

# Agenda

Guildford  
Local Committee

## **Welcome to Guildford Local Committee**

Your Councillors, Your Community  
and the Issues that Matter to You

## Discussion

New 5 year road maintenance  
programme

Plan to improve Guildford High Street  
road surface

How we are working with young people  
(14-19)



## Venue

**Location:** King George V Hall,  
*Effingham KT24 5ND*

**Date:** Wednesday, 19 June  
2013

**Time:** 7.00 pm

# You can get involved in the following ways

# Get involved

## ***Ask a question***

If there is something you wish know about how your council works or what it is doing in your area, you can ask the local committee a question about it. Most local committees provide an opportunity to raise questions, informally, up to 30 minutes before the meeting officially starts. If an answer cannot be given at the meeting, they will make arrangements for you to receive an answer either before or at the next formal meeting.

## ***Write a question***

You can also put your question to the local committee in writing. The committee officer must receive it a minimum of 4 working days in advance of the meeting.

When you arrive at the meeting let the committee officer (detailed below) know that you are there for the answer to your question. The committee chairman will decide exactly when your answer will be given and may invite you to ask a further question, if needed, at an appropriate time in the meeting.

## ***Sign a petition***

If you live, work or study in Surrey and have a local issue of concern, you can petition the local committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the committee officer 2 weeks before the meeting. You will be asked if you wish to outline your key concerns to the committee and will be given 3 minutes to address the meeting. Your petition may either be discussed at the meeting or alternatively, at the following meeting.

## **Thank you for coming to the Local Committee meeting**

Your Partnership officer is here to help. If you would like to talk about something in today's meeting or have a local initiative or concern please contact them through the channels below.

Email: [carolyn.anderson@surreycc.gov.uk](mailto:carolyn.anderson@surreycc.gov.uk)

Tel: 01483 517336



**SURREY**  
COUNTY COUNCIL

### **Surrey County Council Appointed Members**

Mr Mark Brett-Warburton, Guildford South East (Chairman)  
Mr Graham Ellwood, Guildford East  
Mr W D Barker OBE, Horsleys (Vice-Chairman)  
Mr David Goodwin, Guildford South West  
Mrs Marsha Moseley, Ash  
Mrs Pauline Searle, Guildford North  
Mr Keith Taylor, Shere  
Mrs Fiona White, Guildford West  
Mr Keith Witham, Worplesdon  
Mr George Johnson, Shalford

### **Borough Council Appointed Members**

Borough Councillor Mark Chapman, Westborough  
Borough Councillor Monika Juneja, Burpham  
Borough Councillor Nigel Manning, Ash Vale  
Borough Councillor Bob McShee, Worplesdon  
Borough Councillor James Palmer, Shalford  
Borough Councillor Tony Phillips, Onslow  
Borough Councillor Caroline Reeves, Friary and St Nicolas  
Borough Councillor Tony Rooth, Pilgrims  
Borough Councillor David Wright, Tillingbourne  
Borough Councillor Stephen Mansbridge, Ash South & Tongham

Chief Executive  
**David McNulty**

**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 either call Carolyn Anderson on 01483 517336 or write to the Community Partnerships Team at Surrey County Council, Old Millmead House, Millmead, Guildford, GU2 4BB or [carolyn.anderson@surreycc.gov.uk](mailto:carolyn.anderson@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.**

## **GUIDANCE ON USE OF INFORMATION TECHNOLOGY (IT) AND SOCIAL MEDIA AND ON THE RECORDING OF MEETINGS**

Those wishing to report the proceedings at the meeting will be afforded reasonable facilities for doing so; however, there is no legal requirement to enable audio or video recordings or use of IT and social media during the meeting. The final decision on whether a member of the public or press may undertake these activities is a matter for the Chairman's discretion.

All mobile devices (mobile phones, BlackBerries, etc) should be switched off or placed in silent mode during the meeting to prevent interruptions and interference with any Public Address (PA) or Induction Loop systems. Those attending for the purpose of reporting on the meeting may use mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. This is subject to no interruptions, distractions or interference with any PA or Induction Loop systems being caused. The Chairman may ask for mobile devices to be switched off in these circumstances.

Any requests to record all or part of the meeting must be made in writing, setting out the parts of the meeting, purpose and proposed use of the recording, to the Chairman prior to the start of the meeting. In considering requests to record the meeting, the Chairman will take into consideration the impact on other members of the public in attendance. The Chairman may inform the committee and any public present at the start of the meeting about a proposed recording, the reasons and purpose for it and ask if there are any objections. The Chairman will consider any objections along with any other relevant factors before making a decision. The Chairman's decision will be final, but s/he may ask for recordings to be ceased in the event that they become a distraction to the conduct of the meeting and may request a copy and transcript of any recording made.

## **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

## **2 MINUTES OF PREVIOUS MEETING**

(Pages 1 - 10)

To approve the Minutes of the previous meeting held on 13 March 2013 as a correct record.

## **3 DECLARATIONS OF INTEREST**

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

## **4 PETITIONS**

To receive any petitions in accordance with Standing Order 65 or letters of representation in accordance with the Local Protocol. An officer response will be provided to each petition / letter of representation.

### Petition 1.

*Although work has been done to part of Cabell Road, the rest of the road is still in very poor condition with unstable slabs and uneven surfaces.*

*We, the undersigned call upon the Guildford Local Committee to insist that Surrey County Council must complete the repairs to Cabell Road to make the whole a fit and proper road for local residents and other road users.*

*We believe that the continual failure to maintain the road properly is causing damage to vehicles, distress to residents and a safety hazard and adding to costs of future repairs*

Submitted by Westborough Liberal Democrats  
Attracting 136 signatures.

Petition 2.

*We, the undersigned and residents of Sheepfold Road, wish to make an application for a speed limit of 20mph for Sheepfold Road as a traffic calming measure.*

*This request is made due to the increased number of cars using the road as a 'rat run'. Also, the road appears to be straight going up hill but in fact has a distinct bend near the top which means it is impossible to see the end of the road either way.*

*We feel it is only a matter of time before a serious accident occurs.*

Submitted by Mrs Johnson, resident of Sheepfold Road.  
Attracting 130 signatures

**5 PUBLIC QUESTIONS**

To receive any questions from Surrey County Council electors within the area in accordance with Standing Order 66.

**6 MEMBER QUESTIONS**

To receive any written questions from Members under Standing Order 47.

**7 THE SURREY RAIL STRATEGY**

(Pages 11 - 26)

To receive a report outlining the Surrey Rail Strategy currently at consultation stage. The strategy has particular relevance to Guildford. Access to Guildford is a specific topic covered in the draft. Overcrowding on services from Guildford has been highlighted as a particular issue and some of the recommended options would have positive implications for the town, particularly Crossrail 2 and improved connectivity on the North Downs Line.

**8 OPERATION HORIZON - 5 YEAR MAINTENANCE PLAN**

(Pages 27 - 54)

To receive a report detailing a new targeted investment programme of road maintenance for Guildford. The programme will result in £12m being invested in the local road network and will enable 85km of road (12% of local network) to be re-surfaced over 100 separate road schemes.

**9 GUILDFORD HIGH STREET SETTS MAINTENANCE STRATEGY**

(Pages 55 - 62)

To agree a maintenance strategy for Guildford High Street setts.

**10 HIGHWAYS UPDATE**

(Pages 63 - 68)

To receive a report providing an update on the 2013/14 programme of minor highway works funded by this committee as well as Section 106 (developer funded) and Casualty Reduction Group (CRG) schemes.

- 11 LOCAL PREVENTION FRAMEWORK - YOUTH TASK GROUP RECOMMENDATION** (Pages 69 - 74)
- To receive the recommendations of the Local Committee Youth Task Group with regard to their assessment of the bids received and to award the grant contract for 2013-15.
- 12 SERVICES FOR YOUNG PEOPLE COMMISSIONS IN GUILDFORD 2012/13** (Pages 75 - 86)
- To receive an update on the progress made towards participation for all young people in Guildford in post-16 education, training and employment during 2012-13.
- 13 YOUTH SMALL GRANTS**
- To receive a brief address from Surrey Youth Focus regarding the administration of the Youth Small Grants for 2013-14. There is no report for this item.
- 14 NOMINATIONS TO TASK GROUPS AND OUTSIDE BODIES** (Pages 87 - 94)
- To consider and agree task group terms of reference and task group membership for 2013/14. To nominate representation on local groups as appropriate.
- 15 GUILDFORD COMMUNITY SAFETY BUDGET 2013/4** (Pages 95 - 100)
- To consider the delegation of the Local Committee Community Safety budget 2013/14.
- 16 FORWARD PROGRAMME** (Pages 101 - 104)
- To consider the Forward Programme of reports for the Local Committee for 2013/14.

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**DRAFT**

Minutes of the meeting of the  
**Guildford LOCAL COMMITTEE**  
held at 7.00 pm on 13 March 2013  
at St Peter's Centre, Ash, GU12 6LU.

**Surrey County Council Members:**

- \* Mr Mark Brett-Warburton (Chairman)
- Mr Graham Ellwood (Vice-Chairman)
- \* Mr W D Barker OBE
- \* Simon Gimson
- \* Mr David Goodwin
- \* Mrs Marsha Moseley
- \* Mrs Pauline Searle
- \* Mr Keith Taylor
- \* Mrs Fiona White
- \* Mr Keith Witham

**Borough / District Members:**

- Borough Councillor Mark Chapman
- Borough Councillor Monika Juneja
- \* Borough Councillor Lockyer-Knibbs
- \* Borough Councillor Nigel Manning
- \* Borough Councillor Bob McShee
- \* Borough Councillor James Palmer
- \* Borough Councillor Tony Phillips
- \* Borough Councillor Caroline Reeves
- Borough Councillor Tony Rooth
- \* Borough Councillor David Wright

\* In attendance

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**45/12 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from County Councillor Graham Ellwood and Ward Councillors, Monika Juneja, Mark Chapman and Tony Rooth. There were no substitutions.

**46/12 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes of the meeting held on 28 November 2012 were confirmed.

**47/12 DECLARATIONS OF INTEREST [Item 3]**

Councillor Fiona White said that with regard to Items 13 and 14 she was a Trustee of the Barn Youth Project.

#### **48/12 PETITIONS [Item 4]**

Mr James Dennis spoke to the petition that requested measures be put in place to reduce the speed of vehicles travelling on Gole Road. The meeting heard the petition had been supported by all of the residents living on the road. The petition was further supported by Councillor Witham. The formal response to the petition proposed the SCC design team incorporate the request in phase 2 of the Pirbright Village safety scheme study. This proposal was well received.

#### **49/12 MEMBER QUESTION TIME [Item 6]**

Councillor Bob McShee asked if it could be possible to provide a direct train service between Guildford and Farnham. Councillor McShee was content with the written response which explained that the county council was in the process of consulting with all stakeholders to develop a new rail strategy.

#### **50/12 PUBLIC QUESTION TIME [Item 5]**

Mr Hattersley asked about the implementation of a 40mph speed limit on the A246 from Effingham to West Horsley. The meeting heard that the speed limit would be in effect between Effingham and East Horsley by the end of March.

Mr Shatwell asked if the county council had fulfilled its duty to protect the public by closing footpath 52 where a bridge had become unsafe. Mr Shatwell spoke in response to the formal written answer to ask if the county council might build a replacement bridge. Councillor Keith Taylor explained to the meeting that the situation involved a complex legal situation between the council and a private landowner. He said that as the bridge had been closed to pedestrians the public had been safeguarded and that he would be monitoring the situation closely.

Gaynor White was not in attendance at the meeting to receive the formal written response to her question.

#### **51/12 MEMBERS LOCAL ALLOCATIONS [Item 7]**

The item was presented by the Community Partnerships Team Leader (West). A tabled paper was received by the committee detailing additional bids along with a revised balance sheet.

The Local Committee (Guildford) agreed:

- i. the items presented for funding from the Local Committee's 2012/13 revenue and capital funding as set out in paragraph 2 of the committee report, including the bid set out in the tabled document (Bids 2.1 – 2.18 in total)

- ii. to note the expenditure approved since the last Committee by the Community Partnerships Manager and the Community Partnerships Team Leader under delegated powers, as set out in paragraph 3 of the committee report (including the additional bids identified in the tabled item).
- iii. To note the return of funding to the Members' Allocation budget from projects previously agreed, as detailed in paragraph 4 of the committee report.

Reason

The spending proposals put forward for this meeting had been assessed against the County standards for appropriateness and value for money and the local committee agreed that they should be approved.

**52/12 REVIEW OF GUILDFORD TOWN CONTROLLED PARKING ZONE [Item 8]**

The item was presented by the borough council's On-Street Parking Co-ordinator. The paper detailed the outcomes of consultations undertaken to assess the need to implement new parking controls in Dene Road, St Luke's and Onslow Village.

Both Councillor Goodwin and Councillor Phillips had received representation relating to roads in Onslow Village prior to the meeting. Councillor Goodwin proposed that specific named roads in Onslow Village should be subject to further consultation in order to better understand the needs of the local communities. This was seconded by Councillor White and supported by Councillor Phillips. An amended recommendation was approved by the committee.

The Local Committee (Guildford) agreed;

- i. to formally advertise the intention to make an order to give effect to the draft proposals recently consulted upon in the Dene Road area (Annexe 7);
- ii. to formally advertise the intention to make an order to give effect to the draft proposals recently consulted upon in the St Luke's development, as revised (Annexe 8);
- iii. to consult on the design for an extended Controlled Parking Zone in the roads listed below\* as set out in Annexe 10; and, following consultation, delegate the Parking Strategy and Implementation Manager, the Chairman of the Local Committee and the divisional and ward councillors for the area to make any necessary amendments to the design before formally advertising the intention to make an order;

(\*Bannisters Road (part not already within CPZ), Ellis Avenue, Litchfield Way (part not already within CPZ), Manor Way (part), Orchard Road, The Crossways (part not already within CPZ), The Square, Vicarage Gate, West Meads (part not already within CPZ) and Wilderness Road)

- iv. to formally advertise the intention to make an order to give effect to the draft proposals for limited controls in Onslow Village (Annexe 9);
- v. to formally advertise the intention to make an order to give effect to the changes necessary to introduce various new formalised disabled only parking places and accommodate various recently constructed vehicle crossovers (Annexe 11);
- vi. to formally advertise the intention to make an order to give effect to the various other changes listed in Annexe 12, in order to increase the availability of space, its prioritisation for various user groups, improve safety, access and traffic flow; and
- vii. to make the order if there are no unresolved objections, or if there are objections, to report these to a future meeting of Guildford Local Committee.

#### Reason

The committee agreed the consultations and proposals in the recommendations best reflected the parking control needs of the local areas.

#### **53/12 BYWAY OPEN TO ALL TRAFFIC 521 (ASH) (D68) REQUEST TO CONSIDER A TRAFFIC REGULATION ORDER ROAD TRAFFIC REGULATION ACT 1984 [Item 9]**

The item was presented by the Senior Countryside Access Manager who advised that following approval from the Local Committee in November a Notice of Intention had been published for the statutory period. The results of the consultation were within the committee report; however, since the report had been published two additional emails of support for the implementation of the Traffic Regulation Order had been received. Three local residents, Terina Notz, Sue Johnson and Danny Jermann, had registered to speak on the item and spoke in support of the recommendation and listed their concerns about the impact of vehicular traffic. Local members Councillor Manning and Council Gimson also supported the officer recommendation.

The Local Committee (Guildford) agreed:

The grounds for making an all year round Traffic Regulation Order as outlined had been met, and an Order should be made for Byway Open to All Traffic 521 (Ash) (D68) to prevent damage to the surface and to

facilitate the passage of all other class of traffic on the byway, as shown on Drawing Number 3/1/54/H17 (Annexe 1 of the committee report).

Reason

The committee agreed that the proposal would safeguard the BOAT from further deterioration

**54/12 HIGHWAYS UPDATE AND BUDGET ALLOCATION FOR 2013/14 [Item 10]**

The item was presented by the Area Highways Manager who also tabled an additional paper as Annexe 2. The annexe concerned the condition and maintenance of the setts in Guildford High Street and members were advised there would be a further report to the June committee.

Members noted that the plans for major schemes proposed for Pirbright and Shere warranted the retention a £123,000 reserve in the budget. It was further noted that since the committee report had been published costs for the Albury bus stop had risen to £16,000.

There was support for the planned pedestrian survey and consultation with key stakeholders regarding the safety of pedestrians using Salt Box Road and Whitmoor Common.

The Local Committee (Guildford) agreed:

- i. to note progress on the 2012/13 programme of Integrated Transport Schemes (ITS, or improvement schemes), Local Re-surfacing Schemes, and S106 Schemes;
- ii. that £209,000 is allocated to the ITS or improvement schemes listed in the committee report;
- iii. to authorise the introduction of a 40mph speed limit on Queens Road, Bisley (currently 60mph) between the borough boundary and the existing 40mph limit to the south;
- iv. to delegate authority to the Area Highways Manager in consultation with the Chairman and Vice Chairman and locally affected members to amend budgets throughout the year if required to ensure the budget is allocated in a timely manner;
- v. to extend the remit of the Transportation Task Group to constitute up until the first Local Committee of the municipal year;
- vi. to delegate the ability to appoint Members to the Task Group to the Area Highways Manager in consultation with the Chair and Vice-Chair of the Local Committee in order to replace any

members who are no longer Councillors as a result of the local elections until the first Local Committee of the municipal year; and

- vii. to note the content of ANNEXE 2 of the committee report (tabled)

Reason

The committee agreed that the proposals met the needs of the local community and were the best use of the Highways budget.

**55/12 LOCALISM IN HIGHWAYS : AN UPDATE ON DEVOLVED HIGHWAYS DELIVERY [Item 11]**

The item was presented by the Area Highways Manager and the Highways Localism officer who explained the thrust of the initiative was to involve local communities in the delivery of Highways services in their neighbourhood. It was explained that the offer could be extended to community groups such other than parish councils in the longer term and that the qualifying, legal and constitutional requirements were being looked into. The members were advised they could transfer additional funds from their Highways budget to the initiative if they desired. There would be 6-monthly reporting to committee to provide updates on the progress of individual agreements whilst the budget allocation would be discussed by committee annually. The members were in support of the initiative and hoped it would build long-term working relationships with local partner organisations. To this end they proposed a reworded officer recommendation to reflect their endorsement.

The Local Committee (Guildford) agreed:

- i. The Highways Localism initiatives as set out in Annexe 1 of the committee report be approved and be funded through the committee's Highways budget set aside for the Lengthsman Scheme as set out in Item 10 of the agenda; and
- ii. The Local Committee would take into account the interest shown by other groups in Annexe 1 of the committee report and that interest could be explored later in the financial year 2013/14.

Reason

The committee agreed that working with parish and town councils and other community organisations was a positive means to establish locally-managed highways service delivery.

**56/12 PIRBRIGHT BENDS SPEED LIMIT CHANGES [Item 12]**

The item was presented by the Road Safety Team Leader who explained that the findings of the Surrey County Council Road Safety Working Group had identified the stretch of the B3012 as having a very

poor accident record. The report proposed implementing suitable speed limits in order that drivers would more safely negotiate the roads. Councillor Moseley said that work should also be undertaken to improve driver behaviour. Councillor Witham asked if the approach described in the committee report could be applied to the entire stretch of Gole Road and this was confirmed.

The Local Committee (Guildford) agreed:

- i. to note the results of the safety investigations
- ii. that, the speed limits should be changed as follows:-

Travelling westwards,

- a) to 40mph (from 60mph) from existing 60mph terminal sign in B3012 Gole Road to a point in B3012 Gapemouth Road, approximately 200m east of the railway bridge.
- b) to 30mph (from 60mph) from this point, continuing under the railway bridge along B3012 Gapemouth Road for approximately 600m
- c) to 40mph (from 60mph) from this point along B3012 Gapemouth Road / Guildford Road to the 30mph limit terminal. The western section of this route is in Surrey Heath.

Also, travelling westwards,

- d) to 30mph (from 60mph) from the railway bridge, along D46 Mytchett Place Road for approximately 1500m.
- e) to 40mph (from 60mph) from this point to the existing 30mph terminal sign, just south of Mytchett Lake Road. The western section of this route is in Surrey Heath.

The proposed new speed limits are shown in ANNEXE 1 of the committee report.

- iii. to authorise the advertisement of a notice in accordance with the Road Traffic Regulation Act 1984, the effects of which will be to implement the proposed speed limit changes and revoke any existing traffic orders necessary to implement the changes, and subject to no objections being upheld, the Order be made.
- iv. to authorise delegation of authority to the Area Highways Manager in consultation with the Chairman and Vice-Chairman of the Local Committee and the local Divisional Member to resolve any objections received in connection with the proposals.

### Reason

The committee agreed that the proposals reflected a full assessment under the County Council's speed policy and addressed all safety concerns.

#### **57/12 TRAVEL SMART LOCAL SUSTAINABLE TRANSPORT FUND UPDATE AND PROGRAMME 2013-14 [Item 13]**

The item was presented by the Transport Projects Team Manager. The committee paper described progress to date for the schemes agreed for the 2012/13 financial year and laid out proposed schemes for the next financial year as endorsed by the Transportation Task Group. It was explained that the Department for Transport had originally required that the LSTF funding focus on the challenging congestion in the town centre. However, the Local Committee had drawn the view of the work outward to consider the importance of the rural areas to the town centre. It was noted that there was a LSTF fund available to increase the number of places where bicycles could be securely locked in the town centre. Councillor Searle said the community engagement work undertaken in Stoke had been well received.

The Local Committee (Guildford) agreed:

- i. to note progress with the delivery of the LSTF schemes in Guildford;
- ii. the 2013/14 LSTF scheme programme as proposed in ANNEXE B of the committee report; and
- iii. to delegate amendments to the LSTF Programme to the Local Committee Chairman and Chair of the LSTF Delivery Group in consultation with the appropriate county and borough officers and members

### Reason

The committee agreed the 2013/14 programme and delegation would assist in meeting the objectives of the LSTF to encourage the use of sustainable transport modes, support the economy, local businesses and local communities.

#### **58/12 SERVICES FOR YOUNG PEOPLE LOCAL PREVENTION COMMISSIONING 2013-15 [Item 14]**

The Youth Services Contract Performance Officer presented the item. It was explained that the committee paper laid out the next steps in the procurement process supporting the reduction of NEET (Not in Employment, Education or Training) young people in Guildford. There would be a change to the procurement process moving from a contract to a grant award. The purpose of this change was to enable smaller local organisations to participate in the bidding by making the process more manageable. There would be a local event to explain the new



process to local bidders. A proportion of the budget would be set aside to support individuals to purchase one-off items eg chef whites or shoes which would enable them to participate in training or employment. Those bidders successful in the procurement process would be required to work with local partners and agencies to identify young people at risk of becoming NEET. Councillor Searle asked if the funding could be spread more evenly to support those partners contributing to that work.

The Local Committee (Guildford) agreed:

- i. to approve the allocation of £24,000 from the Local Prevention Framework funding for Individual Prevention Grants; and
- ii. to approve the Local Needs Specification at ANNEXE A of the committee report agreeing that it be considered by providers focusing on the identified needs for Guildford and the geographical neighbourhoods as prioritised by the Youth Task Group.

Reason

The committee agreed the sum allocated to Individual Prevention was fair and proportionate and that the specification reflected local need.

**59/12 SURREY FIRE AND RESCUE SERVICE PUBLIC SAFETY PLAN UPDATE  
[Item 15]**

The Area Manager for the Implementation of the Public Service Plan presented the item. The committee paper reported on the work undertaken towards realising the PSP over the past two years and outlined the work for the next three years to 2016. The meeting heard that Gomshall would be retained but with the reformed style of service. This would include the use of 4-wheel drive vehicles, defibrillators and increased partnership working with the ambulance service and local Police services. The work on the new fire station in Guildford was progressing. It was explained that because of the computer systems installed in modern fire engines it would be the most local fire engine that would respond to an emergency regardless of where the fire station was located. The reform of Wholetime Duty meant conforming to the national conditions of service. The number of firefighters was reducing in Elmbridge and Spelthorne and the service would be adjusting to this change. The future for the service included an increase in the number of volunteers, encouraging private sponsorship and income generation.

The Local Committee (Guildford) took note of note the progress to date on items in the Action Plan for 2011-13 and the proposed Action Plan for 2013-16

**60/12 FORWARD PROGRAMME [Item 16]**

The Local Committee (Guildford) took note of the Forward Programme for 2013/14.

Meeting ended at: 9.40 pm

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**Chairman**

**SURREY COUNTY COUNCIL****LOCAL COMMITTEE (GUILDFORD)****DATE: 19 JUNE 2013****LEAD OFFICER: IAIN REEVE, ASSISTANT DIRECTOR, ECONOMY, TRANSPORT AND PLANNING****SUBJECT: THE SURREY RAIL STRATEGY****DIVISION: SURREY-WIDE****SUMMARY OF ISSUE:**

Surrey needs world class rail infrastructure to encourage sustainable economic growth and to ensure that Surrey remains globally competitive. We also know that Surrey residents suffer from overcrowding and a relatively poor rail service in some areas.

The Surrey Rail Strategy has particular relevance to Guildford. Access to Guildford is a specific topic covered in the draft. Overcrowding on services from Guildford has been highlighted as a particular issue and some of the recommended options would have positive implications for the town, particularly Crossrail 2 and improved connectivity on the North Downs Line

The objective for the strategy is to identify proposals for strategic investment that the county council could either deliver itself, or work with others to deliver, including lobbying for central Government support. The active support of Guildford Members would help to ensure that the strategy is implemented.

**RECOMMENDATIONS:****The Local Committee (Guildford) is asked to:**

- (i) Comment on the draft Surrey Rail Strategy
- (ii) Consider a response to the Transport for London and Network Rail consultation on Crossrail 2.

**REASONS FOR RECOMMENDATIONS:**

Consultation with Guildford Members will ensure that the final version of the strategy is robust and comprehensive. The support and involvement of Members will make it more likely that the strategy will be implemented.

## **1. INTRODUCTION AND BACKGROUND:**

- 1.1 The Surrey Rail Strategy is ultimately a means to ensure that Surrey has the infrastructure needed to drive economic growth and remain competitive. It has particular relevance to Guildford because Guildford is a key economic hub with good rail links to London. Nearly eight million entries and exits were recorded at Guildford station in 2011/12 (Surrey's busiest station) with over 70% of Guildford rail commuters travelling to London.
- 1.2 Consultants (Ove Arup & Partners Ltd) were appointed in November 2012 to undertake a Surrey Rail Strategy (the strategy), as part of the Surrey Future initiative.
- 1.3 The strategy provides a framework through which the county council and partners can:
  - Develop future rail policy, service and infrastructure initiatives
  - Respond to consultations e.g. rail franchises and aviation reviews
  - Lobby to influence national rail policy and planning
  - Support wider council growth initiatives.
- 1.4 It also provides a opportunity to review Surrey's position on rail services. It replaces the outdated Rail Services Strategy in Local Transport Plan 1 (2001/02 – 2005/06) and will be part of the Surrey Transport Plan (LTP3).

## **2. ANALYSIS:**

- 2.1 At the start of the study the key issues affecting rail in Surrey were identified. The issues are outlined in a detailed Issues Paper and summarised in the strategy document.
- 2.2 The most significant issue for Guildford is overcrowding. Guildford is Surrey's busiest station and a key hub on the Portsmouth Direct Line, (a branch of the South West Main Line), and North Downs Line.
- 2.3 Access to Guildford, as one of the county's main economic centres, was highlighted as a key issue during stakeholder consultation. Access between Guildford and Alton/ Farnham was identified as an issue and an improved service was viewed as a means to relieve congestion on A3 and A31 corridors (a problem identified in the Surrey Future Congestion Programme).
- 2.4 Poor access to employment centres, such as Surrey Research Park, was also highlighted by stakeholders.
- 2.5 Guildford benefits from a frequent, fast service to London relative to several other areas in the county, but stakeholders highlighted poor services to other destinations, including Gatwick and Heathrow airports.

## **3. OPTIONS:**

- 3.1 Some of the options identified in the strategy have particular relevance for Guildford.

- 3.2 Options were identified for service and/ or infrastructure improvements that could address the identified issues. These underwent a rigorous assessment process to arrive at a short list of preferred options. Some options were ruled out during the assessment process, for example, reinstatement of the Guildford-Cranleigh link. All the options are outlined in a detailed Options Paper.
- 3.3 Three priority options have been identified because they have the potential to have a major impact in Surrey. These are Crossrail 2, the North Downs Line and access to airports.
- 3.4 Crossrail 2 has the potential to bring significant benefits to Guildford. The exact nature of the scheme is currently being consulted on with respondents being asked to choose between two preferred routes – a regional and a metro route.
- 3.5 The regional route has the potential to provide a significant capacity increase on the South West Main Line, by around 40% at peak times. This will enable up to nine additional trains an hour into London Waterloo and provide interchange opportunities at Wimbledon, easing overcrowding for Surrey commuters. This will bring benefits to commuters in Guildford and boost the local economy because there are likely to be more frequent and faster services made available to London
- 3.6 Annex 2 provides more information on Crossrail 2. The committee is asked to consider responding to the Transport for London and Network Rail consultation to ensure that the regional route is selected as the preferred option.
- 3.7 Plans for new stations in Guildford have been re-examined during the assessment process and the draft strategy recommends that the business case for new stations at Park Barn and Merrow (timing dependent on development) be confirmed.
- 3.8 Worplesdon Park-and-Ride has also been identified as an option to improve access to Guildford from the surrounding area. This was raised during stakeholder consultation and not developed in any detail.
- 3.9 There are further actions relevant to Guildford in the short, medium and long term action plans at the end of the strategy document. These include:
- a. Support committed train lengthening schemes on the South West Main Line (short term)
  - b. Commence strong lobbying for the Crossrail 2 regional scheme, working closely with Transport for London and other partners (short term)
  - c. Confirm the business case for Guildford local access schemes, including 2 trains per hour Alton-Guildford, Worplesdon Park and Ride and new stations at Park Barn and Merrow.
  - d. Work with Network Rail to support the effective use of committed funding to deliver capacity improvements at London Waterloo (medium term)

3.10 None of the options can be achieved by Surrey County Council alone. Surrey County Council will need to work with partners including Surrey boroughs and districts but most obviously the rail industry, to implement the strategy.

**4. CONSULTATION:**

- 4.1 The strategy is subject to a 14 week public consultation that will close on 28 June.
- 4.2 The consultation has included extensive engagement with the rail industry, Surrey districts and boroughs, neighbouring transport authorities, Local Enterprise Partnerships, parish councils, residents associations, business groups and other interested parties.

**5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 Elements of the strategy might require funding as they are developed.

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 An Equalities Impact Assessment has been drafted and will be further informed by consultation responses. It is expected that the strategy will have positive impacts on groups of people with the following protected characteristics:

- Age
- Disability
- Pregnancy/ maternity.

No negative impacts on groups with protected characteristics are expected.

**7. LOCALISM:**

7.1 The strategy includes options which will impact communities across Surrey. Actions will typically have benefits for communities over a wide area.

**8. OTHER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	Some marginal benefits are expected.
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

8.1 Sustainability implications

Improvements to railway infrastructure and/ or services should encourage modal shift from vehicles. This could have a positive impact on carbon emissions and climate change.

## **9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The committee is asked to comment on the draft Surrey Rail Strategy and consider a response to the Crossrail 2 consultation.

## **10. WHAT HAPPENS NEXT:**

10.1 The public consultation on the strategy closes on 28 June. Comments will be reflected in a final version of the strategy which will be discussed by Surrey County Council's Environment and Transport Select Committee and approved by Surrey County Council's Cabinet. It will also be approved by the Surrey Future Steering Board.

10.2 A delivery plan will be developed which will set out how partners will implement the strategy.

10.3 The strategy and delivery plan will ultimately become part of the Surrey Local Transport Plan (LTP3)

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### **Contact Officer:**

Iain Reeve, Assistant Director, Economy, Transport and Planning, 020 8541 9375

### **Consulted:**

The draft strategy has been subject to a 14 week public consultation. This consultation has included Surrey districts and boroughs, neighbouring transport authorities, Local Enterprise Partnerships, the rail industry, parish councils, residents associations, business groups and other bodies.

### **Annexes:**

Annex 1: The draft Surrey Rail Strategy (Executive Summary)

Annex 2: Crossrail 2 briefing note.

### **Sources/background papers:**

- Surrey Local Transport Plan (LTP3)
  - The draft Surrey Rail Strategy
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Surrey County Council

**Surrey Rail Strategy**

Surrey Rail Strategy Report -  
Executive Summary

Final | 21 March 2013

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 227787

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# Document Verification

<b>Job title</b>		Surrey Rail Strategy		<b>Job number</b> 227787	
<b>Document title</b>		Surrey Rail Strategy Report - Executive Summary		<b>File reference</b>	
<b>Document ref</b>					
<b>Revision</b>	<b>Date</b>	<b>Filename</b>	Surrey Rail Strategy Report - ExecSum final.docx		
Final	21 Mar 2013	<b>Description</b>	Final		
			Prepared by	Checked by	Approved by
		Name	Stephen Bennett	Stephen Bennett	Stefan Sanders
		Signature			
		<b>Filename</b>			
		<b>Description</b>			
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		Name			
		Signature			

**Issue Document Verification with Document**

## Executive Summary

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### Objectives

Arup was appointed by Surrey County Council (SCC) in November 2012 to undertake the Surrey Rail Strategy study. This document is the **Surrey Rail Strategy Report**, the main deliverable from the study.

In line with SCC's requirements the Strategy provides a framework through which SCC can:

- develop future rail policy, service and infrastructure initiatives;
- respond to consultations (e.g. rail franchises, aviation reviews);
- lobby to influence national rail policy and planning; and
- support wider Council growth initiatives.

We have developed a high-level **strategic approach** to this study. The strategy does not develop detailed options, rather it identifies potential interventions that SCC and partners can either develop directly or can support third parties to develop. From our experience we are confident that this approach provides SCC and its partners with the influential rail strategy that they require.

The four **rail development objectives** for Surrey were identified through review of relevant planning and policy documents and discussions with SCC; they are:

1. Maintain Global Competitiveness;
2. Drive Economic Growth;
3. Reduce impacts on the Environment;
4. Accommodate Sustainable Population Growth.

The objective for the study is to identify proposals for strategic investment that the County Council, working with partners, can plan and deliver.

### Key Issues

The key issues affecting the delivery of the rail development objectives for Surrey, and the gaps remaining were identified in the Issues Paper. Issues were split into two categories:

- **Capacity issues** – related to the size and scale of the rail system (infrastructure and services) to meet the required demand, e.g. train length, number of trains; and
- **Adequacy issues** – related to the capability of the rail system to meet the requirements of passengers and policy, e.g. journey times, frequency, station facilities.

Issues were identified by undertaking extensive stakeholder consultation, and desk research and analysis.

## Capacity Issues

The main capacity issues for rail in Surrey have been identified as:

- **Capacity to Waterloo** – without action, significant overcrowding is forecast to result by 2031 particularly on main line services, with demand growth likely to be suppressed;
- **Capacity on the Brighton Main Line** – some overcrowding is forecast to continue to occur by 2031, even after significant investment; and
- **The North Downs Line** – there is existing overcrowding on peak services between Guildford and Reading.

## Adequacy Issues

The main adequacy issues for rail in Surrey have been identified as:

- **Access to London** - from locations in the Blackwater Valley area, e.g. Camberley and Frimley;
- **Access to main centres in the County** - existing train services are often infrequent and offer poor connections, for example Alton to Guildford;
- **Access to stations** – both lack of car parking and poor connections to other modes of public transport;
- **Links between new developments and stations** – to support sustainable travel choices, and developing appropriate solutions; and
- **Access to international gateways** – particularly Heathrow and Gatwick airports, but also High Speed (HS) 1 & 2, to maintain Surrey's global competitiveness.

## Optioneering

Having identified the capacity and adequacy issues for rail in Surrey, a list of options was identified for service or infrastructure improvements that could address the different issues. This took the form of a **long-list of options** obtained from a range of existing sources, such as previous rail studies, Network Rail Route Utilisation Strategies and stakeholder consultation. A number of options are original solutions proposed by Arup.

An **assessment process** was undertaken to arrive at a short-list of preferred options that would be recommended for inclusion in the Surrey Rail Strategy. Each option was assessed against three criteria: *Suitability*, *Feasibility*, and *Acceptability*. These terms are explained below:

- **Suitability** - How does the option address SCC's objectives, does it support wider plans and strategies and is rail the most suitable mode?
- **Feasibility** - Is the option deliverable and by whom, what are the key risks and obstacles, can funding be obtained?
- **Acceptability** - Does the option have a good business case, does it have stakeholder support?

Options were scored either a Good Pass, a Pass, or a Fail. All options in the categories *Good Pass* and *Pass* were recommended for inclusion in the Surrey Rail Strategy. **Four options in the *Fail* category were rejected:**

- Double-deck trains on South West Main Line (SWML) outer services;
- 16-car trains on SWML outer services (to Waterloo International);
- Reinstatement of the Guildford-Cranleigh railway line;
- Interchange at Frimley to the South West Main Line.

## Rail Strategy

The strategies for each area or topic comprise the committed schemes and the preferred options (those achieving a Pass or Good Pass in the assessment) for the short, medium or long term timescales.

**Committed schemes** are generally those that are included in the Network Rail Strategic Business Plan for Control Period 5 (2014-2019).

**Options** included range from those that are already being developed by the rail industry and just need support and input from Surrey County Council and its partners, to those that are new ideas and are not yet proven, which need further development to determine if they are viable schemes. In all cases, Surrey County Council and partners should be convinced that there is a robust business case for any option before they give their full support and certainly before any funding is committed.

The **main actions** to deliver each option are also considered; to inform the action plan.

The **areas/topics** covered are:

- South West Main Line;
- Windsor Lines;
- Brighton Main Line;
- North Downs Line;
- Access to airports;
- Access to Guildford; and
- Network wide and stations.

These area/topic strategies combine to form the Surrey Rail Strategy.

## Delivery

The recommended actions for Surrey County Council, its partners, and other stakeholders in the short, medium, long term to deliver the rail strategy are presented in the Action Plan.

The Action Plan is split into three tables:

- Short and Short-Medium term
- Medium and Medium-Long term
- Long term

The top priority actions are identified to enable the effort and resources to be focused on the most important issues.

In the **short term action plan** there are actions required to:

- Support committed train lengthening schemes on the South West Main Line and Windsor Lines;
- Commence strong lobbying for the Crossrail 2 regional scheme, working closely with Transport for London and other key stakeholders;
- Explore options to reduce journey times between Camberley and London;
- Support committed additional platform at Redhill;
- Lobby for train lengthening on the North Downs Line;
- Proactively engage with the Davies Commission on airport capacity;
- Support committed schemes that will benefit Gatwick Airport;
- Improve road-based access to Heathrow Airport;
- Lead the development of the station access and station facilities improvement programmes, as well as the standard rail service specification for Surrey;
- Lead review, and where appropriate, the development of rail improvements to support developments.

In the **medium term action plan** there are actions required to:

- Work closely with Network Rail to support the effective use of committed funding to deliver capacity improvements at London Waterloo;
- Lobby for additional train lengthening on the SWML, particularly its inclusion in the next South Western franchise specification;
- Proactively lobby for the inclusion of Surrey County Council and partners in the development of the Crossrail 2 scheme;
- Promote the Sturt Lane Chord scheme as an effective use of future additional capacity on the SWML;
- Monitor demand growth on SWML Inner Suburban and Windsor Lines services;

- Support committed schemes on the Brighton Main Line and monitor the construction impacts of the Thameslink Programme;
- Work with Network Rail to develop further Brighton Main Line capacity improvements;
- Lead development of the improvement schemes for the North Downs Line, working closely with the Department for Transport and Network Rail;
- Support committed Heathrow Western Connection to Reading;
- Develop options that will benefit Gatwick Airport in future;
- Engage with all options which seek to address access to Heathrow;
- Raise Crossrail extension option in discussions on Airtrack Lite;
- Confirm the business case for Guildford local access schemes, including 2tph Alton-Guildford, Worplesdon park-and-ride, and new stations at Park Barn and Merrow;
- Engage with the rail industry on demand management measures.

In the **long term action plan** there are actions required to:

- Identify further capacity upgrades on the South West Main Line and enabling schemes for Crossrail 2;
- Develop the concept of a new, possibly high speed, rail link across Surrey from Heathrow to Gatwick Airport and possibly beyond;
- Develop the business case for the Clapham Interchange option.

There are a number of actions identified above covering many different options. There is a risk of confusion over priorities and dilution of resources across too many activities, particularly if human resources to lead and develop options are limited.

The priority actions should be those which relate to those options which are closely aligned with the Surrey rail development objectives and which have the potential to have a major impact on rail in Surrey, in the short, medium or long term. These **priority options** are considered to be:

- **Crossrail 2** – the South West Main Line has significant capacity challenges in future. The Crossrail 2 scheme has the potential to fully address the capacity gap forecast on the line, and has wider benefits for Surrey in terms of greatly improved access to major employment centres in London and in maintaining Surrey’s global competitiveness by providing better connections to HS1 and in future HS2. It should be a priority of the strategy to implement actions that develop the Crossrail 2 scheme with stakeholders, and also to develop the enabling schemes in the short to medium terms;
- **North Downs Line** – improvements to this line will address capacity issues in the short-medium term, but it is the potential to significantly improve this corridor in the medium long term that has potential to create a really strong orbital link through Surrey, anchored by Gatwick Airport at one end and Reading at the other (for the future employment opportunities in Reading and

wider connections, such as the planned Western Connection to Heathrow) and with the major Surrey towns of Redhill and Guildford between the two. This is an option that Surrey County Council and its partners can step up to and take the lead on, and it should be a priority of the strategy to push forward with this option;

- **Access to Airports** – this is a high profile and political issue in Surrey, and it affects decisions to locate people and businesses in the County. There are a number of options in the short and longer terms to address access to Heathrow and Gatwick, but in the case of Heathrow, there are no easy solutions. It should therefore be a priority for Surrey County Council and its partners to demonstrate leadership on this issue, by defining its position on airport capacity, and taking the lead on improving access to airports from Surrey. Inevitably, a final position will be dependent on the conclusions of the Davies Commission, but it is important that Surrey lobbies strongly for the continued development of Heathrow and Gatwick, because of their contribution to Surrey’s global competitiveness, economic prosperity, and employment.

## Implementing the strategy

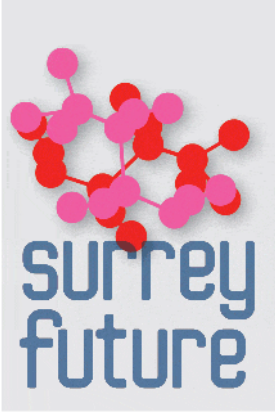
Once the Surrey Rail Strategy is approved and adopted by Surrey County Council, it should be implemented quickly to maintain the momentum gained during the development stage of the strategy. In particular the short term options should be developed as a priority to feed into the main rail industry processes. Early engagement should include:

- Engagement with the **Department for Transport** to clearly promote Surrey’s requirements for:
  - the 2017 High Level Output Statement (HLOS) and Control Period 6;
  - future franchise specifications and priorities (Thameslink, South Western, Great Western, etc);
- Engagement with **Network Rail** to ensure Surrey’s active participation in the Long Term Planning Process (LTPP) particularly the London and South East Market Study and future Route Plans. Conditional outputs should be clearly defined so options for Control Period 6 are developed and agreed;
- Engagement with **Transport for London** to ensure Surrey’s active participation in the development of the Crossrail 2 scheme;

Regular engagement should also be held with the **Train Operating Companies** to build relationships around development and implementation of relevant options, and with **Surrey stakeholders**, such as Boroughs and Districts and the business community, to report on progress, build relationships around the rail strategy, and harness local skills and knowledge to support implementation.

There is excellent stakeholder interest and support from both within the County and the rail industry, and this should be harnessed by Surrey County Council and its partners to deliver a successful rail strategy for Surrey that delivers the development objectives for the County.





## Crossrail 2

We have an opportunity to secure an important new rail project which could bring substantial improvements to rail services for lines operating out of Waterloo station.

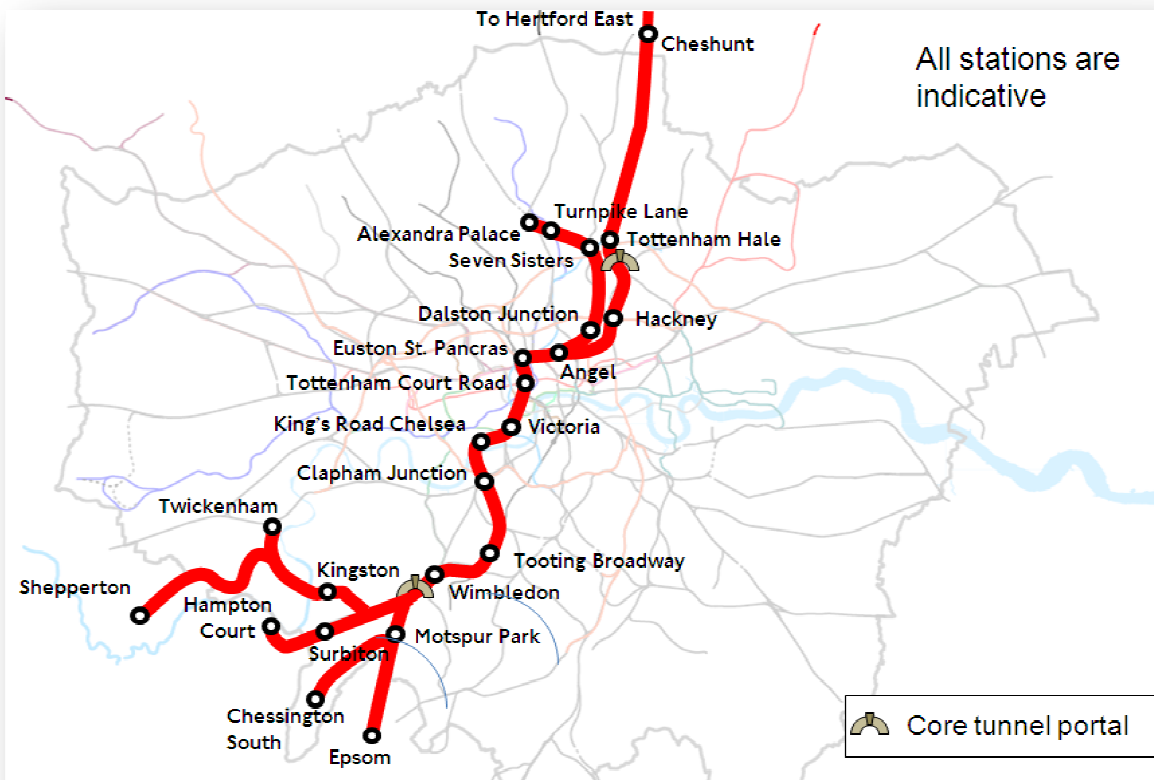
Transport for London (TfL) and Network Rail are consulting about a new rail project called Crossrail 2. There are two variations of this scheme:

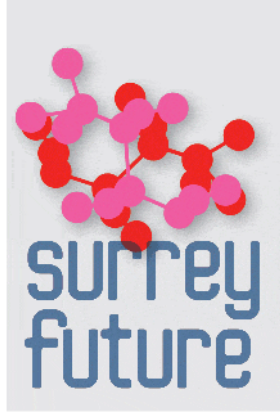
- A purely London scheme which would have benefits solely for the capital
- A “regional” scheme which would have benefits both for London and for a large part of the South East and South West of England.

We strongly recommend support for the regional scheme.

### What is Crossrail 2?

Crossrail 2 is a proposed multi-billion pound rail infrastructure project. It will link the South West Main Line with the West Anglia Main Line via a tunnel under London. The tunnel will connect Wimbledon to Tottenham via Euston St. Pancras, Clapham Junction and Victoria.





## **Advantages of the regional scheme**

Both versions of the Crossrail 2 scheme would provide new services across London, including a link to the High Speed 2 line.

The regional scheme has the additional benefit of providing extra capacity on the South West Main Line. It will do this by transferring existing slower sub-urban services from the South West Main Line onto Crossrail 2. This would free up the South West main line for longer distance services from Surrey, Hampshire and the South West.

This could increase the capacity of the South West Main Line by up to 40% at peak times. This will enable up to nine additional trains an hour into London Waterloo, easing overcrowding for Surrey commuters.

This additional capacity is needed urgently. Services on this line are already overcrowded but by 2031 the situation is expected to be worse, with services operating at 137% of capacity in the busiest hour.

Crossrail 2 will also help to speed up journey times to London from areas like Camberley, Bagshot and Frimley which suffer from particularly slow services. This is likely to encourage economic growth in those areas.

The regional option will bring economic benefits not just to Surrey but to all those areas across Southern England that rely on good rail connections to London. This includes Southampton, Portsmouth, Basingstoke and other destinations along the South West Main Line.

The alternative option for the Crossrail 2 route, the 'metro route', is contained within London's boundaries. It will not provide the same economic benefits to Surrey.

## **The consultation**

TfL ask two simple questions, first, whether respondents support the principle of Crossrail 2. We think the answer to that question should be yes. Second, which route option is preferred – the regional or metro route? We strongly urge partners to support the regional option.

We also urge partners to encourage others, whether residents, businesses or other representative groups, to respond to the consultation and promote the regional route.

## **Further information**

More information on Crossrail 2 is available on the TfL website ([www.crossrail2.co.uk](http://www.crossrail2.co.uk))

Crossrail 2 is a proposed priority option in the [draft Surrey Rail Strategy](#). The strategy is currently out for consultation and comments are welcomed before the 28 June deadline.

For further information please contact Lee McQuade, [lee.mcquade@surreycc.gov.uk](mailto:lee.mcquade@surreycc.gov.uk), 0208541 7604.

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (GUILDFORD)

DATE: 19<sup>th</sup> June 2013

LEAD OFFICER: Mark Borland, Group Manager (Surrey Highways)

SUBJECT: OPERATION HORIZON - 5 YEAR MAINTENANCE PLAN

DIVISION: ALL

**SUMMARY OF ISSUE:**

Operation Horizon is a new targeted investment programme for road maintenance, and has been achieved through two key actions:

- **Increased Funding** – Cabinet has added £25m to the road maintenance budget over the next 5 years, resulting in a total £100m budget.
- **Contract Savings** – project will deliver 16%-20% saving on existing contract rates, enabling £16m- £20m to be re-invested in Surrey's roads

Combined the actions above will enable a total investment programme of nearly **£120m** to replace the worst 500km (10%) of Surrey roads.

For Guildford in particular, the new programme will result in £12m being invested in the local road network and will enable 85km of road (12% of local network) to be re-surfaced over 100 separate road schemes.

This report seeks Local Committee approval for the identified roads which will be resurfaced in Guildford under Operation Horizon.

**RECOMMENDATIONS:****The Local Committee (Guildford) is asked to**

- (i) Note the decision made by Cabinet on the 26<sup>th</sup> March 2013 to allocate capital monies to Operation Horizon as detailed in the Medium Term Financial Plan.
- (ii) Formally approve the Operation Horizon programme for Guildford and that the 85km of road, across the defined scheme list detailed in Annex One, is resurfaced over the investment period.
- (iii) Note that Surrey Highways will produce an annual report in March 2014 confirming programme progress and success to date.

## **REASONS FOR RECOMMENDATIONS:**

17% of the county's roads are classified as "poor", requiring structural repair. Operation Horizon will seek to address this structural issue by rebuilding a minimum of 10% of the road network and over the investment period will realise £16m to £20m in savings, all of which will be fully re-invested in highway network.

The investment programme will not completely resolve the wider road maintenance backlog (estimated at £200m), however, it is intended to reduce the number roads classified as "poor" by 50% and will be a significant step in improving the overall road network.

## **1. INTRODUCTION AND BACKGROUND:**

- 1.1 In tandem with majority of local highway authorities, Surrey's roads are now deteriorating at a faster rate than ever before.
- 1.2 In 2012 the AA published results of year-long study and expressed serious concern about the state of Britain's roads following a succession of heavy rain, flooding, snow and ice. It concluded that nearly one fifth of the UK network require urgent attention over the next five years, with an estimated cost of up to £10bn to deliver the necessary maintenance.
- 1.3 Radical and urgent action is therefore required to meet resident's expectation for road condition. Consequently over the past 18 months Surrey Highways has been working with its contractors, UK research laboratories and senior stakeholders to develop a new innovative approach to highway road maintenance.
- 1.4 The outcome of this exercise is Operation Horizon, a new investment programme that will significantly increase both the scale and scope of highway repair and is provided in this report for committee review and endorsement.

## **2. ANALYSIS:**

- 2.1 Road condition is measured nationally by the Road Condition Index (RCI), which assesses roads into 3 categories:
  - Green – good road condition
  - Amber – in need of maintenance but not critical
  - Red – road requires structural repair
- 2.2 The RCI indicates that on average **10%** of England's local highway network is classified in the red zone. However, the average in Surrey is higher, with **17%** of the network classified in the red zone.
- 2.3 Further analysis confirms that Surrey has a specific concern in town centres, residential and rural areas, with more than 21% of lower speed roads (SPN3) classed as in need of structural repair.
- 2.4 800km of the road network is therefore classified as poor, with the previous annual programme (12/13) only resurfacing approximately 60km p.a. On

current projections it would take a minimum of 13 years to repair the structural backlog, during which time more roads will deteriorate.

2.5 To address this problem Surrey Highways is therefore launching Operation Horizon and will aim to:

- ⇒ Replace a minimum of 500km (10%) of the council's network
- ⇒ Deliver an annual reduction of 20% in number of potholes
- ⇒ Specifically target rural lanes and residential areas
- ⇒ Improve the council's national score for road condition
- ⇒ Improve the appearance and ride quality of network
- ⇒ Support the local economy by reducing disruption

2.6 The project outcomes have been delivered not only through a £25m increase in highway budget but also by achieving 16%-20% in contract efficiencies.

2.7 To deliver the project savings, five key efficiency areas have been identified:

**a. Longer Term Programme**

A **10%** cost discount was secured on condition that Surrey Highways confirm a five year programme in advance and ensure amendments are restricted to the absolute essential changes only. The longer term programme enables contractors to bulk buy and remove costly staff downtime

**b. New Storage Depot**

Significant waste cost was identified in haulage as small amount of materials are required to be transported from Kent for each specific scheme. SCC has offered storage facilities to reduce haulage costs and allowed contractors to reduce their costs by **2%**

**c. New Materials**

Following work with contractor's laboratories a new material has been identified which is more durable and due can be delivered using less volume and thus less material. This will deliver a further **2%** saving.

**d. Vehicle Relocation**

A time & motion study identified that contractor staff was waiting for up to two hours on-site before commencing scheme. This was due to the need to locate owners of parked vehicles that was preventing re-surface. From 2013/14 SCC will implement new policy allowing contractors to re-locate vehicles to an adjacent road, saving **1%**.

**e. Improved Waste Management**

Surrey roads contain high presence of Tar, classified as hazardous waste, and thus can only be disposed in specific UK locations. As part of Project Horizon, Surrey Highways will apply a new chemical process which will make materials safe and save further **1%**

2.8 In addition to the identified 16% saving, the project team is confident that a further 4% saving could be secured over the five years through improved value engineering and use of new materials.

- 2.9 Operation Horizon will also deliver the following quality benefits:
- **Improved Programme Management** – the five year programme, will ensure all works are published 12 months in advance and allow at least three months for in-depth planning for each scheme
  - **Improved Communication Plan** – A new Communications Plan will be implemented. This will improve the level of communications residents and member receive on scheme in their area
  - **Apprentice Programme** –Horizon will employ an additional 12 apprentices via Surrey Highways and wider supply chain to be appointed.
- 2.10 Operation Horizon is unfortunately not able to resurface the total identified 17% need, it will however, resurface a minimum of 10% of the identified roads and significantly reduce the structural backlog and deliver the single biggest road maintenance programme to Surrey’s road network for the last 15 years.
- 2.11 In addition to Operation Horizon, Surrey Highways will also fund two further road maintenance programmes. These additional programme are intended to reduce the rate of road deterioration and prevent additional roads (over and above the 17% already identified) developing further structural failures:
- ⇒ **Surface Protection Programme** – Surrey Highways will fund a **£5m per annum** programme of surface dressing and micro-asphalt. This programme will not replace the road structure but will add a protective surface layer which will prevent potholes and defects from developing, while also improving ride quality for commuters and residents. The planned programme will be published each year, and the 13/14 Surface Protection Programme for Guildford is detailed in Annex One.
  - ⇒ **Local Structural Repair** – Surrey Highways will fund an additional **£2m per annum** to Local Committees to enable them to repair roads not identified by the Operation Horizon or Surface Protection Programme. Funding will be ring-fenced for highway activity, however, committees will have complete discretion to allocate spending as they see fit.
- 2.12 Combined the three programme (Horizon, Protection and LSR) will ensure that Surrey Roads are maintained to the highest possible standard within exiting financial constraints.
- 2.13 Surrey Highways have also commissioned a further project to develop proposals and options to resolve the 7% of the network not addressed by Operation Horizon. These long term proposals will be developed in conjunction with the South East 7 and assessed with Environment Select Committee/Cabinet and will hopefully be brought forward during the term of the existing council.

<b>3. OPTIONS:</b>
--------------------

- 3.1 Over the past 18 months Surrey Highways have examined a number of alternative options including:
- ⇒ **Large Patch Repair** – a number of other highway authorities have sought to address the maintenance backlog by delivering large pot hole repair crews and patching work. Although it is recognised that this will deliver high volume activity, the analysis confirmed it would only be a short term measure. As due to the significant underlying road conditions, the potholes would reappear within 6-24 months. Surrey Highways have therefore sought to invest in a larger structural repair programme which although delivering less volume, will ensure that all works delivers a minimum of 10 year design life.
  - ⇒ **Annual Programme** – Almost all highway authorities deliver an annual repair programme, this is to enable flexibility and allow works to adapt to changing road conditions. However, our analysis demonstrated that a longer term fixed programme would deliver 16% savings (£16m) and would support improved communications to members and residents, improving forward planning and engagement.
- 3.2 Surrey Highways therefore believe the investment programme delivers the best value and quality for Surrey County Council.

#### **4. CONSULTATIONS:**

- 4.1 To ensure the five year programme was fit for purpose, a nine month consultation process was conducted with residents, local associations and county councillors. The consultation included:
- ⇒ Public Road Shows – with members of the public asked to nominate their worst roads
  - ⇒ Websites – an online publicity campaign was launched seeking residents views
  - ⇒ County/District Councillors – individual 1:1s and ward specific meetings were held with councillors to ensure local priorities were met
  - ⇒ Local Highway Office – large number of meetings to ensure programme was aligned to local priorities
  - ⇒ Planning Office to ensure works planned for year one did not conflict with existing planning decisions
  - ⇒ Transport & Environment Select Committee/Cabinet – work to ensure funding and objectives met strategic priorities
  - ⇒ Utilities Companies – meeting to ensure programme is co-ordinated with utilities replacement programme
- 4.2 As a result of the consultation, 20% of the investment programme has been directly nominated by residents and councillors, with the remainder based upon engineering study and analysis.

## **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 The investment programme will be fully funded by Surrey Highways Medium Term Plan and no financial contribution is required from local committee budget.
- 5.2 It is, however, recognised that the fixed five year investment programme will reduce local committee flexibility to promote future maintenance schemes as petitioned by residents.
- 5.3 The scale and scope of investment programme is only sustainable if programme changes are limited, thus Surrey Highways will not be able, over project period, to delivery new schemes not previously identified in Annex One.
- 5.4 Consequently there could be increased pressure on local committee allocation to respond to resident petitions to re-surface roads not already identified in Annex One.
- 5.5 To ease potential budget pressure, cabinet has therefore confirmed that the enlarged funding originally announced as one off for 2012/13 (increasing local committee funding from £2m to £4m) will be maintained throughout the Operation Horizon period (2013 – 2018).
- 5.6 The additional funding will be allocated per committee on the previously agreed formula and it is for local committees to determine funding split between road maintenance and transport improvements.
- 5.7 The additional funding will support local committee's response to local petitions. For clarity Surrey Highways will continue to ensure that all roads are safe for travel by removing potholes and wider patch repairs, however, it will not deliver larger condition repairs outside of the annual Surface Protection Programme and scheme list provided in Annex 1.

## **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 Improved road maintenance will support all travelling commuters and minority stakeholders

## **7. LOCALISM:**

- 7.1 The investment proposal will further support localism. Not only have local communities directly influenced programme, it will also enable communities to have clear understanding of Surrey Highways "Level of Service" in regards to major repair and a fuller appreciation of longer term programme.



7.2 This appreciation will enable the programme to more effectively co-ordinate with local priorities and support wider initiatives, for example, delivering re-surfacing scheme at the same time as new safety crossing.

## **8. OTHER IMPLICATIONS:**

8.1 Not applicable

## **9. CONCLUSION AND RECOMMENDATIONS:**

- 9.1 The combined effect of increasing severe weather (impacting the rate deterioration on the road network) and overall reducing budgets in an era of austerity has the potential to have a lasting negative impact on the local road network, reducing resident satisfaction and impacting wider local economy.
- 9.2 However, rather than accept the status quo, Surrey Highways has sought to develop innovative and new ways of working that will not only maintain current investment but indeed radically increase its scope and scale.
- 9.3 The move to a longer term programme has delivered an effective local consultation process. This has enabled a fit for purpose road maintenance programme that not only meets the technical need but also wider local aspirations and concerns.

## **10. WHAT HAPPENS NEXT:**

10.1 Following committee approval of Operation Horizon programme detailed in Annex One, the following actions will be delivered:

### **June 2013**

- ⇒ Operation Horizon programme published to residents and communities
- ⇒ Detailed Year One programme published confirming proposed dates for each specific scheme.
- ⇒ Re-surface programme commences, with monthly updates to Surrey county councillors and impacted residents

### **March 2014**

- ⇒ Officers provide annual report confirming progress in delivering year one schemes and detailed dates for Year 2 programme.

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### **Contact Officer:**

Mark Borland, Group Manager (Surrey Highways), 0208 541 7028

### **Consulted:**

See consultation details above

### **Annexes:**

Annex One\_ Operation Horizon Investment Programme \_Guildford Valley

### **Sources/background papers:**

- Environment & Transport Select Committee Reports\_ November 2013  
[www.surreycc.gov.uk/guildford](http://www.surreycc.gov.uk/guildford)

- Cabinet Report\_ March 2013
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# 2013

## SURREY ROAD MAINTENANCE OPERATION HORIZON



**INVESTING IN YOUR COMMUNITY**

**AREA: Guildford**

Surrey County Council

01/06/2013

## INTRODUCTION

The health and condition of our road network is vital to local businesses, the wider economy and residents pride in their community.

However, with the fourth busiest road network in the UK, ever-increasing demands from the utility companies to install new infrastructure and escalating incidents of severe weather combining to cause cracks and uneven surfaces, the challenge to maintain our network, to the standards demanded by our residents, has never been greater.

## INVSTING IN THE FUTURE

To meet the challenges of the future and deliver significant improvement in Surrey's road network, in February 2013 Surrey County Council therefore approved the delivery of one of the largest single road investment programme in Surrey's recent history.

The **£100m** investment programme, **Operation Horizon**, will be delivered over five year period from 2013 – 2018 and has five key objectives of:

- i. Replacing 500km (10%) of the council's road network
- ii. Reducing the number of potholes and safety defects
- iii. Improving the council's national score for road condition
- iv. Improving the appearance and ride quality of network
- v. Supporting local economy through reduced road disruption and closures

This information leaflet provides the investment information for **Guildford** and details the specific roads that will be replaced over the five year period in your area.

## GUILDFORD – ROAD INVESTMENT PROGRAMME

**Guildford** has **684km** of road, and although there is a large concentration of urban activity along over 400km (62%) of the urban network, it also has high traffic volumes using the 260km (38%) of rural roads.

Over the next five years Operation Horizon will invest a minimum of **£12m** in Guildford's road network. The investment will enable over **85km (12%)** of the Guildford road network to be replaced, significantly improving ride quality and community pride..

**The provisional programme for roads to be repaired in Guildford under 'Operation Horizon' are detailed by town/village, from Page Five.**

## HOW WERE THE ROADS SELECTED?

In 2012 a full engineering survey was completed for the majority of Guildford's road network. All surveyed roads were then prioritised and scored using condition data to determine the worst 68km of roads in Guildford.

In conjunction, a public consultation exercise was held which allowed members of the public to nominate their own worst roads, while to support the consultation a series of road shows were held across the County.

Using the condition data, public nominations and local knowledge, Engineers then worked with the Local Guildford Committee to determine, within the funding constraints, the optimum five year programme for the Guildford area.

## WHAT WILL THE WORK INVOLVE?

Prior to construction, all roads on the Operation Horizon Programme will be assessed by a qualified engineer to determine reason for road failure. This will include assessment of the underlying road base and top surface. Depending upon the needs analysis, one of two options will be selected;

- ✓ **full reconstruction**, replacing the underlying road base & top surface
- ✓ **partial reconstruction**, replacing top road surface only

The right engineering option will be selected for each road, with and the latest road design and engineering best practice deployed to ensure the road is fit for purpose for at least the next 10-15 years.

In addition to Operation Horizon, Surrey Highways will also deliver an annual Surface Treatment programme. This programme will provide minor road repairs and add a new surface layer to protect road from future water ingress.

For 2013/14 approximately **25 roads** have been identified as suitable for this treatment and are detailed from page under the relevant town or village

## **WHAT TO DO IF YOUR ROAD IS NOT INCLUDED IN OPERATION HORIZON?**

Operation Horizon will replace the worst 11.5% of roads in Guildford and will make lasting improvement to the road network. However, we recognise the investment programme is not able to replace every road in the area to the desired standard. If you therefore believe urgent work is required on your road and it is not on the proposed programme, you have two available options:

### **Option One: Safety Defects**

If your road contains defects or potholes which are causing a hazard to safety then you can report the defect via our online reporting tool at [www.surreycc.gov.uk/do-it-online/report-it-online#highways](http://www.surreycc.gov.uk/do-it-online/report-it-online#highways). The defect will be inspected and you will receive written confirmation of proposed remedial action within 28 days.

### **Option Two: Condition Repair**

If your road has poor ride quality and is causing significant local inconvenience then you can petition the local Guildford Committee to allocate funding for a full reconstruction or repair. Funding is limited and the Committee will not be able to meet all requests, with petitions assessed on a needs basis. Details on how to submit petition are available via the Surrey CC website.

## **MANAGING CHANGE OVER PROGRAMME TERM**

Operation Horizon was developed based using the best information available in 2012 and it is the Council's intention to maintain, over the five year period, the programme integrity to the best of its ability.

However, it is clearly recognised that over a five year period, the network is subject to change with impact of weather, utility works and further events forcing changing maintenance priorities. The programme for Operation Horizon will therefore be formally reviewed on an annual basis, to ensure it meets the latest needs of the Guildford network. This may involve bringing schemes forward in the programme or replacing schemes. Any such amendments will be evaluated scientifically, with updated programme published each April via the Guildford Local Committee and County Council website.

## **FURTHER INFORMATION**

For further information, including actual dates for proposed schemes due within the next six months, and further questions/answers please see:

[www.surreycc.gov.uk/roads-and-transport/highways-information-online/improving-surreys-roads](http://www.surreycc.gov.uk/roads-and-transport/highways-information-online/improving-surreys-roads)

# 1. Ash Division

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## Year One (2013/14)

### Surface Treatment

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Ash Vale	Vale Rd	B3411	Lysons Ave	Fir Acre Rd	660
Ash Vale	Guildford Rd	A323	Pirbright Rd	Ash Hill Rd	908
Ash Vale	Ash Hill Rd	B311	Wharf Rd	Guildford Rd	965
Ash Vale	Wentworth Close	D854	Wentworth Cres	To End	160

### Project Horizon

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Ash Vale	Lysons Avenue	B3166	Station Rd W.	Frimley Rd	525
Ash	Wentworth Crescent	D854	Vale Road	To End	600
Ash Vale	Newfield Road	D854	Wentworth Crec	To End	150
Ash Vale	Vale Rd Service Rd	D854	Vale Road	Entire Length	231

## Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Ash Vale	Ash Street	A323	Star Lane	Memorial School	176
Ash Vale	Frimley Road	B3411	Stratford Road	Lysons Ave.	765

# 1. Ash Division

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## Years Three to Five (2015/2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Ash Vale	Prospect Rd	D898	Wharf Rd	Enfield Rd	485
Ash Vale	Hutton Rd	D898	Prospect Rd	Heath Vale Rd	400
Ash Vale	Heath Vale Rd	D898	Hutton Rd	Vale Rd	150



## 2. Guildford East

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### Year One (2013/14)

#### Surface Treatment

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Merrow	Field Close	D4036	Partridge Way	To End	133
Merrow	Goldfinch Gdns	D4036	Partridge Way	To End	165
Merrow	Gilliat Drive	D4039	Kingfisher Drv	To End	245

#### Project Horizon

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Merrow	Down Road	D4009	Epsom Road	To End	288
Merrow	Merrow Street	D4009	Epsom Rd	Kingfisher Rd	624

### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Burpham	Clay Lane	A3100	A3 Junction	London Road	582

### Years Three to Five (2015/2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Merrow	Horseshoe Ln (E&W)	D4010	Epsom Rd	Entire Length	1045
Guildford	Burwood Cl / Kinswood Cl	D4011	Bushy Hill Drv	To End	260
Guildford	Wykeham Road	D4011	Bushy Hill Drv	To End	225
Burpham	Glendale Drv	D4013	New Inn Lane	Gosden Hill Rd	535
Burpham	Winterhill Way	D4013	Glendale Drive	To End	255
Burpham	Merrow Lane	B2234	New Inn Lane	Sutton Hill	650

### 3. Guildford West

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#### Year One (2013/14)

##### Surface Treatment

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Weston Rd	D4002	Beckingham Rd	Deerbarn Rd	440

##### Project Horizon

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Grantley Road (inc Grantley Gds)	D4001	Weston Road	Beckingham Road	250

#### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Shepherds Lane	D4020	Worplesdon Rd	Rydes Hill Rd	460

#### Years Three to Five (2015/2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Park Barn	Applegarth Ave	D4000	Harts Hill	Southway	800
Guildford	Cabell Road	D4000	Park Barn Drv	Barnwood Rd	560
Guildford	Southway	D4000	Egerton Rd	Pond Meadow	350
Guildford	Hillcrest Rd	D4001	Woodside Rd	To End	163
Guildford	Woodside Road	D4001	Southway	Westway	885
Stoughton	Byrefield Rd	D4021	Worplesdon Rd	To End	340

## 3. Guildford North

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### Year One (2013/14)

#### Surface Treatment

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Cedar Way	D4026	Stoughton Rd	Fir Tree Rd	291
Guildford	Rowan Close	D4025	Maytree Close	To End	510

#### Project Horizon

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Fir Tree Road	D4026	Cedar Way	Hazel Ave	490
Stoughton	North Road	D4022	Stoughton Rd	To End	110
Guildford	Queens Drive	D4023	Stoughton Rd	To End	90
Guildford	Stoughton Road	D4023	Worplesdon Rd	Grange Rd	1500

### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Stoughton Rd	D4023	Grange Rd	Woking Rd	1000
Guildford	Woking Rd	A320	Hazel Ave	Ladymead	1200
Guildford	Bellfields Rd	D4027	Stoke Mill Cls	To End	280
Stoughton	Manor Rd	D4022	Stoughton Rd	Woodbridge Hill	730
Guildford	Woodbridge Hill	D4022	Manor Road	Worplesdon Rd	200

### 3. Guildford North (Cont)

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#### Years Three to Five (2015/2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	New Cross Rd	D4022	Stoughton Rd	To End	350
Guildford	Whitemore Rd	D4027	Woking Rd	To End	223
Guildford	Westfield Road	D4027	Moorfield Rd	To End	727

## 4. Guildford South East

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### Year One (2013/14)

#### Surface Treatment

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Avonmore Rd	D4008	London Rd	To End	150

#### Project Horizon

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Abbotswood	D4012	London Rd	To End	635
Guildford	Cline Road	D4014	Cooper Rd	To End	322
Guildford	Chertsey Street	A320	Stoke Road	North Street	256
Guildford	High Street	A3100	Epsom Rd.	Chertsey Street	260
Guildford	Epsom Road	A246	High Street	Waterden Road	350

### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	North St	C93	Onslow St.	Chertsey St.	459
Guildford	York Road	A246	London Road	Onslow Street	650
Guildford	Leapale Rd	C93	North St	To End	240
Guildford	Woodbridge Rd	A322	North St	To End	350
Guildford	Eastgate Gdns	D4006	High St	To End	240
Guildford	Epsom Rd	A25	Parklands Pl.	Boxgrove Rd	312

## 4. Guildford South East (Cont)

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### Years Three to Five (2015/2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Chantry View Rd	D4015	Shalford Rd	To End	627
Guildford	Abbot Rd	D4015	Warwicks Bench	To End	338
Guildford	Harvey Rd	D4014	Epsom Rd	Pewley Way	650
Guildford	Pewley Way	D4014	Harvey Rd	To End	677
Guildford	Queens Rd	D4006	Stoke Rd	To End	120
Guildford	Tangier Rd	D4007	Epsom Rd	To End	450

## 5. Guildford South West

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### Year One (2013/14)

#### Surface Treatment

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Farnham Rd	A31	Down Lane	High View Rd	675

#### Project Horizon

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Agraria Road	D4018	Farnham Road	Madrid Road	335
Guildford	Wodeland Av	D4016	Mareschal Rd	Farnham Rd	895
Guildford	The Mount	D4016	Wodeland Ave	Cul-De-Sac	380
Guildford	Midleton & Woodbridge Rd East Bound	A25	Dennis RB	Ladymead Crossroads	335
Guildford	Ridgemount	D4019	Entire Length		461

### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Woodbridge Rd	A322	Ladymead	Markenfield Rd	650
Guildford	Stocton Rd	D4005	Stoke Rd	WoodBridge Rd	356
Guildford	Dapdune Rd / Park Rd	A246	Woodbridge Rd	Stoke Rd	350
Guildford	Bridge St	A322	Park Street	Onslow Road	190
Guildford	Raymond Cr (inc Downing Ave)	D4019	St John's Rd	To End	400
Guildford	Penrith Av	D4019	St John's Rd	To End	100
Guildford	Queen Eleanors Rd	D4017	Elmside	Wilderness Rd	462

## 5. Guildford South West (Cont)

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### Years Three to Five (2015/2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Guildford	Ladymead	A25	Woodbridge Rd	Stoke Rd	550
Guildford	Lawn Rd	D4016	Portsmouth Rd	To End	95



## 6. Horsleys Division

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### Surface Treatment

#### Year One (2013/14)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
West Horsley	Long Reach	D247	Ockham Road	East Lane	2675
Ripley	Gambles Lane		Grove Heath Rd	Hungry Hill Lane	1000

### Project Horizon

#### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Wisley	Wisley Lane	D241	Elm Lane	Lock Lane	2350
Wisley	Elm Lane	D241	Entire Length		582
East Horsley	The Drift	D246	Forest Rd	Ockham Rd	1170
Effingham	Critten Lane	C43	Crocknorth Road	Beech Ave	1820

#### Years Three to Five (2015-2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Effingham	Browns Ln / Church St	D266	Lower Road	Entire Length	237
East Horsley	Crocknorth Rd	C44	Green Dene	Critten Lane	2594
Ripley	Grove Heath Rd	D238	Rose Lane	Portsmouth Rd	921
Ockham	Guileshill Lane	C38	Ockham Lane	Rose Lane	960
Effingham	High Barn Rd	D268	Beech Ave.	Hogdene Lane	1000
Ripley	Hungry Hill Lane	C38	Gambles Lane	Ripley Lane	1500
Ockham	Ockham Lane	C38	Old Lane	Ockham Rd	1840
Horsley	School Lane	D868	East Lane	To End	100
Horsley	Overbrook / Mt Pleasant	D868	School Lane	Entire Length	300

## 7. Shalford Divsion

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### Project Horizon Year One (2013/14)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Seale	Binton Lane	C22	Seal Lane	Binton Farm	915
Shalford	Broadford Road	A248	Horsham Rd	Parrot Inn	424
Shalford	Horsham Road	A281	Kings Rd	Godstone House Sch.	1700
Shalford	Old Portsmouth Rd	A3100	Broadford Rd	Astolat Way	415
Shalford	Old Portsmouth Rd	A3100	New Pond Rd	Boro boundary	480
Compton	Puttenham Heath Rd	B3000	A3 n'bound slip R/A	The Street	900

### Project Horizon Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Seale	Sands Road	C23	Littleworth Rd	Blighton Lane	855
Seale	Seale Lane	C20	Munday's Boro	The Street	616

### Project Horizon Years Three to Five (2015-2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Puttenham	Lascombe Lane	D85	The Street	To End	475
Shalford	Sandy Lane	D99	Old Portsmouth Rd	Littleton Lane	326
Tongham	Spoil Lane	D74	Oxenden Rd	To End	370
Guildford	Stakescorner Rd	D99	New Pond Lane	Sandy Lane	881
Wanborough	Westwood Lane	C16	Flexford Road	Hogs Back	1260

## 8. Shere Division

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### Surface Treatment Year One (2013/14)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Shere	Shere Road	A25	Combe Lane	Queen Street	1500
Shere	Horsham Rd	B2126	Hoe Lane	Hamerfield Drv	1000
Compton	Priors Close	D96	Priorsfield Rd	To End	200
Compton	Down Lane	D97	Change of surface J/W A3 Slip	The Street	1502
Send	Woodhill	D234	Vicarage Lane	Send Barns Lane	720
Holmbury	Felday Glade	D277	Horsham Rd	To End	496
Peaslake	Ewhurst Rd	D222	Peaslake Rd	Walking Bottom	1500

### Project Horizon Year One (2013/14)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Gomshall	Queen St	D227	Shere Rd	High View	412
Send	Send Marsh Rd	B368	Portsmouth Rd	Meadow Drive	555

### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Shere	Church Hill	D226	Entire Length	Incl. Spinning Walk	435
East Clandon	Epsom Rd	A246	Hatchlands	The Street (incl. A25 / A247 jct)	2000
Send	Potters Lane	D233	A3	Vicarage Lane	1285
Send	Potters Lane	D233	Vicarage Lane	Briar Road	945

## 8. Shere Division (Continued)

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### Years Three to Five (2015-2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Albury	Blackheath Ln	D220	Entire Length of	SCC section	1247
Albury	Water Lane	D219	Chilworth Rd	To End	963
Chilworth	Dorking Rd	A248	Blacksmith Lane	Chilworth Road	1500
East Clandon	Staple Lane	C46	Coombe Lane	For 400m north	400
East Clandon	Blakes Lane	D255	Epsom Rd	To End	1475
Peaslake	Mackies Hill	D229	Entire Length		490
Send	Send Barns Ln	A247	London Rd	J/W Woodhill	550
Send	Tannery Ln	D235	Send Road	Brook Lane	1050
Shere	Hound House Rd	C46	Hook Lane	Hound House Farm	2000
Send	South Lane	D71	Grange Rd	To End	700

# 9. Worplesdon Division

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## Year One (2013/14)

### Surface Treatment

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Pirbright	School Lane	B3405	A324	Vapery Lane	580
Fairlands	Louis Fields	D851	Brox Drive	Fairlands Rd	283
Worplesdon	Guildford Rd/Heath	B380	R/A JW A322	Tangent Ash	445
	Mill Lane		Bagshot Rd	Rd	
Wood St Village	St Albans Close	D607	Entire Length		92
Wood St Village	Wildfield Close	D607	Entire Length		300

### Project Horizon

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Normandy	Beech Lane	D63	Entire Length		560
Pirbright	Grange Road	D46	Vapery Lane	Gapemouth Road	2294
Pirbright	Queens Road	D44	Entire Length		361
Worplesdon	Woking Road	A320	Clay Lane	Hazel Avenue	970

## 10. Worplesdon Division (Cont)

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### Year Two (2014/15)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Wood St. Village	Baird Drive	D607	Entire Length		260
Wood St. Village	Frog Grove La	C15	Wood Street	Aldershot Rd	2637
Wood St. Village	Pound Hill	D607	Entire Length		410
Wood St. Village	The Oval	D607	Entire Length		604
Wood St. Village	White Hart Lane	D56	Entire Length		284
Pirbright	Guildford Rd	A324	Pirbright Green	Aldershot Rd	450
Pirbright	Aldershot Rd	A324	Guildford Road	Cobbett Hill Rd	2000

### Years Three to Five (2015-2018)

Location	Road name	Road ref	Limits (start)	Limits (end)	Length (metres)
Normandy	Norm Common Lane	D57	Entire Length	Private sect.	410
Normandy	Guildford Rd	A323	Elm Hill	East for 260 m	266
Normandy	Pirbright Rd	A324	School Lane	Hunts Hill Rd	694
Worplesdon	Worplesdon Rd	A322	Keens Lane	Salt Box Rd	658
Guildford	Salt Box Rd	C14	Woking Road	Railway Bridge	600
Guildford	Westwood Lane	C16	Flexford Road	Puttenham Road	1260
Guildford	White Hart Lane	D56	Entire Length		284



**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE FOR GUILDFORD**

**DATE:** WEDNESDAY 19 JUNE 2013  
**LEAD OFFICER:** JOHN HILDER, SCC AREA HIGHWAY MANAGER SW  
**SUBJECT:** GUILDFORD HIGH STREET SETTS MAINTENANCE STRATEGY  
**DIVISION:** GUILDFORD SOUTH EAST

**SUMMARY OF ISSUE:**

To agree a maintenance strategy for Guildford High Street setts.

**RECOMMENDATIONS:**

**The Local Committee for Guildford is asked to agree that**

- (i) the setts in Guildford High Street should be re-laid in their entirety, rather than repairing damaged sections only as has been the case in the past, with work commencing in 2014/15.
- (ii) a Steering Group is established to agree standards for installation, the manner in which work is carried out (with consideration of potential for disruption), the timescale for completion (with consideration of available funding) and future protection of completed work.
- (iii) the committee will contribute to funding from 2014/15 onwards. (The committee will make allocations for 2014/15 at the December meeting).
- (iv) Surrey County Council's central Asset Management Team is asked to contribute towards funding.
- (v) Guildford Borough Council is asked work in partnership Surrey County Council on this project and direct available planning contributions towards funding.

**REASONS FOR RECOMMENDATIONS:**

Guildford's steeply sloping High Street is perhaps the most iconic road in Surrey, contributing to the charm of a historic county town which attracts thousands of visitors from around the world. The road served as backdrop to the finish of the 2012 Tour of Britain cycle race, as it will again in 2013, and was part of the Olympic torch route. It is also one of the most successful high turnover retail streets in the country.

Areas of the granite setts that form the carriageway in the High Street have been re-laid over the years, resulting in a patchwork appearance. Various areas remain in need of repair and ongoing deterioration can be expected through the length of the road.

In order to bring this flagship road up to a good and uniform standard it is recommended that the maintenance strategy should be to re-lay the setts entirely, rather than continue to repair failed areas on an ad-hoc basis.

## **1. INTRODUCTION AND BACKGROUND:**

- 1.1 The carriageway in Guildford High Street is formed of granite setts jointed with mortar. Such roads are usually referred to as being 'cobbled', although cobbles are a rounded stone whereas setts are rectangular and flat topped. Though rarely used, the correct term is a 'setted street'.
- 1.2 Surrey County Council (SCC) is responsible for maintaining the highway network in a safe condition for all road users. Formal Highway Safety Inspections (HSI) of Guildford High Street are carried out every month and any defects that are identified are repaired, as are those reported by the public between inspections. Repairs are undertaken by reactive gangs who make safe, usually using bituminous materials. Follow up permanent repairs, using matching materials, should be made by May Gurney, SCC's term contractor, within 28 days. These running repairs apply to relatively small areas only, larger repairs must be planned in advance.
- 1.3 In the last five years both Surrey County Council and Guildford Borough Council (GBC) have invested in the High Street by individually funding repairs of failed areas of setts. The two authorities used different contractors and different techniques. As a result the final appearance of the repaired areas differ, as they also differ from repairs carried out in previous years, and from reinstatements undertaken by various utility companies. SCC have also undertaken a programme of replacing broken and missing Yorkstone flagstones in the footways, though not all have been replaced as yet.
- 1.4 The overall appearance of the carriageway could be described as reasonably uniform with repaired areas discernable to the eye as well as sometimes having a different texture underfoot. Different materials used for the surface joints are particularly noticeable. Failing areas remain throughout the length of road and are evident where the joints between individual setts crumble and the setts loosen. Deeper seated failure of the road foundation is indicated by depressions where the surface drops below the surrounding road profile. Currently up to 10% of the carriageway is in need of repair in scattered areas of various size.
- 1.5 The road is wide and has a mild camber but this profile is spoiled by badly executed repairs and areas of foundation failure. Sunken and undulating areas hold water and are particularly noticeable during wet weather.
- 1.6 Before investing in further extensive repairs both SCC and GBC wish to develop a maintenance strategy for the High Street.



## **2. ANALYSIS:**

### **MAINTENANCE STRATEGY**

- 2.1 Continuing to carry out repairs in individual areas is not recommended. Such repairs are unlikely to be any more successful in terms of appearance than those carried out in the past since they will usually tie in to sound but already badly profiled sections of carriageway, and the impression of a patchwork will remain or worsen.
- 2.2 All future repairs should span the full width of the carriageway and be of a minimum length of 10m. Full width repair will allow the cambered profile of the road to be properly restored.
- 2.3 It is recommended that the objective of the strategy should be to restore the entire road, re-laying the setts throughout. The timescale for achieving this objective will be dependant on available funding and the way in which works are carried out, both discussed further below. Once completed further intervention should be obviated.
- 2.4 If this strategy is adopted, localised repairs in areas that have yet to be re-laid should be confined to the minimum necessary to keep the road safe for users.
- 2.5 The smooth flush crossing point at Tunsgate is intended to assist those with disabilities and will be retained. Consideration should be given to providing additional crossings.

### **UNDERGROUND UTILITY EQUIPMENT: ADVANCE WORKS**

- 2.6 Gas, electricity, water & communications mains as well as foul sewers are buried beneath the High Street. Officers have noted the frequency of mains water leaks, which result in the road being dug up to effect repairs. Southern Gas Networks has a programme of main replacement required at a national level by the Health & Safety Executive. The two gas main in the High Street are thought to have been replaced already, but this needs to be checked.
- 2.7 When a section road is to be reconstructed, notice (Section 58 of the New Street Works Act) is served on utility companies which allows them to undertake any planned works in advance, and which also prohibits them opening the road for a period of five years after reconstruction is completed.
- 2.8 Obviously, any main replacement should be carried out in advance of extensive work on relaying the setts. Highways officers have opened discussions with utility companies on any planned or desirable main replacements.
- 2.9 It is very likely that some replacement will be necessary and the programme should include a window for this advance work. This period of time will be used to investigate the existing road foundation, agree repair specifications, refine cost estimates, secure funding and arrange procurement.

- 2.10 Note that while issuing notices prohibits planned work for five years, utility companies are permitted to install new services to developments, and of course undertake emergency repairs.

## **COSTS**

- 2.11 Costs and available funding will form the major consideration in delivering a strategy for relaying significant sections of the High Street, or the entire road.
- 2.12 Based on the cost of works described at 1.3 by both SCC and GBC and discussions with a specialist contractor an indicative figure for re-laying all the setts through the entire length of the High Street is £1.5 million. It must be stressed that this is a very preliminary estimate and actual costs could vary significantly dependant on factors such as the quantity of setts that can successfully be re-used, and the condition of the road foundation & sub-grade.
- 2.13 Based on this estimate, spreading full re-laying over four years would require an annual investment of £375,000.

## **FUNDING STREAMS**

- 2.14 Potential funding streams comprise SCC central maintenance budgets, the budget controlled by this committee, environmental enhancement developer contributions (S106 funds held by GBC) and possibly private contributions.
- 2.15 No SCC funding has been committed to the High Street in 2013/14, and the earliest that SCC funds could be allocated is 2014/15.

## **ENGINEERING & AESTHETIC CONSIDERATIONS**

- 2.16 Engineering considerations include depth & type of foundation, bedding & jointing between setts, all of which determine the strength of the road.
- 2.17 Individual setts vary in size, and are typically between 250mm to 300mm long. The final appearance once re-laid depends on bedding each sett exactly flush to the surface profile, the width and uniformity of gaps between setts, as well as the colour, texture and depth below surface of pointing.

## **PROCUREMENT**

- 2.18 Laying variable sized natural setts of this type successfully requires skill and experience and a specialist contractor should be used. Procurement via tender process is recommended, with contractors pre-qualifying for invitation based on the quality of similar work completed elsewhere.

## **TIMING AND DURATION**

- 2.19 With no funding allocated in the current financial year the earliest start date for re-laying will be April 2014, the start of the next financial year. The

achievable start date will depend on both securing funding and completion of any mains replacement in the High Street.

- 2.20 To keep disruption to an acceptable level and maintain vehicular and pedestrian access at all times and works should be confined to a relatively small area, in the same way that previous re-laying has been undertaken. With work confined in this manner officers estimate re-laying the entire High Street would take two years or more to complete.

### **3. OPTIONS:**

- 3.1 The High Street will continue to deteriorate in various areas, and so require ongoing repair. As discussed at 2.1 above the option of continuing with 'patch' repairs is not recommended.
- 3.2 The High Street could be tackled in three or four sections with work spread over a greater timescale. While probably less economic than letting as a single contract, this approach allows the work to be tailored to available funding, rather than requiring the entire budget to be in place or committed on award of a single contract.

### **4. CONSULTATIONS:**

#### **STEERING GROUP**

- 4.1 As at 2.17 above the final appearance will be critical to the success of re-furbishing the High Street. It is suggested that the aim should be to match the best sections of the existing setts.
- 4.2 It is recommended that a Steering Group is established to agree the standard of finish required. This group should include GBC planning and conservation officers, SCC highways officers and others as agreed by the chairman of this committee and the GBC town centre portfolio holder. It is recommended that the Steering Group visits setted streets to inform their decisions.
- 4.3 The Steering Group would also be asked to agree the manner in which the work is carried out. Guildford High Street is a busy thoroughfare throughout weekdays, and is thronged with shoppers at weekends. It is the venue for regular open markets and hosts national events such as the Tour of Britain cycle race. At 2.20 it is suggested that works are confined to a small area to minimise disruption. The larger the working area the more quickly re-laying could progress, and the Steering Group would be asked to consider this balance as well as other restrictions such as the Christmas embargo on works which applies from November through to January.
- 4.4 The Steering Group should also consider the future protection of the High Street setts. All future utility reinstatements should be to the same standard and specification as the re-laying work itself. Levels of supervision of reinstatements should also be considered.

## **SCC/GBC PARTNERSHIP WORKING**

4.5 The North Street project demonstrates how SCC and GBC have successfully worked together to deliver environmental enhancement schemes.

4.6 North Street Phase 1, re-paving the top and bottom of North Street, was undertaken jointly with GBC. The design was developed and materials selected by officers representing the two authorities. SCC provided the technical expertise to design, commission and oversee the work, while costs were met by both SCC (highway central capital maintenance funding) and GBC (S106 environmental enhancement monies).

4.7 North Street Phase 2 will start in August or September. The elevated footway, steps and parking/market area will be re-modelled. As for Phase 1 SCC and GBC worked together to develop and finance this scheme.

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 The work would be subject to competitive tender by specialist contractors pre-qualifying for invitation based on the quality of similar work completed elsewhere.

### **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 There are no equalities and diversity implications.

### **7. LOCALISM:**

7.1 As perhaps one of the most iconic streets in Surrey the High Street is highly valued by local residents and businesses alike.

### **8. OTHER IMPLICATIONS:**

8.1 No are no additional implications.

### **9. CONCLUSION AND RECOMMENDATIONS:**

9.1 In order to bring the High Street to a good standard it is recommended that the setts are re-laid in their entirety.

### **10. WHAT HAPPENS NEXT:**

10.1 Highways officers will progress decisions made by the committee.

**Contact Officer: John Hilder**  
SCC Area Highway Manager SW  
Tel 0300 200 1003

**Consulted:**  
SCC/GBC officer and member discussions

**Annexes:**  
None

**Sources/background papers:**  
Local Committee for Guildford 13 March 2013: Item 10 'Highways Update and Budget Allocations for 2013 2014' Annex 2

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE FOR GUILDFORD

DATE: WEDNESDAY 19 JUNE 2013

LEAD OFFICER: JOHN HILDER, SCC AREA HIGHWAY MANAGER SW

SUBJECT: HIGHWAYS UPDATE

DIVISION: ALL

**SUMMARY OF ISSUE:**

This report provides an update on the 2013/14 programme of minor highway works funded by this committee as well as Section 106 (developer funded) and Casualty Reduction Group (CRG) schemes.

**RECOMMENDATIONS:**

The Local Committee for Guildford is asked to note the progress on the 2013/14 programme of schemes agreed at the meeting in March.

**REASONS FOR RECOMMENDATIONS:**

This report is for information only and no decision is required.

**1. INTRODUCTION AND BACKGROUND:**

1.1 Budgets available to this committee in 2013/14 are as follows.

	£
<b>Capital ITS (Improvement) Schemes</b>	<b>263,000</b>
<b>Capital Maintenance</b>	<b>263,000</b>
<b>Revenue Maintenance</b>	<b><u>317,000</u></b>
<b>Community Enhancement Fund</b>	<b>50,000</b>

1.2 At the meeting of 13 March 2013 the committee agreed how this funding should be allocated including the following revenue allocations.

New signs, bollards etc by Guildford team	£20,000
'Community Gang' for 48 weeks	£96,000
Jetter for 5 weeks	£25,000
Ad-hoc maintenance work by the Guildford team	£20,000
Reserve funding for the Lengthsman scheme	£15,000

1.3 The committee agreed to fund the following Localism bids from the £15,000 set aside for this initiative:-

• Ash Parish Council	£4,800
• Pirbright Parish Council	£864
• Shere Parish Council	£3,500
• Worplesdon Parish Council	<u>£5,000</u>
	£14,164

1.4 The committee also agreed a programme of ITS (improvement) schemes and progress for these is described at section 2 below.

## **2. SCHEME PROGRESS:**

### CONSTRUCT 3 SCHEMES IN 2013/14 PREVIOUSLY DEFERRED FROM 2012/13

2.1 The estimated cost for all three schemes is £180,000.

#### **Pirbright Village Safety scheme**

2.2 Preliminary design complete and highways officers are in discussion with the Parish Council to agree the final scheme.

#### **Shere Village Safety Scheme**

2.3 Preliminary design by external consultant will be discussed with the Parish Council in early June.

#### **Pedestrian refuge in Portsmouth Road, Ripley**

2.4 Three possible locations identified and will be discussed with the Parish Council.

### CONSTRUCT FURTHER SCHEMES RECOMMENDED BY THE TRANSPORTATION TASK GROUP

#### **Road table at Warren Road, Charlotteville**

2.5 Design brief issued to project team. Estimated cost £15,000.

#### **Safer pedestrian crossing at rail bridge, Salt Box Road, Whitmoor Common**



2.6 Design brief issued to project team. Estimated cost £20,000.

**Bus stop platform at The Street, Albury**

2.7 Design complete and costs being obtained. Estimated cost £10,000.

**Anti-skid and bollards Queen Eleanor's Road, Dennisville**

2.8 Design brief issued to project team. This road will be re-surfaced in 2014/15 under the project Horizon programme so anti-skid not necessary, focus on safety in the vicinity of the school. Estimated cost £15,000.

**Traffic calming Wodeland Avenue, Guildford**

2.9 Design brief issued to project team. Estimated cost £45,000.

**Zebra crossing Kings Road, Shalford**

2.10 Design complete, highways officers will discuss with the Parish Council and retailers in the parade of shops. Estimated cost £50,000.

**Feasibility only, Hill Road level crossing, Brook**

2.11 Design brief issued to project team. Estimated cost £2,000.

**Feasibility only safer pedestrian crossing points BVR/Aldershot Road Interchange slip roads**

2.12 Design brief issued to project team. Estimated cost £2,000.

**Zebra crossing serving schools, Aldershot Road Westborough**

2.13 Design brief issued to project team. Estimated cost £50,000.

DESIGN ONLY 3 SCHEMES FOR CONSTRUCTION IN 2014/15

2.14 The estimated cost for designing all three schemes is £35,000

**Woking Road j/w Jacobs Well Road junction improvement**

2.15 Design brief issued to project team.

**Jacobs Well Road j/w Clay Lane, junction improvement**

2.16 Design brief issued to project team.

**Chertsey Rd j/w North Street, pedestrian amenity/environmental enhancement scheme**

2.17 Design brief issued to project team.

- 2.18 At the March meeting the committee agreed that £123,000 of the 2014/15 budget should be held in reserve against any increases in costs since the estimates above are made before design has commenced and so are indicative at best. Any surplus can be directed towards LSR (re surfacing) work at a later stage in the year.

#### *SECTION 106 SCHEMES*

##### **Zebra crossing New Inn Lane**

- 2.19 Construction started early June, expected to complete July/August.

##### **Pedestrian safety improvements A25 Epsom Road, Merrow**

- 2.20 Upgrade pedestrian refuge and introduce road table at Horseshoe Lane West. Design brief issued to project team.

#### CASUALTY REDUCTION GROUP SCHEMES

- 2.21 The central Road Safety Team fund low cost schemes at sites with clusters of accidents.

##### **Signs & anti-skid Ash Road j/w Guildford Road, Fox Corner**

- 2.22 Design brief issued to project team.

##### **Dropped kerbs in Dorking Road in the vicinity of Chilworth Infants School, Chilworth**

- 2.23 Design brief issued to project team.

#### **3. OPTIONS:**

- 3.1 As discussed with members.

#### **4. CONSULTATIONS:**

- 4.1 Appropriate consultation will be carried out for all schemes.

#### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 Works will be carried out by SCC's term highways contractor, May Gurney, who won the term contract in a competitive tender process.

#### **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 None

#### **7. LOCALISM:**

- 7.1 Works and schemes are designed to improve and make safer the facilities for local communities in the borough.

**8. OTHER IMPLICATIONS:**

8.1 None

**9. CONCLUSION AND RECOMMENDATIONS:**

9.1 Progress report only, no recommendations.

**10. WHAT HAPPENS NEXT:**

10.1 Officers will continue to progress the programme of schemes agreed by the committee.

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**Contact Officer:**

SCC Area Highway Manager SW  
Tel 0300 200 1003

**Consulted:**

As described within the report

**Annexes:**

None

**Sources/background papers:**

Local Committee for Guildford Wednesday 13 March 2013 Item 10: 'Highways Update & Budget Allocations for 2013 2014'  
Local Committee for Guildford Wednesday 13 March 2013 Item 11: 'Localism in Highways: An Update on Devolved Highways Delivery'

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (GUILDFORD)**

**DATE: 19 JUNE 2013**

**LEAD OFFICER: GARATH SYMONDS**

**SUBJECT: LOCAL PREVENTION FRAMEWORK – YOUTH TASK GROUP RECOMMENDATION**

**DIVISION: ALL DIVISIONS**



**SUMMARY OF ISSUE:**

The recommendation for the award of funding is the culmination of several months' work by the Guildford Local Committee Youth Task Group that will result in services being commissioned by the Guildford Local Committee in response to local need. The focus of the work will be to reduce the risk factors that are predictors of young people becoming Not in Education Employment or Training (NEET) in Guildford.

The Local Committee is responsible for commissioning services to prevent young people becoming Not in Education, Employment or Training within their local area. The Youth Task Group has recently met and received presentation from a range of potential suppliers. This paper sets out their recommendation as to who the funding should be awarded to.

**RECOMMENDATIONS:**

**The Local Committee (Guildford) is asked to:**

Approve the Youth Task Group recommendation to award a funding agreement for a twenty four month period from 01 September 2013 to the following provider:

- (i) Guildford YMCA for 100% of the contract value (£123,000) to prevent young people from becoming NEET in Guildford

**REASONS FOR RECOMMENDATIONS:**

The recommendations will support the council's priority to achieve full participation; that is for 100% of young people aged 16 to 19 to be in education, training or employment.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 The Local Prevention Framework (LPF) is an allocation of £123,000 to the SCC Local Committee in Guildford to commission outcomes to work with young people most at risk of becoming NEET, prepare them for participation and prevent them becoming NEET. The allocation is based on the number of young people who are NEET or at risk of NEET in the borough with an adjustment for the number of youth centres. LPF provision is for services delivered outside of the school day.
- 1.2 The LPF delivers against the county council's expectation that where possible local youth services will be commissioned locally, in line with the government's localism agenda. In furtherance of this agenda the Local Committee convened a Youth Task Group to act in an advisory capacity through the procurement process with representation from young people, county members, borough members, community stakeholders and support from county and borough officers.
- 1.3 The purpose of the local prevention framework is to prepare young people for participation and prevent them becoming NEET. It works with young people of secondary school age, who are most at risk of becoming NEET and complements the functions of the Youth Support Service that has a clear focus on young people who are currently NEET or who are currently in the youth justice system.

**2. ANALYSIS:**

- 2.1 The provider solutions were sought in a competitive process involving four stages:



2.2 A needs assessment workshop was held on 14 February 2013 with representation from young people, elected members, police, borough and county officers. The workshop was able to consider the data on NEET young people, young people at risk of NEET and youth offending, information from the Index of Multiple Deprivation (IMD) and the perspective and experience of the workshop participants.

2.3 The Local Committee approved the LPF Specification for Guildford on 13 March 2013. This included the following key priorities:

- Young people with learning difficulties and disabilities
- Teenage pregnancy – prevention and support existing teenage parents
- Drugs and alcohol
- Mentors and role models
- Transport – support for young people experiencing social isolation as a result of transport issues
- Support for Travellers
- Employability – innovative ways of engaging young people in maths, English and ICT

2.4 The following key identified neighbourhoods were highlighted by the Task Group:

- Stoke
- Stoughton
- Westborough
- Worplesdon
- Ash
- Ash South
- Tongham
- Bushy Hill

2.5 In addition the Task Group asked that bidders met the follow key criteria when bidding:

- Projects must be **preventative**
- Strategy for **engaging young people** and use **appropriate media**
- Work alongside **key local partners**
- Deliver during **school holidays, weekends and evenings**
- Focus on working with young people around **relationships** (friendships, peer, family and personal)
- Form strong links with **schools and education providers**
- **Should not duplicate** existing support and be flexible, to **complement existing services**
- Demonstrate a clear strategy for **sustainability** and methods to build **community cohesion**

2.6 The Local Committee agreed the recommendation on needs and priorities as set out above at its meeting held on 13 March 2013.

2.7 Following the March committee the funding opportunity was published and widely publicised, reaching at least 96 voluntary organisations across the County, inviting as many bidders as possible to submit bids in response to the needs and priorities identified. A provider event for the South West was held on 19 March and was well attended. Four bids were received and three providers were short-listed for presentation to the task group on 22 May 2013.

The Task Group consisted of both county and borough elected members. In addition young people, YSS and Commissioning and Development officers were present. The Task Group received presentations from each provider, followed by questions to each provider on their bid. Following all the provider presentations a discussion was held to form the recommendation to the Local Committee.

2.8 There were four shortlisted bidders, which were all not for profit organisations.

2.9 Following the presentations the Youth Task Group recommended that:

100% of the funding should be awarded to Guildford YMCA.

### **3. OPTIONS:**

3.1 The committee is asked to:

- a. Approve the award of funding to provider(s) for 100% of the available funding.

The Committee is asked to approve the award of funding to the provider as approved by the Youth Task Group. This will ensure young people receive a service from September 2013.

Should the Committee opt not to approve the providers bid. SCC would need to reopen the bidding process, this would mean a delay in the appointment of a provider.

### **4. CONSULTATIONS:**

4.1 There has been wide ranging consultation with young people, staff, and partner agencies. Members have been consulted through the Local Committee Youth Task Group

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 It is anticipated that local commissioning will offer better value for money in that the outcomes commissioned will be more closely aligned to local need.



5.2 Funding is subject to the annual budget setting process for the County Council and is subject to change.

## **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 The devolved commissioning budget is likely to be targeted on groups who are vulnerable or at risk. An Equality Impact Assessment has been completed for this re-commissioning cycle to assess the impact of this commission on young people with protected characteristics.

## **7. LOCALISM:**

7.1 The Local Prevention Framework is at the heart of Services for Young Peoples commitment to localism. The LPF involves local young people, elected members and wider stakeholders in decision making.

## **8. OTHER IMPLICATIONS:**

### 8.1 Crime and Disorder implications

It is anticipated that this commission is likely to target young people in this priority group.

### 8.2 Corporate Parenting/Looked After Children implications

It is anticipated that this commission is likely to target young people in this priority group.

## **9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The Local Committee is asked to approve the recommendation of the Youth Task Group for an award of grant for a twenty four month period from 01 September 2013 to the following provider:

Guildford YMCA for £123,000pa (100% of available funding)

## **10. WHAT HAPPENS NEXT:**

10.1 Following the anticipated approval by the committee there will be a five day 'stand-still' period. After which the grant for Guildford will be awarded to Guildford YMCA. This commission will start on 1 September 2013, ensuring a swift start of services to young people. The Youth Task Group will have the

option of meeting twice per year, where updates will be provided on the performance of the provider.

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**Contact Officer:**

Leigh Middleton, Contract Performance Officer - 07854 870 393.

**Consulted:**

**Annexes:**

**Sources/background papers:**

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## SURREY COUNTY COUNCIL

## LOCAL COMMITTEE (GUILDFORD)

DATE: 19/06/2013

LEAD OFFICER: Garath Symonds, Assistant Director for Young People



SUBJECT: SERVICES FOR YOUNG PEOPLE COMMISSIONS IN GUILDFORD 2012/13

DIVISION: ALL

**SUMMARY OF ISSUE:**

The purpose of this report is to update the Local Committee on the progress we have made towards participation for all young people in Guildford in post-16 education, training and employment during 2012-13. This is the overarching goal of Services for Young People and our strategy to achieve it is set out in 'The young people's employability plan 2012-17'.

In particular this Local Committee report focuses on how the different commissions managed by the Commissioning and Development Team have contributed to this goal, keeping in mind that these are only a part of the system that is working to increase participation. Please note that the majority of detailed performance information is provided in two Appendices to this report.

Next steps have also been included to set out how we will keep the Local Committee informed about developments and our progress during the year ahead.

**RECOMMENDATIONS:****The Local Committee (Guildford) is asked to note:**

- (i) The progress Services for Young People has made during 2012/13 to increase participation for young people in Guildford, as set out in the appendix to this report

**REASONS FOR RECOMMENDATIONS:**

The Local Committee has an important part to play in supporting the local development of Services for Young People, ensuring that we are providing the right support to young people in local communities. In particular they have an important formal role in relation to the Local Prevention Framework.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 This report is for information. It provides: a summary of the participation of young people in Guildford; an overview of how our different commissions have performed during the year; and a brief outline of how we will keep the Local Committee informed of our progress during 2013/14.

- 1.2 2012/13 has been a year of transition in Services for Young People, during which we have established a range of new commissions and services that prepare and help young people to participate in education, training and employment when they leave school. At the end of March 2013, this new system of services had reduced the number of young people who are not in education, employment or training (NEET) by 12% when compared to the same time last year - a real success for young people in the county.

## **2. ANALYSIS:**

- 2.1 The appendix to this report provides a more detailed overview of the performance of Services for Young People in Guildford, but some key headlines have been included below for information.
- 2.2 Between December 2012 and March 2013, the number of young people aged 16-18 that were NEET was at its lowest for comparable periods over the last four years. This is the result of real progress during 2012/13. Alongside this, the number of young people whose current activity is unknown had reduced by more than 100 (23%) during 2012-13.
- 2.3 The Local Prevention Framework in Guildford, delivered by The Youth Consortium, has engaged with 278 young people who were identified as at risk of becoming NEET in an average of 4.2 sessions of preventative activity.
- 2.4 Out of a total of 394 young people engaged in youth work at the two main SCC Youth Centres in Guildford 193 attended six or more sessions of activity during 2012/13. This compares to only 132 during 2011/12, an increase of 46%.
- 2.5 4,207 young people in Guildford schools and post-16 learning providers accessed online Information, Advice and Guidance as part of the Youth Engagement Contract, the second highest number in Surrey.
- 2.6 Both Ash and Discovery Youth Centres have achieved Level 1 of the Surrey National Youth Agency (NYA) quality Mark.
- 2.7 During the year, the Commissioning and Development Team has worked alongside our different providers to ensure they are delivering to a high standard and improving outcomes for young people. The Team has taken a risk-based approach to managing performance, allowing those providers that are performing well to flourish and develop, whilst bringing robust challenge and appropriate support to address areas of underperformance.

## **3. OPTIONS:**

- 3.1 There are no options in relation to this 'for information' report.

## **4. CONSULTATIONS:**

- 4.1 During 2012-13 there has been wide ranging consultation with young people, staff, and partner agencies. The Youth Engagement Contract has secured feedback from more than 35,000 young people across Surrey in relation to different aspects of our services, the information we provide and local issues. Members have been consulted through the Local Committee Youth Task Group, Youth Steering Groups at some of our

[www.surreycc.gov.uk/guildford](http://www.surreycc.gov.uk/guildford)

Youth Centres and were central to the review of the Local Prevention Framework completed early this year. The feedback from these different consultations has directly contributed to the development of our services during the year.

**5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 The budget allocated to each of the commissions managed by the Commissioning and Development Team in Guildford is provided in the Appendix.
- 5.2 It is anticipated that the local commissioning of the Local Prevention Framework, which is currently underway, will offer better value for money, as the outcomes commissioned will be more closely aligned to local needs.

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 Through local commissioning and needs analysis we focus our resources on identifying and supporting those young people who are most at risk of experiencing negative outcomes in the future. This group includes young people from a wide range of backgrounds and its make up often varies between different parts of the county.

**7. LOCALISM:**

- 7.1 Localism is at the heart of much of the activity commissioned and delivered by Services for Young People and all our services are co-produced (developed, designed and delivered) with young people from local communities. Particular examples of localism in action are the Local Prevention Framework, Small Grants programme and Steering Groups at Youth Centres.

**8. OTHER IMPLICATIONS:**

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

**8.1 Crime and Disorder implications**

The Youth Support Service provides support to young people who have offended and those who are at risk of offending. Other Commissions within Services for Young People also play an early help role in reducing offending

behaviour amongst young people, in particular the Local Prevention Framework and Centre Based Youth Work.

#### 8.2 Corporate Parenting/Looked After Children implications

Young people who are looked after are a key target group for Services for Young People

#### 8.3 Safeguarding responsibilities for vulnerable children and adults implications

Services for Young People plays a key role in safeguarding vulnerable children and young people in Surrey.

#### 8.4 Public Health implications

Services for Young People deliver a number of services that improve the health of young people in Surrey, in particular providing them with information so that they make informed choices about healthy lifestyles, including sexual health.

### **9. CONCLUSION AND RECOMMENDATIONS:**

- 9.1 This report and the information provided in the appendix have provided an overview of performance of Services for Young People in Guildford.

### **10. WHAT HAPPENS NEXT:**

- 10.1 To keep the Local Committee informed about the progress of the Service during 2013/14, the Development Team will present one annual report to the Local Committee, attend two Youth Task Groups per year and circulate electronic quarterly progress reports to each Task Group Member.

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#### **Contact Officer:**

Leigh Middleton, Contract Performance Officer – 07854 870 393.

#### **Consulted:**

Garath Symonds (Assistant Director for Young People), Frank Offer (Head of Commissioning and Development) and Ben Byrne (Head of the Youth Support Service)

#### **Annexes:**

1. Services for Young People in Guildford: Commission Performance Summary 2012/13
2. Guildford Youth Small Grants awards 2012/13

#### **Sources/background papers:**

- The young people's employability plan 2012-17
-

# Services for Young People in Guildford

## Commission Performance Summary 2012/13



### 1 Performance narrative

#### 1.1 Countywide overview

2012/13 has been a year of transition in Services for Young People, during which we have established a range of new commissions and services that prepare and help young people to participate in education, training and employment when they leave school. At the end of March 2013, this new system of services had reduced the number of young people who are NEET (not in education, employment or training) by 12% when compared to the same time last year - a real success for young people in the county.

#### 1.2 Local performance story in Guildford

Looking at the county as a whole, Services for Young People has had a successful year, but the reason for this report is to tell the local story of how the different commissions managed by the Commissioning and Development Team have been making a difference to young people in Guildford. This means highlighting areas of strength, as well as where we want to develop during 2013/14.

#### Key achievements for the year

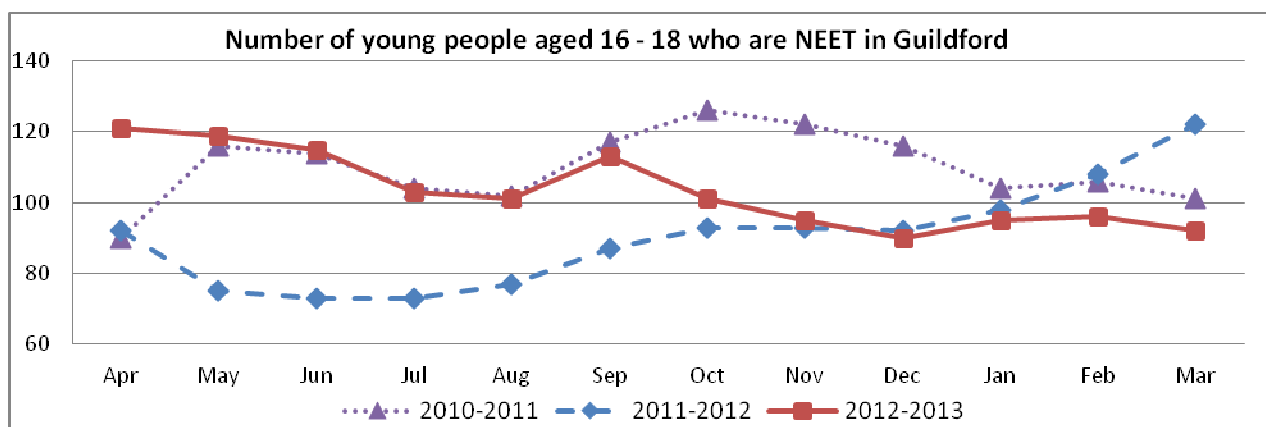
- Between December 2012 and March 2013, the number of young people aged 16-18 that were NEET was at its lowest for comparable periods over the last four years. This is the result of real progress during 2012/13. Alongside this, the number of young people whose current activity is unknown had reduced by more than 100 (23%) during 2012-13.
- The Local Prevention Framework in Guildford, delivered by The Youth Consortium, has engaged with 278 young people who were identified as at risk of becoming NEET in an average of 4.2 sessions of preventative activity.
- Out of a total of 394 young people engaged in youth work at the two main SCC Youth Centres in Guildford 193 attended six or more sessions of activity during 2012/13. This compares to only 132 during 2011/12, an increase of 46%.
- 4,207 young people in Guildford schools and post-16 learning providers accessed online Information, Advice and Guidance as part of the Youth Engagement Contract, the second highest number in Surrey.
- Both Ash and Discovery Youth Centres have achieved Level 1 of the Surrey National Youth Agency (NYA) quality Mark.

#### Key areas for development

- Excellent progress has been made to reduce the number of young people who are NEET in Guildford during 2012/13. For those young people who remain NEET, however, the length of time they have spent out of employment or education has increased, from 223 in March 2012 to 281 in March 2013. Addressing this is an important issue in 2013/14.
- A joint Waverley and Guildford Skills Centre (based at Ash Youth Centre) opened during the year. Six young people attended the first course and we expect higher numbers to attend the remaining programmes this academic year.

## 2 Participation for young people in Guildford

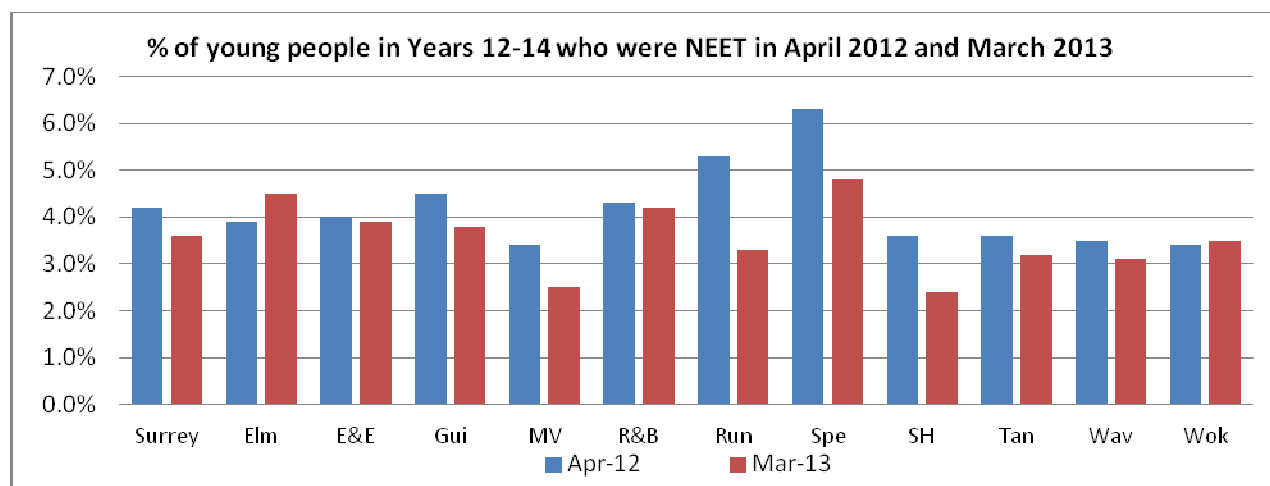
Since December 2012, the number of young people aged 16-18 that were NEET has been at its lowest for comparable periods over the last four years. This is alongside a reduction of more than 100 in the number of young people whose current activity was unknown during the year. When ‘unknowns’ are reduced and we better understand our cohort, it is often the case that NEET numbers increase, with more young people identified as not participating. This has not, however, happened in Guildford, suggesting that our in-house and commissioned services are making real progress to improve outcomes for young people.



At the end of the year, the proportion of young people who were known to be NEET in Guildford was 3.8%, compare to 4.5% in April 2012.

During the year, at least 113 young people moved from being NEET to participating in education, training and employment in the borough.

At the end of March 2013, 10.9% of young people who were identified as at risk of becoming NEET in Year 11 were participating now that they are in Year 12, at 8.9% (12 young people were NEET).



The number of young people in years 12-14 whose current activity was unknown reduced from 433 in March 2012 to 332 in March 2013 – 23% lower.

In Guildford 20% of young people who were NEET at the end of March had experienced at least one other period when they were previously NEET. This is below the countywide average of 26%, suggesting that young people who move out of NEET are more likely to remain in participation.



Seven young people who were identified as at risk of becoming NEET offended between April and December 2012.

### 3 How have our commissions performed during 2012/13?

Centre Based Youth Work (Total contract value 2012/13 £41,754 plus 7.86 Full-Time Equivalents)

C centre	Hours delivered	Young people engaged	Average attendances per young person	Level 1 of NYA Quality mark achieved?	Young people involved in governance	RONI and YRI young people engaged
Ash	349	164	10.6	Yes	164	57
Discovery	631	230	9.4	Yes	230	18
Bellfields (Satellite)	98	26	17.2	N/A	N/A	5
Stoughton (Satellite)	-	-	-	N/A	N/A	-

#### Local prevention framework

Provider	Contract Value 2012/13 (£)	Young people engaged	Average sessions per young person
The Youth Consortium	151,000	278	4.2

#### Year 11/12 Transition

Provider	Contract Value 2012/13 (£)	Young people engaged	Young people PETE in January 2013
Working Links	57,000	97	80

#### Youth Engagement Contract

Provider	Contract Value 2012/13 (£) (pro-rated against 10-19 population)	Young people accessing U-Explore in Guildford Schools and post-16 learning providers	Young people accessing other online youth engagement services
Working Links	60,700	4,207	

#### Youth Small Grants

The £27,000 allocated to Guildford Local Committee for Youth Small Grants was distributed across 12 projects to support work with young people across the Borough. A full update on progress so far is provided in the other appendix to this report.

#### Skills Centres

A joint Waverley and Guildford Skills Centre (based at Ash Youth Centre) opened during the year. Six young people attended the first course and it is expected that higher numbers will attend the remaining programmes this academic year.

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### Guildford Small Grant awards 2012/2013

All £27,000 allocated to Guildford Local Committee for Small Grants 2012/13 was allocated across 12 projects.

Organisation	Project	Award (£)	Status (April 2013)
<b>261 (Guildford) Squadron Air Training Corps</b>	261's Advanced Adventure Training Plan & Report	5000	The grant has been fully spent to purchase adventure training equipment, IT support equipment and equipment storage.  The additional equipment has enabled more cadets to take part in activities.
<b>Guildford City Cricket Club (Youth Project)</b>	Guildford City Youth Project	4800	Grant has been fully spent on coaching costs and equipment. The grant has enabled 4 new Level 1 coaches to be trained allowing coaching to take place in new areas.
<b>Horsley and Send Cricket Club</b>	To Retain and Encourage Youngsters into Adult Cricket	4712	Grant funding all used. Trained a new volunteer and purchased new equipment. Funding is enabling more activity to take place on an additional ground to be used.
<b>Surrey Federation of Young Farmers</b>	Youth Development Programme 2012	700	Grant all used for: <ul style="list-style-type: none"> <li>• Junior weekend – water activities, sports and other games.</li> <li>• Competition events – 4 separate events with many competitions including some that are part of the National Young Farmers Competitions with winners progressing to area and national competitions.</li> <li>• Club and County Officer training - training of young people to hold roles</li> </ul>
<b>The N-Factor Normandy Youth Club</b>	The N-Factor Normandy Youth Club	1648	Report pending
<b>Skillway, which is the trading name of one arm of the Warehouse Christian Trust.</b>	Skillway	1666.66	Funding spent – Enabled an additional 4 young, who struggle with standard education, to benefit from the Skillway model which is to provide skills training in a range of manual activities that can provide the basis for employment when they leave school.

<b>Horsley Youth Club</b>	Duke of Edinburgh award scheme	1000	Report pending
<b>Wey Kayak Sports Club</b>	Training Equipment	5000	Funding used to purchase kayaks. Kayaks in use from March 2013 with monthly training courses and work with local schools.
<b>The Dance Movement</b>	If You Go Down to the Woods	840	Funding used on performance project to pay for costumes for 20 young people, travel and a trainer.  The young people are now continuing dance learning with the company and will be involved with a large-scale professional performance at G Live in October 2013.
<b>Surrey Federation of Young Farmers</b>	Surrey Young Farmers - core supportive activities 2012	450	All grant funding used for hygiene training, youth meeting costs, promotion, first aid training and transporting young people to events.
<b>The Salvation Army, Guildford</b>	"Activ8" Junior Club	500	Report pending
<b>WoodStreet Village Cricket Club</b>	Colts Equipment 2013	500	Grant paid at end of financial year so not yet spent.



**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (GUILDFORD)**

**DATE: 19 JUNE 2013**

**LEAD OFFICER: CAROLYN ANDERSON**

**SUBJECT: LOCAL COMMITTEE TASK GROUP AND OUTSIDE BODIES REPRESENTATION 2013-14**

**DIVISION: ALL**

**SUMMARY OF ISSUE:**

Member task groups have been established to support the Committee in its work. In addition, the Committee is invited to provide representation on certain outside bodies. This paper asks the Committee to consider membership of these groups for the new municipal year.

**RECOMMENDATIONS:**

**The Local Committee (Guildford) is asked to agree that**

- (i) The terms of reference for the two Task Groups as set in Annexes A and B
- (ii) The membership for the Task Groups be as set out in paragraphs 1.4 and 1.7
- (iii) To appoint members of the Local Committee to the outside bodies as listed in the report (paragraphs 1.9 – 1.10)

**REASONS FOR RECOMMENDATIONS:**

Member task groups have been created to enable focused attention on areas of work as required by the Local Committee. The task groups will undertake detailed consideration of matters and in turn advise the Committee of their findings in order to better inform the decision making process.

It is important for the Local Committee to provide representations on local groups to ensure that local priorities are reflected and informed.

## **1. INTRODUCTION AND BACKGROUND:**

### **TRANSPORTATION TASK GROUP**

- 1.1 In recent years, a Task Group of Local Committee Members has met as required to consider transportation-related matters which require informal discussion prior to meetings of the full Local Committee. These meetings are private and the Task Group has no decision-making powers, but the meetings enable detailed discussion in a manner which is not possible during formal meetings of the Local Committee. The recommendations of the Task Group are then reported to the full Local Committee for formal discussion and decision.
- 1.2 Matters which have been discussed in the past include the development of the Local Sustainable Transport Fund, Minor Improvements and Speed Limit Programmes, the Park and Ride Strategy, the Guildford Intermediate Scheme and the Local Transport Plan.
- 1.3 While the Task Group has no decision-making powers, it is helpful if the membership of the Task Group is broadly representative of the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough. Having said that, the role of the Task Group is primarily strategic, since one of its principal purposes is to decide which projects represent good value for money in terms of Local Transport Plan objectives and strategies. Its members therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.
- 1.4 On 6 June 2002, the Committee resolved that the Task Group should comprise the Chairman, Vice-Chairman and one other County Member. On 28 November 2012 the Committee resolved the Task Group should include the lead member for Town Centre Planning and Transport together with two other Members from GBC. In the light of this the Task Group should comprise Cllrs. Brett-Warburton and Barker as chairman and vice-chairman plus one further County Council Member and Cllr James Palmer plus two further borough members.
- 1.5 It was resolved at the meeting of the Committee on 27 September 2007 to adopt formal Terms of Reference for the Task Group in order to assist the Committee in understanding the work of the Task Group and ensure greater transparency of decision-making for members of the public. The adopted Terms of Reference are attached as Annexe A. These have not changed since last year, and the Committee is invited to confirm its approval of these for the year ahead.

### **YOUTH SERVICES TASK GROUP**

- 1.6 The County Council has transformed the way that it commissions services for young people so that Local Committees play an important role in the process. The Local Prevention Framework is providing Local Committees with a resource to prevent young people from becoming NEET (not in education training or employment) or entering the youth justice system.



- 1.7 It was resolved at the meeting of the Committee on 22 June 2011 to create a task group to effectively monitor the process of identifying the needs of young people within the borough and advise the Local Committee on the appointment of a contractor to undertake prevention services. The Youth Services Task Group membership is formed of two County Councillors from the Local Committee and two Borough Councillors, as well as up to four young people co-opted either from the local youth council or nominated by the Youth Support Service or local youth centre.
- 1.8 The first Local Prevention Framework contract is underway and the review process of that contract has been scheduled. The Local Committee is invited to confirm the continuation of the Youth Services Task Group for the coming year. The adopted Terms of Reference are attached at Annexe B. These have not changed since last year, and the Committee is invited to confirm its approval of these for the year ahead.

## **MEMBERSHIP OF OUTSIDE BODIES**

### **1.9 GUILDFORD RAILWAY STATION RE-DEVELOPMENT WORKING GROUP**

Two members may be selected to represent the Local Committee and to work in partnership with Network Rail, their selected developer/ partner (Solum), the Highway Authority and other operator(s) and agencies in the preparation of a master plan/development brief for the site in accordance with the borough council-approved planning policy and guidance. This Group is convened by Guildford Borough Council

### **1.10 SAFER GUILDFORD PARTNERSHIP**

The Safer Guildford Partnership is a statutory partnership tasked with reducing crime and disorder in the community, as well as tackling negative perceptions of crime. The Committee needs to identify a representative to sit on the Executive. This Group is convened by Guildford Borough Council

## **2. ANALYSIS:**

- 2.1 It is important for the Local Committee to be represented on local partnership groups and to ensure priorities and concerns are reflected.
- 2.2 Local Committee task groups are able to provide focus and additional consultation not possible within the formal committee framework.

## **3. OPTIONS:**

- 3.1 The Local Committee may opt to retain membership of outside bodies and task groups or not.

## **4. CONSULTATIONS:**

- 4.1 All Local Committee members have been consulted.

[www.surreycc.gov.uk/guildford](http://www.surreycc.gov.uk/guildford)

## **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 There are no financial or value for money implications.

## **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 There are no equalities and diversity implications.

## **7. LOCALISM:**

7.1 The Local Committee task groups are convened to represent all communities in the borough.

## **8. OTHER IMPLICATIONS:**

8.1 There are no additional implications.

## **9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The Local Committee is invited to select membership of the task groups and representatives to outside bodies as detailed in this report.

## **10. WHAT HAPPENS NEXT:**

10.1 Partnerships will be advised of the Local Committee's recommendations.

10.2 Task group meetings will be convened throughout the year as required.

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### **Contact Officer:**

Carolyn Anderson Community Partnerships & Committee Officer (Guildford)  
01483 517336  
[Carolyn.anderson@surreycc.gov.uk](mailto:Carolyn.anderson@surreycc.gov.uk)

### **Consulted:**

Members of the Guildford Local Committee

### **Annexes:**

Annexe A Transportation Task Group terms of reference  
Annexe B Youth Task Group terms of reference

### **Sources/background papers:**

- None
-

### **Transportation Task Group Terms of Reference**

- 1 The Local Committee will annually (at the first formal meeting after the beginning of the municipal year):
  - determine the role, appointees and lifespan of the Transportation Task Group
  - review the operation of the Task Group over the previous year
  - agree criteria for consideration by the Task Group and make those criteria available to all Members of the Committee.
- 2 The Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers. The Task Group will:
  - unless otherwise agreed, meet in private
  - where appropriate develop an annual work programme
  - formally record its actions
  - if it wishes, respond to an officer report and submit its own report to the Local Committee.
- 3 Officers supporting a Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee.
- 4 The Transportation Task Group will contain six members of the Local Committee: three County and three Borough Councillors, chosen by the Committee (i.e. both SCC and GBC Members) as required whenever the membership of the Committee changes, e.g. following local elections or revised nominations to the Local Committee.
- 5 Included in the membership of the Task Group will be the chairman and vice-chairman of the Committee and the GBC Lead Member for Environment. The other Members will be chosen with a view to ensuring as far as possible that the Task Group is broadly representative of the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough.
- 6 The role of the Task Group is primarily strategic, since one of its principal purposes is to decide which projects represent good value for money in terms of Local Transport Plan objectives and strategies. Its members will therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.
- 7 The Task Group's function is to consider any transportation-related matters that require informal discussion prior to meetings of the full Local Committee. This will include the Minor Improvements Scheme and Speed Limit lists, the Park and Ride strategy, Guildford Intermediate Scheme, the Local Transport Plan programme and other matters requested by Members.
- 8 The Task Group will on an annual basis assess local needs and report their prioritised schemes to the next available meeting of the Local Committee for formal agreement.

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

## **Annex B: Draft Terms of Reference for the Youth Services Task Group**

### **Objective**

The Local Committee agreed on the 22<sup>nd</sup> of June 2011 that a Youth Task Group is established to assist and advise the Local Committee in relation to Youth Issues and the future delivery of Youth Provision locally.

### **Membership**

The Task Group will contain four appointees from the Local Committee - two county and two borough councillors. In addition the Task Group can invite up to four young people from the borough, all with equal status. The Task Group may also consult with other relevant members of the Committee.

### **General**

1. It is proposed to establish a Youth Task Group. The Task Group shall exist to advise the local committee. It has no formal decision making powers. The Task Group will:
  - A. Unless otherwise agreed, meet in private
  - B. Develop a work programme
  - C. Record actions
  - D. Report back to the Local Committee.
2. The Task Groups function is to assist and advise the Local Committee in relation to youth issues and the future delivery of youth provision locally.
3. Officers supporting the Task Group will consult the Group and will give due consideration to the group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee.
4. The Task Group can, should it so wish, respond to an officer report and submit its own report to the Local Committee.
5. The Task Group terms of reference and Membership is to be reviewed and agreed by the Local Committee annually.

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**SURREY COUNTY COUNCIL****LOCAL COMMITTEE (GUILDFORD)****DATE: 19 JUNE 2013****LEAD OFFICER: CAROLYN ANDERSON****SUBJECT: LOCAL COMMITTEE COMMUNITY SAFETY BUDGET 2013-14****DIVISION: ALL****SUMMARY OF ISSUE:**

The Local Committee has a delegated budget of £3,226 for community safety projects. Traditionally the Committee has agreed to delegate this funding to the community safety partnership in Guildford (the Safer Guildford Partnership). The Committee is being asked to delegate its 2013/14 this funding to the Partnership.

**RECOMMENDATIONS:****The Local Committee (Guildford) is asked to agree to:**

- (i) Nominate a County Councillor to represent the Local Committee on the CSP in 2013-14.
- (ii) Agree that the community safety budget of £3,226 that has been delegated to the Local Committee be transferred to the CSP.
- (iii) Agree that the Community Partnerships Manager manages and authorises expenditure from the budget delegated to the Local Committee in accordance with the strategic aims of the CSP.

**REASONS FOR RECOMMENDATIONS:**

The County Council is a statutory member of the Community Safety Partnership, known as the Safer Guildford Partnership. The Council values partnership working that will make a positive contribution to local projects and activities that will create a safer community for Guildford residents.

## **1. INTRODUCTION AND BACKGROUND:**

- 1.1 The Safer Guildford Partnership is the community safety partnership (CSP) in Guildford. Community safety partnerships (CSPs) were established under the Crime and Disorder Act 1998 (Section 17). The act stated that tackling crime should be a partnership matter and not solely the responsibility of the Police. The agencies represented on the CSP are required to work in partnership with a range of other local public, private, community and voluntary groups, and with the community itself. This approach recognises that both the causes of crime and disorder, and the interventions required to deliver safe and secure communities, lies with a range of organisations, groups and individuals working in partnership. A report of the activities undertaken by the Safer Guildford Partnership is delivered to the Local Committee on an annual basis.
- 1.2 In previous years the County Council's contribution to the local Community Safety Partnership held a proportion ring-fenced to deliver domestic abuse support services across the borough. The remainder of the funding supported local community safety activities and projects delivered by the Safer Guildford Partnership. To achieve better value for money, as of last year, the ring-fenced portion of the funding dedicated to domestic abuse was centralised across the county. However, the remainder of the budget was delegated to the Local Committee. This year the remainder for 2013-14 is £3226.
- 1.3 The Local Committee is asked to agree £3226 be transferred to the Safer Guildford Partnership to support local activities and projects which achieve the Partnerships aims and objectives.

## **2. ANALYSIS:**

- 2.1 Surrey County Council is a statutory member of the Safer Guildford Partnership and supports the strategic aims and objectives of the Partnership within the Partnership Plan and the annual Strategic Assessment.
- 2.2 The work of the partnership is directed by an executive group, including representatives of the following organisations:
- Guildford Borough Council
  - Guildford & Waverley Clinical Commissioning Group
  - Surrey County Council
  - Surrey Fire and Rescue Service
  - Surrey Police
  - Surrey Probation Service
- 2.3 The current Guildford Strategic Assessment reinforces the need to focus on the following issues:
- dwelling burglaries;
  - vehicle related crime;
  - metal thefts;
  - violence against the person, particularly town centre alcohol related violence;



- anti-social behaviour, including by young people;
- repeat offenders; and
- speeding motorists and anti-social driving

### **3. OPTIONS:**

3.1 By transferring the budget of £3226 to the Safer Guildford Partnership the Committee will make a direct financial contribution to the Partnership enabling the community safety projects and activities to continue throughout 2013-14.

3.2 The budget and expenditure of the partnership will be reported to the Local Committee later in the year.

### **4. CONSULTATIONS:**

4.1 The Safer Guildford Partnership meets quarterly and has representation from the County Council and the Local Committee. Activities and expenditure are reported and approved at each meeting.

4.2 The annual strategic assessment is a joint partnership document on which CSP partners are consulted.

4.3 The Local Committee has a direct influence over the work of the CSP by nominating a representative annually.

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 Partnership working creates value for money opportunities from pooling resources. The Safer Guildford Partnership will scrutinise expenditure to ensure best value.

5.2 Expenditure of this budget is monitored by the Community Partnerships Manager.

### **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 There are no direct equalities and diversity implications, however through the Safer Guildford Partnership the County Council will strive to ensure that services are accessible to harder to reach groups.

6.2 Crime reduction is of value to all in the community.

### **7. LOCALISM:**

7.1 The Safer Guildford Partnership is committed to educating and raising awareness of safer practices and behaviours which benefit all communities across the borough.

7.2 Local groups may approach the CSP for funding to deliver projects which directly support the aims of the partnership.

## **8. OTHER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
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

### **8.1 Crime and Disorder implications**

The transfer of the budget will enable the partnership to continue to work with the community to reduce crime, tackle anti social behaviours and raise awareness of safer practices and behaviours.

## **9. CONCLUSION AND RECOMMENDATIONS:**

The Guildford Local Committee is asked to:

- (i) Nominate a County Councillor to represent the Local Committee on the CSP in 2013-14.
- (ii) Agree that the community safety budget of £3,226 that has been delegated to the Local Committee be transferred to the CSP.
- (iii) Agree that the Community Partnerships Manager manages and authorises expenditure from the budget delegated to the Local Committee in accordance with the strategic aims of the CSP.

## **10. WHAT HAPPENS NEXT:**

10.1 The Local Committee member will join the Safer Guildford Partnership

10.2 The Safer Guildford Partnership will be advised of the transfer and this funding will support projects for the coming year.

---

### **Contact Officer:**

Carolyn Anderson, Community Partnership & Committee Officer (Guildford)  
01483 517336

### **Consulted:**

Safer Guildford Partnership

### **Annexes:**

None

### **Sources/background papers:**

- Safer Guildford Partnership Plan 2011-14



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## SURREY COUNTY COUNCIL

## LOCAL COMMITTEE (GUILDFORD)

DATE: 19 JUNE 2013

LEAD OFFICER: CAROLYN ANDERSON  
COMMUNITY PARTNERSHIPS & COMMITTEE OFFICER

SUBJECT: FORWARD PROGRAMME

DIVISION: ALL

**SUMMARY OF ISSUE:**

The Forward Programme of reports for the Local Committee for 2013/14.

**RECOMMENDATIONS:**

**The Local Committee (Guildford) is asked to**

- a) Agree the Forward Programme 2013/14, as outlined in **Annexe 1**, indicating any further preferences for inclusion.
- b) Consider any further themes for Member briefings during 2013/14.

**REASONS FOR RECOMMENDATIONS:**

Members are asked to comment on the Forward Programme so that Officers can publicise the meetings and prepare the necessary reports.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 The Forward Programme of the Local Committee is revised at each Committee meeting. Members are requested to propose any additional items for inclusion on the Programme.

**2. ANALYSIS:**

2.1 Officers are required to investigate and consult with the appropriate services, partners or other agencies on the purpose, content and timing of future reports. As these negotiations are concluded then items are added to the Programme.

**3. OPTIONS:**

- 3.1 It is prudent and practical for the Local Committee to produce and maintain a business forward plan.

**4. CONSULTATIONS:**

4.1 Local Committee members are consulted.

**5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 None

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 None

**7. LOCALISM:**

7.1 The Local Committee will receive reports relating to communities within the borough.

**8. OTHER IMPLICATIONS:**

8.1 None

**9. CONCLUSION AND RECOMMENDATIONS:**

9.1 Members are asked to agree the Forward Programme

**10. WHAT HAPPENS NEXT:**

10.1 Officers will progress any member request and schedule reports for future meetings

---

**Contact Officer:**

Carolyn Anderson                      01483 517336  
Carolyn.anderson@surreycc.gov.uk

**Consulted:**

Local Committee members

**Annexes:**

Annexe 1 Forward Programme

**Sources/background papers:**

- None
-

## Surrey County Council Local Committee (Guildford) Forward Programme 2013/14

Details of future meetings			
	19 June 2013	7pm	King George V Hall, Effingham
	18 September 2013	7pm	Lancaster Hall, Send
	11 December 2013	7pm	Guildford Borough Council Chamber
	12 March 2014	7pm	Pirbright Village Hall

Topic	Purpose	Contact Officers	Proposed date
General Items			
Youth Services	You Small Grants report	Jenny Smith	11 Dec 2013
Education	Area Education Officers Report TBC	Paula Evans	18 Sept 2013
Surrey Fire & Rescue Service	Annual Report	Gavin Watts	18 Sept 2012

Topic	Purpose	Contact Officers	Proposed date
Transportation Items			
Highways	Local Sustainable Transport Fund 2013/14	David Ligertwood	18 Sept 2013
Highways	Highways Update	John Hilder	18 Sept 2013

Please note the Forward Programme may be subject to change.

**ANNEXE 1**

<b>Topic</b>	<b>Purpose</b>	<b>Contact Officers</b>	<b>Proposed date</b>
Parking	Town centre Controlled Parking Zone review update	Guildford Borough Council	18 Sept 2013
Highways	Consideration of bid to the Local Transport Body	Nick Greenwood	TBC
Parking Team	New parking enforcement arrangements	David Curl	11 Dec 2014