary company in the UK insured under the policy, the following is required:

1. Employer name
2. Full address of employer including postcode
3. HMRC Employer Reference Number (ERN)

Entities which do not have an HMRC ERN

If any entity insured does not have an ERN, a reason must be supplied to us from the following:

- All employees below PAYE threshold
- Business registered outside England, Scotland, Wales or NI
- The business does not have any employees

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Woking Borough Council

Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL
 (01483) 755855
 DX 2931 WOKING
wokbc@woking.gov.uk
www.woking.gov.uk



Ask for: David Edwards
Phone: 07884 118236
Mobile: 07884 118236
Email: David.Edwards
Case No.: 20/00026/DANG

26 October 2020

BUILDING ACT 1984 SECTION 77 DEFECTIVE CONDITION OF STRUCTURE

Location: Pyrford Cricket Ground, Coldharbour Road, Woking, Surrey, GU22 8SP,
Description: The property is a 1950s single-storey timber frame with truss rafter roof. The front glazed elevation is bowing by approximately 100mm due to failure of the vertical structural members. Presently temporary support with 5 steel props

Dear Sir/Madam,

An inspection of the structure described above was made by a member of the Council's Building Control staff on 26/10/20

The condition of the building/structure or parts of it are considered to be DEFECTIVE to a point where, if not given attention, may become dangerous.

Due to the public nature of the building it is advisable to have the structure kept under observation by a competent person, a surveyor/engineer who may also assist in drafting a schedule of works to obtain builders estimates with a view to having the necessary repairs carried out as soon as possible. It is important that you keep in contact **David Edwards** and advise of your intentions and when you have carried out repairs.

I trust you will make every effort to either contact me or take action to remove the potential danger without delay. For your information please see this link: [a précis of section 77 of the Building Act 1984, on https://www.legislation.gov.uk/ukpga/1984/55](https://www.legislation.gov.uk/ukpga/1984/55).

Yours faithfully,

David Edwards
 Chief Building Control Surveyor

10/26/2020

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IL Pyrford Cricket Club / data

<https://mail.aol.com/webmail-std/cn-gb/Pr>

From: Gareth.John@woking.gov.uk,
To: vviking22@aol.com, Ernest.Amoako@woking.gov.uk,
CC: Joanne.McIntosh@woking.gov.uk,
Subject: RE: CIL Pyrford Cricket Club / data
Date: Thu, 29 Oct 2020 17:00
Attachments: Official Copy - Register - SY718457.pdf (83K), Official Copy - Title Plan - SY718457.pdf (171K)

Dear Cllr Chrystie

Following our discussion yesterday I have undertaken a Land Registry search of the site (attached) and would advise you that there is no registered lease. The freehold as you had been advised is held by Fields in Trust (charity no 306070) (formerly National Playing Fields Association) which is a large long established charity which has a role in the protection of over 2,700 parks in the UK.

From the email correspondence you have sent me there is clearly no lease in place from Fields in Trust to Pyrford Recreation Ground (deed of 19th October 1950) (charity number 305094) which I wouldn't consider an issue from a risk perspective given who the freeholder of the site is (if the freehold were held by anyone other than an established charity it would be a different matter). I am happy with the confirmation that Terr Housden from Fields in Trust has provided.

Kind regards

Gareth

Gareth John | Principal Solicitor | Legal Services

Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL

Direct Telephone Number: 01483 743077 | Fax: 01483 768746 | Web: www.woking.gov.uk | DX: 2931 Woking

For general enquiries, please call Woking Borough Council's Contact Centre on 01483 755855

From: Viking22@aol.com <vviking22@aol.com>
Sent: 29 October 2020 16:18
To: Ernest Amoako <Ernest.Amoako@woking.gov.uk>
Cc: Gareth John <Gareth.John@woking.gov.uk>; Joanne McIntosh <Joanne.McIntosh@woking.gov.uk>
Subject: CIL Pyrford Cricket Club / data

10/30/2020

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WOKING JOINT COMMITTEE

DATE: 11 NOVEMBER 2020
LEAD OFFICER: ERNEST AMOAKO, PLANNING POLICY MANAGER

SUBJECT: COMMUNITY INFRASTRUCTURE LEVY – APPLICATION FOR CIL FUNDING TO INSTALL BENCHES, PICNIC TABLES AND REFUSE/RECYCLING BINS AT GOLDSWORTH PARK RECREATION AREA, GOLDSWORTH PARK WARD.

AREA: GOLDSWORTH PARK WARD

SUMMARY OF ISSUE:

The Joint Committee at its meeting on 13 March 2019 agreed the arrangement for local communities to identify local community infrastructure projects that CIL money could be used and how Ward Councillors could make a request to the Council to secure CIL money to enable the delivery of the projects. The Ward Councillors for Goldsworth Park Ward have submitted an application to secure £6,897.56 to install benches, picnic tables and refuse/recycling bins at Goldsworth Park Recreation Area. The new benches, picnic tables and bins are intended to enhance the overall quality of the Recreation Area and allow disabled people access to the use of the facilities. A Map showing the locations of where the benches and picnic tables will be installed is included in the application. The application is in Appendix 1. As at 30 September 2020, £7,489.99 of CIL money had been earmarked for community projects in Goldsworth Park Ward.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree that:

- (i) The application submitted by Ward Councillors for Goldsworth Park Ward to install benches, picnic tables and refuse/recycling bins at Goldsworth Park Recreation Area be approved;
- (ii) The Deputy Chief Executive be authorised to approve payment for the total cost of installing the benches, picnic tables and bins when the works have been undertaken and the invoices have been submitted to the Council. The cost of installing the benches, picnic tables and bins is estimated at £6,897.56 and will be drawn from the total CIL income earmarked for the Goldsworth Park Ward, this currently stands at £7,489.99; and
- (iii) The Ward Councillors for Goldsworth Park Ward be asked to oversee all

works relating to the procurement and installation of the benches, picnic tables and bins in accordance with their project plan, project specification, costs and quality control.

REASONS FOR RECOMMENDATIONS:

To enable funding to be secured for the installation of benches, picnic tables and bins at the Goldsworth Park Recreation Area.

1. INTRODUCTION AND BACKGROUND:

1.1 The Council introduced the Community Infrastructure Levy (CIL) from 1 April 2015 as the main means for securing development contributions towards the provision of infrastructure to support development across the Borough. To date, a total of £4,847,389.57 CIL contributions have been received by the Council. The Government requires the Council to pass on a proportion of the income to local communities where the chargeable development occurred. If the community has a Neighbourhood Plan it receives 25% of the CIL income from development occurred in the Neighbourhood Area. It is 15% if there is no Neighbourhood Plan. As at 30 September 2020, £7,489.99 has been secured for community projects within the Goldsworth Park Ward. The Government expects the Council to keep the community element of the CIL money in its account and ring-fence it for local community projects.

1.2 The Joint Committee has agreed an arrangement for local communities to identify community projects that could be delivered with CIL money and how the money could be secured from the Council to deliver them. The Ward Councillors for the Goldsworth Park Ward have submitted an application to secure £6,897.56 of the CIL money earmarked for the Goldsworth Park Ward to install benches, picnic benches and bins at the Goldsworth Park Recreation Area. The Joint Committee is asked to consider the application and decide whether or not the application meets the agreed criteria for the money to be approved.

2. ANALYSIS:

2.1 The Joint Committee has agreed a list of requirements to be met when submitting an application for CIL money to fund local community projects. This include:

- a. Name of the infrastructure/project that the CIL income will deliver;
- b. A brief description of the project and what it seeks to achieve; and
- c. Evidence of broad community support for the project.

2.2 The Government has prescribed that the CIL receipts can only be used for:

- a. The provision, improvement, replacement, operation or maintenance of infrastructure; or
- b. Anything else that is concerned with addressing the demands that development places on an area.

- 2.3 The above are the key requirements against which Members should assess the application. The application specifies the number of benches, picnic tables and bins to be installed, their precise locations within the Recreation Area as demonstrated on the attached Map. There is a detailed description of the type of benches, picnic tables and bins to be installed (Earth Anchors' Forest Saver tables and benches)). The entire project is well costed and the indicative costings covers both the acquisition of the benches, picnic tables, bins and their installation. The costing is included in the attached application.
- 2.4 The installation of the benches, picnic tables and bins falls within the Government's definition of what CIL receipts could be used. The project has broad community support. Evidence of broad community support for the project had been sought by consulting local residents via the website, meetings and the community magazine. The project is supported by the Goldsworth Park Community Association. Based on the above, Officers are satisfied that the proposal broadly meets the agreed list of requirements and the application should be approved.
- 2.5 **Recent changes to CIL Regulations** - There has been recent changes to the CIL Regulations which Members should note. Of particular relevance is the removal of the requirement to publish a Regulation 123 list with effect from September 2019. Instead of Regulation 123 list, the Government requires local authorities to publish an Infrastructure Funding Statement by 31 December of each year starting from 31 December 2020 setting out how much money they have received, spent and on what. Members should be aware that any CIL money approved by the Joint Committee for both borough-wide and local community projects will be published in the public domain.

3. OPTIONS:

- 3.1 The Council has a statutory duty to pass on a proportion of its CIL receipts to local communities where the development occurred. The Joint Committee has agreed a criteria that local communities have to meet to be able to secure CIL money from the Council to implement community infrastructure projects. It will be indefensible for an application that meets the agreed criteria to be refused unless there is a substantive reason to do so. It is important to also note that the Joint Committee has the authority to refuse an application if it felt that the criteria have not been met. On this particular occasion, Officers are satisfied that the application be approved.

4. CONSULTATIONS:

- 4.1 The following have been consulted and their comments have been incorporated into the report:
- Councillor David Bittleston – Chair of the Woking Joint Committee;
 - Councillor Gary Elson – Portfolio Holder for Planning (Woking Borough Council)
 - Douglas Spinks – Deputy Chief Executive (Woking Borough Council)
 - Leigh Clarke – Finance Director

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The cost of administering how much CIL income will be earmarking for local community projects, managing the individual accounts for the various Wards and Neighbourhood Areas and providing Members with update on money received and spent is presently being met from existing Planning Policy and Finance Service Plan budgets. Members should note that 5% of the CIL income has been set aside to cover CIL administration.
- 5.2 As at end of September 2020 a total of £7,489.99 (net) has been earmarked for community infrastructure projects within Goldsworth Park Ward. The estimated overall cost of the project is £6,897.56. There is sufficient money to cover the cost of the project and a small amount to mitigate against any risk due to cost overrun.
- 5.3 By 31 December of each year, the Council is required to publish the total amount of CIL income received and how much has been spent and on what. This information will be published in the Council’s Annual monitoring Report.

6. RISK MANAGEMENT:

- 6.1 The Council has a statutory duty to pass on a proportion of its CIL income to local communities where the development occurred. The Joint Committee has agreed a list of requirements that local communities have to satisfy to secure the CIL money earmarked for their areas to implement identified community projects. The Joint Committee would be failing on its duty if it refuses an application for CIL money for community projects that meets the agreed criteria.
- 6.2 The money being sought would contribute towards the delivery of necessary infrastructure to minimise development impacts on the local community. Refusing the application could encourage resentment against future development in the local community.
- 6.3 There is the expectation that Councillors would provide oversight on the delivery of the project to ensure that it is delivered to the agreed specification and project costs.

7. LOCALISM:

- 7.1 The project is identified by the local community and will be delivered by them.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 There are no equalities and diversity implications.

9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report.
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report.
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report.

Public Health	No significant implications arising from this report.
Human Resource/Training and Development	No significant implications arising from this report.

9.1 Crime and Disorder implications

No implications arising from the report.

9.2 Sustainability implications

No implications arising from the report.

9.3 Corporate Parenting/Looked after Children implications

No implications arising from the report...

9.4 Safeguarding responsibilities for vulnerable children and adults implications

No implications arising from the report.

9.5 Public Health implications

No implications arising from the report.

9.6 Human Resource/Training and Development

No implications arising from the report.

10. CONCLUSION AND RECOMMENDATIONS:

10.1 It is important that development is supported by the provision of the necessary infrastructure to ensure sustainable development, in particular, infrastructure projects that local residents have identified to benefit their communities. The identification of the benches, picnic tables and bins, and the choice of the locations for their installation have all been decided by the local community with their Ward Councillors. The proposal is well costed and there is sufficient money earmarked for Goldsworth Park Ward to cover the cost. The application meets the criteria agreed by the Joint Committee, and in this regard, should be supported.

11. WHAT HAPPENS NEXT:

11.1 Subject to the Joint Committee approving the application, both Borough Ward Councillors and County Divisional Councillors representing the Goldsworth Park Ward should be notified of the decision and be advised to go ahead and procure and deliver the project according to their own project plan and specification. Responsibility for overseeing the delivery of the project rests with the Ward Councillors. The Deputy Chief Executive will authorise payment of invoices when the Ward Councillors are satisfied of the works undertaken.

Contact Officer:

Ernest Amoako, Planning Policy Manager (01483 743427).

Consulted:

Douglas Spinks – Deputy Chief Executive

Leigh Clarke – Finance Director

Councillor David Bittleston – Chair of the Joint Committee

Councillor Gary Elson – Portfolio Holder for Planning, Woking Borough Council

Borough Portfolio Holder

Councillor Gary Elson – Portfolio Holder for Planning

Annexes:

Appendix 1 - Application for the installation of benches, picnic tables and bins at Goldsworth Park Recreation Area.

Sources/background papers:

- The Community Infrastructure Levy Regulations 2012 (as amended).
 - Community Infrastructure Levy (CIL) – Arrangement on managing the proportion of the CIL income earmarked for local community projects – report to Joint Committee meeting on 13 March 2019.
-

Community Infrastructure Levy Money Picnic Tables, Benches and Refuse Bins for Goldsworth Park Recreation Area

After consultation through the community magazine, Goldsworth News, the website and at two meetings, the GPCA wishes to enhance the facilities in the recreation area by using the money to provide picnic tables, benches and more refuse/recycling bins for Goldsworth Park Recreation Area.

The benches and tables will allow residents to make more use of natural green space in Goldsworth Park. They will provide several places for people to sit to enjoy the natural environment, picnic or simply get some fresh air. The tables will provide for wheelchair or mobility scooter users to be seated along with everybody else. All residents will benefit from these facilities but they will be particularly appreciated by those who have little or no garden or live in flats or maisonettes. The refuse/recycling bins are necessary to prevent a littering.

The GPCA would prefer to use Earth Anchors' Forest Saver tables and benches as there are already benches of this style around the lake – see below. It would also prefer to use Earth Anchors' installation service using their own ground anchors which are more secure than the plastic screws it appears that Serco used for the bench recently installed on North Meadow. The rubbish bins the Council installs are from Wybone and installed by their contractors.



Forest Saver Mobility Picnic Table



Forest Saver Tri-Table is available in Mobility Option



Forest Saver Seat



Refuse/Recycling Bin

Two Picnic Tables are to be located near the children's playground and one Tri-Table is to be located on The Point; all will be wheelchair friendly. Three benches are to be located around the sides of the football pitch area and one at the north end of North Meadow - see attached plan. Two refuse bins are to be located by two of the new benches round the sports pitches and the third by the new bench on North Meadow.

For the benches, and the two already on The Point, we request that rigid mesh matting is laid in front of each bench to protect the grass. The two benches on The Point do not have this matting and the ground in front of them has already been worn away to create deep puddles when it rains. Soil is currently available on the "spoil heap" near the playground to fill the holes for the matting but this may be moved soon so urgent action is required.

ITEM 16a

Costs

	£ p	£ p
2 x Forest Saver Mobility Picnic Tables black frame - ref 451	@ 639.00	1,278.00
2 x Rootfast anchors for soft surfaces	@ 59.00	118.00
1 x Forest Saver Tri-Table - mobility option - black frame - ref 412m	@ 785.00	785.00
1 x Rootfast anchors for soft surfaces	@ 85.00	85.00
4 x Forest Saver seats – black frame – ref 349	@ 349.00	1,396.00
4 x Rootfast anchors for soft surfaces	@ 59.00	236.00
Installation of 7 items by Earth Anchors	@ 530.00	530.00
3 x Wybone Refuse/Recycling bins	@ 439.99	1,319.97
Subtotal		5747.97
VAT @ 20%		1149.59
Total		6897.56

Cost of 7 mesh mats plus installation to be advised.

If the Council wishes to use its own contractors for installation, Earth Anchors' proprietary fixing are preferred, in which case a tool set would have to be purchased at a cost of £98.00 + VAT = £117.60 but this could be on sale and return for a refund.



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