

**DRAFT**

Minutes of the meeting of the  
**Guildford LOCAL COMMITTEE**  
held at 7.00 pm on 25 June 2014  
at Guildford Borough Council.

**Surrey County Council Members:**

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

**Borough / District Members:**

- \* Cllr Zoe Franklin
- \* Cllr Monika Juneja
- \* Cllr Nigel Manning
- \* Cllr Stephen Mansbridge
- \* Cllr Julia McShane
- \* Cllr Bob McShee
- \* Cllr James Palmer (Vice-Chairman)
- \* Cllr Tony Phillips
- \* Cllr Tony Rooth
- Cllr David Wright

\* In attendance

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**1/14 CHAIRMAN'S ANNOUNCEMENTS [Item 1]**

The Chairman welcomed everyone to the meeting and advised that the meeting was to be webcast on the internet for the first time.

**2/14 APOLOGIES FOR ABSENCE [Item 3]**

Apologies for absence were received from County Councillor Mr George Johnson and Borough Councillor David Wright.

**3/14 MINUTES OF PREVIOUS MEETING [Item 4]**

The minutes of the meeting held on 12 March were confirmed as a true record.

There was an update provided from a petition brought by Shalford Parish Council.

The Highways team would seek to improve the visibility of existing markings and signage on the A248, but VAS signs could not be installed as there was no mains source of electricity available and neither was it possible to use solar power due to vegetation.

There were no plans to reopen Oakdene Road to traffic which was closed for safety reasons when the Sunrise development was completed.

*There followed an 'Open Forum' session with verbal questions from the public*

#### **4/14 DECLARATIONS OF INTEREST [Item 5]**

County Councillor Mrs Fiona White and Borough Councillor Julia McShane declared a personal interest against items 9 and 10 as they were both Trustees of the Barn Youth Project.

#### **5/14 WRITTEN PUBLIC QUESTION TIME [Item 6]**

Two written public questions were received by the committee. The questions with formal written response can be viewed at Annex 1 of these minutes.

It was proposed that County Council officers would attend a future meeting of the Guildford Society Transportation Group to discuss the matter of Real Time Information and Smart Phone technology with regard to bus service applications. Members were also invited to refer residents with questions about the technology to officers.

With regard to the issues raised for Daryngton Drive there was a general reflection amongst the committee that inconsiderate parking in roads around schools was an issue in many areas. It was noted that Highways officers would make an assessment of the condition of the road and walkways and that parking would be reviewed within the Ad Hoc report to be delivered to the September meeting. The local member would take forward the matter of tree planting as a means of deterring parking on the verge.

#### **6/14 WRITTEN MEMBER QUESTION TIME [Item 7]**

One written member question was received by the committee. The question with formal written response can be viewed at Annex 1 of these minutes.

Members heard there was an existing statutory process for the County Council to be consulted. This process was undertaken by County Council officers in consultation with County Council members. Therefore, it had not hitherto been proposed that the Local Committee had any formal role or function in this regard. It was noted that the Local Committee would be consulted on certain themes of infrastructure within its remit such as the Local Transportation Strategy (LTS). The LTS would be developed to reflect the proposals made within the draft Local Plan alongside other considerations. Members were interested to know if there would be any value in considering the draft plan or elements of the draft plan as a committee. The Chairman

agreed to take further advice and would report back to the members in due course.

**7/14 NEW PETITIONS [Item 8]**

Two petitions were received by the committee. The petitions can be viewed at Annex 1 of these minutes.

There would be a formal response to both petitions at the next formal meeting of the committee.

**8/14 ANNUAL PERFORMANCE REPORT FROM SERVICES FOR YOUNG PEOPLE [Item 9]**

The report was presented by the Lead Youth Officer (West) and the Area Manager (SW).

The paper provided an update for the Local Committee on the progress that Services for Young People have made towards participation for all young people in Guildford in post-16 education, training and employment during 2013-14. The paper was supported by the Chairman of the committee's Youth Task Group and the work of officers was commended by the members.

The Local Committee (Guildford) noted the annual report.

**9/14 CREATING OPPORTUNITIES FOR YOUNG PEOPLE: LOCAL RE-COMMISSIONING FOR 2015 - 2020 [Item 10]**

The report was presented by the Lead Youth Officer (West) and the Area Manager (SW).

The paper explored an increased delegation of decision-making in relation to local 'early help' for young people, within the context of re-commissioning for 2015 to 2020.

The meeting heard that a needs assessment for young people in Guildford would be created and used to develop centre-based services, the Local Prevention Framework (LPF) and local commissioning. The committee would agree the areas of priority and would have greater oversight and scrutiny particularly through the committee's Youth Task Group. In the longer term it was planned discuss potential co-commissioning with partners via the Youth Task Group. The Chairman of the Youth Task Group was supportive on the approach.

The Local Committee (Guildford) agreed:

- (i) To support increased delegation of decision-making to include the current Centre Based Youth Work so that it can be re-commissioned alongside the current Local Prevention Framework.
- (ii) That local priorities for the newly delegated commissions within Services for Young People will be decided by the Guildford Local Committee informed by the work of the constituted Youth Task Group.

### **Reason for decision**

The committee agreed that proposals for greater integration and working together for the commissioning of the Local Prevention Framework (LPF), Centre Based Youth Work (CBYW) and potentially other more integrated commissioning with partners such as Guildford Borough Council, Public Health, Surrey Police and Active Surrey would prove positive for the employability of Guildford young people.

## **10/14 JOINT WORKING ARRANGEMENTS UPDATE [Item 11]**

The paper was presented by the Community Partnerships Manager.

The report provided an update on progress towards achieving extended working arrangements between Surrey County Council (SCC) and Guildford Borough Council (GBC) and proposed further recommendations for those areas requiring additional governance arrangements.

The members were agreeable to the proposals in the paper. It was suggested that the Lengthsman scheme could ultimately be included in the cluster meeting programme. Guildford Borough Council would nominate borough members to each cluster meeting group during July.

### **The Local Committee (Guildford) agreed:**

- (i) to divide the expenditure of the Committee's Capital allocation 2014/15 of £35,000 equally between four Clustered divisional groupings as set out in the report;
- (ii) that the £35,000 match funded allocation received from Guildford Borough Council be divided equally between the four Clustered divisional groupings;
- (iii) that the Community Partnerships Manager and Team Leaders have delegated authority for the expenditure of the joint fund awarded to each Clustered divisional group in consultation with Local Committee and the Guildford Borough Council Cluster nominated members;
- (iv) the £17,500 awarded to each Clustered group be administered as one joint Capital fund for the year 2014-15;
- (v) that proposals for the expenditure of the Cluster joint fund will be considered at the Cluster meetings;
- (vi) that any underspent Cluster funds will be considered by both Councils at the end of the financial year;
- (vii) the proposed guidance and criteria for the administration of the Cluster fund is outlined in Annexe 2 of the committee report;
- (viii) The proposed revised terms of reference for the Transportation Task Group are outlined in Annexe 3 of the committee report;
- (ix) To note the progress towards an operationally enhanced remit for committee as described in this report.

### **Reason for decision**

Working jointly and in partnership can provide added value in terms of cost and time savings and produce more effective, coordinated responses to service delivery. These recommendations seek to increase and develop joined up working between the two authorities to produce better value and coordinated services for residents.

**11/14 LOCAL COMMITTEE SUBSTITUTE MEMBERSHIP, TASK GROUP MEMBERSHIP AND NOMINATIONS TO PARTNERSHIPS 2014-15 [Item 12]**

The paper was presented by the Community Partnerships Manager.

This paper addressed certain governance requirements to be considered by the committee on an annual basis and at the first municipal meeting of the year. This included a decision on substitute co-optee members, membership of committee task groups and representation on local partnership bodies.

**The Local Committee (Guildford) agreed:**

- (i) that there **shall** be substitute Borough Council co-optee membership for the municipal year 2014-15;
- (ii) the terms of reference for the two Task Groups as set out in Annexes 1 and 2 of the committee report;
- (iii) that the nominated members and substitute members for the Transportation Task Group for the municipal year 2014-15 shall be as follows:

**County Councillor Mr Mark Brett-Warburton (Chairman)**  
**County Councillor Mr Bill Barker**  
**County Councillor Mr David Goodwin**  
**County Councillor Mr Graham Ellwood (County Council Substitute member)**  
**Borough Councillor James Palmer**  
**Borough Councillor Tony Rooth**  
**Borough Councillor Tony Phillips**  
**Borough Councillor Nigel Manning (Borough Council Substitute member)**

- (iv) that the nominated members for the Youth Task Group for the municipal year 2014-15 shall be as follows:

**County Councillor Mr Keith Taylor (Chairman)**  
**County Councillor Mrs Pauline Searle**  
**Borough Councillor Caroline Reeves**  
**Borough Councillor Sarah Creedy**

- (v) that the nominees appointed from the Local Committee to the local partnerships as set out in the report shall be as follows:

**County Councillor Mrs Fiona White to the Safer Guildford Executive**

**County Councillor Mrs Pauline Searle to the Guildford Health & Well-being Board**

**Reason for decision**

Good governance practice requires that the Committee reviews membership arrangements regularly to ensure that representation on the committee, task groups and partnerships is fair and provides the best outcomes for the interests of Guildford borough residents.

**12/14 LOCAL COMMITTEE COMMUNITY SAFETY BUDGET 2014-15 [Item 13]**

The paper was presented by the Community Partnerships Manager.

For the financial year 2014-15 the Local Committee had a delegated budget of £3,294 for community safety projects. The purpose of this report was to seek delegation of the 2014/15 budget to the Safer Guildford Partnership

**The Local Committee (Guildford) agreed:**

- (i) that the community safety budget of £3,294 is delegated to the Local Committee be transferred to the Safer Guildford Partnership.
- (ii) 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 Safer Guildford Partnership.

**Reason for decision**

The County Council is a statutory member of the Safer Guildford Partnership. The Guildford Local Committee values partnership working that will make a positive contribution to local projects and activities that will create a safer community for all Guildford residents.

**13/14 LOCAL SUSTAINABLE TRANSPORT FUND UPDATE AND 2014/15 PROGRAMME [Item 14]**

The paper was presented by the Transport Projects Team Manager.

Surrey County Council secured an award of £14.3 million in grant funding from the Department for Transport (DfT) Local Sustainable Transport Fund (LSTF). This was in addition to the award of £3.9 million LSTF Key Component. Both grants are for the period up to 31 March 2015 and jointly form the Surrey TravelSMART programme. As part of this programme a total of £10.789 million has been allocated for sustainable travel improvements in Guildford. This report updated the Local Committee with progress made with the programme to date.

Members heard that a programme of work to the Urban Transport Control (UTC) system was in progress that would seek a better balance between road users and improve traffic flow. This programme included the A31 Station and A281 Debenhams pedestrian crossings. The committee's Transportation Task Group would be receiving a report and providing advice to the committee in due course.

Members heard that a cycling plan for Guildford was currently being developed and could explore suggested options such as greater use of use shared pavements as was done in Germany or if there could be a cyclist's charter.

The Local Committee (Guildford) noted progress to date with the Guildford Travel SMART programme.

#### **14/14 HIGHWAYS UPDATE [Item 15]**

The quarterly highways update paper was presented by the Local Highway Services Group Manager.

Members heard that the Capital works programme provided did not include small patching.

Officers were requested to ensure all permissions were acquired early in the light of delays to the Salt Box Road scheme due to wildlife habit requirements.

The Operation Horizon update received much feedback from members, specifically mentioned were: Pond Hill, Frog Grove Lane, Wester Road, Binton Lane, Mill Lane, Stoughton Road. Kerbs would be assessed along with road surfaces under Operation Horizon. Members requested that pavements should also be included.

The costs of the Persian New Year to Highways was noted.

The scheduled re-opening of Newark Lane following works to Newark Bridge would be investigated and local members advised.

Issues relating to drainage in several roads were highlighted particularly in the Horsleys division and in Down Lane, Compton.

It was acknowledged there was a significant backlog for the repair of pot holes and additional resources were being put into the work. New materials and technologies were also being tested. The condition of side roads and bus routes in Burpham was raised.

There would be an additional £23 million available countywide to tackle flooding recovery and £4million of this was available for resurfacing in Guildford.

Members attention was drawn to the new customer service figures available in the report.

There was an additional tabled recommendation to reserve a total of £150,000 from the 2014/15 budget towards the cost of replacing the setts in the High Street. A bid had been submitted by Guildford Borough Council to host National Armed Forces Day celebrations in 2015 and the Leader of Council advised that if the bid was successful work should not commence until after the event had taken place. An officer report would be put to Cabinet to enable the committee to carry forward the allocated funding to the next financial year. It was also noted that Thames Water should also be requested to undertake essential utilities work in advance of work on the setts commencing. It was noted that a Section 58 notice would protect the road for

5 years, but that when the setts were re-laid ease of reinstatement would be a considered.

**The Local Committee (Guildford) agreed:**

- (i) To note the schedule for consultation on the Guildford Local Transport Strategy, in advance of a full report coming to the committee meeting 10th December 2014, as set out in Annex 1 of the committee report.
- (ii) That the Chertsey Street/North Street improvement scheme is deferred to a future year.
- (iii) To approve the Lengthsman bid by Ash PC to a maximum value of £4,800 subject to SCC officer scrutiny.
- (iv) To introduce limited waiting bays in Sheepfold Road as shown in Annex 4 to the committee report.
- (v) **To increase the allocation from the Local Committee Highways Capital budget 2014/15 to £150,000 to support the Guildford setts project and commit to provide a third of the contribution toward the total cost for any scheme from future budgets.**

**Reason for decision**

The Guildford Local Transport Strategy will provide a framework for future decisions on prioritising expenditure by this committee.

The high value Chertsey Street/North Street should be deferred so that the remainder of the agreed ITS programme can be delivered within the available budget.

Guildford 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. It is also one of the most successful high turnover retail streets in the country.

**15/14 REVIEW OF WINTER SERVICE ARRANGEMENTS [Item 16]**

The paper was presented by the Local Highway Services Group Manager.

This report sought the views of the Guildford Local Committee on the delivery of the Winter Service operations in the 2013/14 season, to feedback into the annual review.

It was noted that grit bins were available to members and parish councils to purchase for £1050 (including two refills). Officers undertake an inventory of grit bins and members would be advised if any were removed.

The Local Committee (Guildford) noted the current Winter Service provision and operations in their area.

**16/14 FORWARD PROGRAMME [Item 17]**



It was queried if the report concerning Egerton Raod would be delivered in March 2015. This would be confirmed.

The Local Committee (Guildford) noted the Forward Programme.

Meeting ended at: 9.50 pm

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**Chairman**