



# **Woking Joint Committee**

## **Together shaping our Borough**

Opportunity to ask questions of your local  
Councillors from 6.00pm for up to 30 minutes

6.00pm – 9.30pm  
Wednesday, 25 June 2014

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

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

**Liz Bowes, Woking South East (Chairman)**  
**Ben Carasco, Woking North**  
**Will Forster, Woking South**  
**Linda Kemeny, Woking South West**  
**Saj Hussain, Knaphill and Goldsworth West**  
**Colin Kemp, Goldsworth East and Horsell Village**  
**Richard Wilson, The Byfleets**

### **Woking Borough Council Appointed Members**

**Cllr Gary Elson, West Byfleet**  
**Cllr Beryl Hunwicks, Horsell West**  
**Cllr Tina Liddington, Hermitage and Knaphill South**  
**Cllr Liam Lyons, Mount Hermon West**  
**Cllr Graham Chrystie, Pyrford**  
**Cllr John Kingsbury, St Johns and Hook Heath (Vice-Chairman)**  
**Cllr Mazaffar Ali, Maybury and Sheerwater**

Chief Executive  
**Ray Morgan**  
Woking Borough Council

Chief Executive  
**David McNulty**  
Surrey County Council

# You can get involved in the following ways

## ***Ask a question***

If there is something you wish know about how your council works or what it is doing in Woking, you can ask the joint committee a question about it. Woking Joint committee provides 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 joint 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.

# Get involved



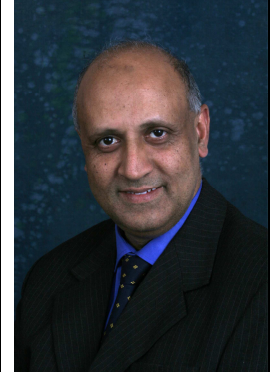


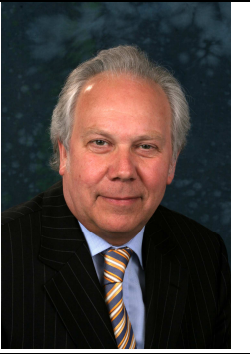








## ***Sign a petition***

If you live, work or study in Woking and have a local issue of concern, you can petition the joint 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 Woking Joint 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: [sarah.goodman@surreycc.gov.uk](mailto:sarah.goodman@surreycc.gov.uk)  
Tel: 01483 518095

				
<p>Liz Bowes (Chairman) <a href="mailto:Liz.bowes@surreycc.gov.uk">Liz.bowes@surreycc.gov.uk</a> Woking South East</p>	<p>Cllr John Kingsbury (Vice Chairman) <a href="mailto:Cllrjohn.kingsbury@woking.gov.uk">Cllrjohn.kingsbury@woking.gov.uk</a> St John's and Hook Heath</p>	<p>Cllr Mazzafar Ali <a href="mailto:Cllrmazzafar.ali@woking.gov.uk">Cllrmazzafar.ali@woking.gov.uk</a> Maybury and Sheerwater</p>	<p>Ben Carasco <a href="mailto:Ben.carasco@surreycc.gov.uk">Ben.carasco@surreycc.gov.uk</a> Woking North</p>	<p>Cllr Graham Chrystie <a href="mailto:Cllrgraham.chrystie@woking.gov.uk">Cllrgraham.chrystie@woking.gov.uk</a> Pyrford</p>
				
<p>Cllr Gary Elson <a href="mailto:Cllrgary.elson@woking.gov.uk">Cllrgary.elson@woking.gov.uk</a> West Byfleet</p>	<p>Will Forster <a href="mailto:Will.forster@surreycc.gov.uk">Will.forster@surreycc.gov.uk</a> Woking South</p>	<p>Cllr Beryl Hunwicks <a href="mailto:Cllrberyl.hunwicks@woking.gov.uk">Cllrberyl.hunwicks@woking.gov.uk</a> Horsell West</p>	<p>Saj Hussain <a href="mailto:Saj.hussain@surreycc.gov.uk">Saj.hussain@surreycc.gov.uk</a> Knaphill and Goldsworth West</p>	<p>Linda Kemeny <a href="mailto:Linda.kemeny@surreycc.gov.uk">Linda.kemeny@surreycc.gov.uk</a> Woking South West</p>
				
<p>Colin Kemp <a href="mailto:Colin.kemp@surreycc.gov.uk">Colin.kemp@surreycc.gov.uk</a> Goldsworth East and Horsell Village</p>	<p>Cllr Tina Liddington <a href="mailto:Cllrtina.liddington@woking.gov.uk">Cllrtina.liddington@woking.gov.uk</a> Hermitage and Knaphill South</p>	<p>Cllr Liam Lyons <a href="mailto:Cllrliam.lyons@woking.gov.uk">Cllrliam.lyons@woking.gov.uk</a> Mount Hermon West</p>	<p>Richard Wilson <a href="mailto:Richard.wilson@surreycc.gov.uk">Richard.wilson@surreycc.gov.uk</a> The Byfleets</p>	

For councillor contact details, please contact Sarah Goodman  
Community Partnership and Committee Officer 01483 518095 [sarah.goodman@surreycc.gov.uk](mailto:sarah.goodman@surreycc.gov.uk) or  
visit [www.woking.gov.uk](http://www.woking.gov.uk) or [www.surreycc.gov.uk/woking](http://www.surreycc.gov.uk/woking)

## **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.

### **Broadcasting on the Web**

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website ([www.woking.gov.uk](http://www.woking.gov.uk), [www.surreycc.gov.uk/webcasts](http://www.surreycc.gov.uk/webcasts)). The images and sound recording will also be used for training purposes within the Council. The broadcast will be stopped if any confidential/Part II items on the agenda are reached. Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed.

The Chairman of the meeting has the discretion to terminate or suspend filming, if in his/her opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming might infringe the rights of any individual.

As cameras are linked to the microphones, could Members ensure they switch their microphones on before they start to speak and off when finished and do not remove the cards which are in the microphones.

The agenda for the meeting is set out below.

**If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language please call Sarah Goodman, Community Partnership and Committee Officer on 01483 518095 or write to the Community Partnerships Team at [sarah.goodman@surreycc.gov.uk](mailto:sarah.goodman@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.**

## **OPEN PUBLIC QUESTIONS**

Members of the public and local businesses are invited to ask questions of Councillors about council services in the community. No advance notice is needed. If answers cannot be provided on the evening, then a written reply will be provided after the meeting.

## **AGENDA**

### **PART 1 - IN PUBLIC**

#### **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

#### **2 MINUTES OF PREVIOUS MEETING**

(Pages 1 - 16)

To approve the minutes of the previous meeting as a correct record and agree that the Chairman signs the minutes.

#### **3 DECLARATIONS ON INTEREST**

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

#### **NOTES:**

- Members are bound by the Code of Conduct of the authority which appointed them to the Woking Joint Committee.
- 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 with 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 appropriate 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 14.1. Notice should be given in writing or by email to the Community Partnership and Committee Officer at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council or Woking Borough Council's e-petitions website as long as the minimum number of signatures (30) has been reached 14 days before the meeting.

Petitions received:

- a) Pathway from Horsell Park to Brewery Road
- b) Speeding on Arnold Road
- c) 20 MPH Speed limit of White Rose Lane

## **5 WRITTEN PUBLIC QUESTIONS**

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

## **6 WRITTEN MEMBER QUESTIONS**

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

## **7 HIGHWAYS UPDATE**

(Pages 17 - 26)

[Andrew Milne]  
(Approximate starting time – 7.00pm)

To update the committee on highways schemes within the borough.

## **8 WOKING TOWN CENTRE MANAGEMENT**

(Pages 27 - 34)

[Geoff McManus]  
(Approximate starting time – 7.20pm)

To update the committee on the progress of the Woking Town Centre Management Agreement.

## **9 AIR QUALITY MANAGEMENT AREA - ANCHOR HILL, WOKING**

(Pages 35 - 44)

[Geoff McManus]  
(Approximate starting time – 7.40pm)

To consider and agree options to improve air quality in Anchor Hill.

## **10 LOCAL SUSTAINABLE TRANSPORT FUND**

(Pages 45 - 56)

[Paul Fishwick/Marc Woodall]  
(Approximate starting time – 7.55pm)

To update the committee on the Local Sustainable Transport Fund for 2013/14 and plans for 2014/15.

**11 YOUTH PROVISION IN WOKING - ANNUAL PERFORMANCE REVIEW 2013/14 AND FUTURE JOINT WORKING** (Pages 57 - 78)

[Jeremy Crouch/Sue Barham/Jeff Papworth]  
(Approximate starting time – 8.10pm)

To consider the youth annual performance report and future joint working across the Borough.

**12 CREATING OPPORTUNITIES FOR YOUNG PEOPLE: LOCAL RE-COMMISSIONING FOR 2015 - 2020** (Pages 79 - 90)

[Jeremy Crouch/Sue Barham]  
(Approximate starting time – 8.30pm)

To update committee on proposed increased delegation of decision making in relation to local 'early help' for young people, within the context of re-commissioning for 2015-2020.

**13 JOINT COMMITTEE SUB-COMMITTEES AND TASK GROUPS** (Pages 91 - 104)

[Sarah Goodman/Sue Barham]  
(Approximate starting time – 8.45pm)

To agree establishment, terms of reference and membership of sub committee and task groups of the Joint Committee.

**14 FORWARD PROGRAMME** (Pages 105 - 108)

[Sarah Goodman/Sue Barham]  
(Approximate starting time – 8.55pm)

To note the forward programme of Woking Joint Committee

**15 EXCLUSION OF THE PUBLIC**

[Chairman]  
(Approximate starting time – 9.00pm)

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

## **PART 2 - IN PRIVATE**

### **16 SCHOOL PLACES IN WOKING (1)**

(Pages 109 -  
124)

[Kieran Holliday/Ray Morgan]  
(Approximate starting time – 9.05pm)

To agree an approach to securing school places.

#### **Confidential: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

### **17 SCHOOL PLACES IN WOKING (2)**

(Pages 125 -  
152)

[Kieran Holliday/Ray Morgan]  
(Approximate starting time – 9.20pm)

To agree an approach to securing school places.

#### **Confidential: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

### **18 PUBLICITY FOR PART 2 ITEMS**

[Chairman]  
(Approximate starting time – 9.30pm)

To consider whether the items considered under Part 2 of the agenda should be made available to the Press and public.



**DRAFT**

Minutes of the meeting of the  
**Woking LOCAL COMMITTEE**  
 held at 6.00 pm on 5 March 2014  
 at Woking Borough Council Civic Offices, Gloucester Square, Woking GU21  
 6YL.

**Surrey County Council Members:**

- \* Mrs Liz Bowes (Chairman)
- \* Mr Ben Carasco
- \* Mr Will Forster
- \* Mrs Linda Kemeny
- \* Mr Saj Hussain
- Mr Colin Kemp
- \* Mr Richard Wilson

**Borough / District Members:**

- \* Cllr John Kingsbury (Vice-Chairman)
- \* Cllr Mazaffar Ali
- \* Cllr Ann-Marie Barker
- \* Cllr Tony Branagan
- \* Cllr Bryan Cross
- \* Cllr Derek McCrum
- Cllr Anne Murray

\* In attendance

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**1/14 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Cllr Anne Murray and Mr Colin Kemp. Mr Ben Carasco apologised that he had to leave the meeting early.

**2/14 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes of the last meeting held on 4 December 2013 were agreed and signed.

**3/14 DECLARATIONS OF INTEREST [Item 3]**

There were no declarations of pecuniary interests.

**4/14 PETITIONS [Item 4]****Petition A: Safe Crossing Outside Horsell C of E Junior School**

Cllr Barker declared a non pecuniary interest in this item.

## ITEM 2

In accordance with Standing Order 68, Mrs Michelle Morton presented the following petition on behalf of local residents. A hard copy petition received 424 signatures, together with an e petition of 136 signatures.

Residents are asking for road safety measures outside Horsell C of E Junior School. They requested that Surrey County Council install a pedestrian crossing or employ a lollipop person outside the school, to enable the pupils of the school and their parents and carers, to cross the road outside of the school safely. Meadway Drive is an exceptionally busy route with cars, vans and buses travelling in both directions, including parents making their way to and from Woking High School by car, making crossing the road to the school extremely difficult and dangerous.

Mrs Morton introduced the petition and showed the committee some photographs. Although this site is classified as low risk by the County Council, petitioners feel this site is an accident waiting to happen. She explained that in order to cross the road at peak time in the morning, residents need to step out between queuing traffic. There is less congestion at pick up times, but vehicles travel much faster. Additional issues include poor visibility due to parked cars, keep clear markings not being adhered to and a bend on Meadway Drive which affects visibility. Often it is only possible to cross, when waved out by a driver. Residents need to be far enough forward to check the road is clear, but not far enough forward to be hit if it isn't.

The Chairman invited Duncan Knox, Road Safety Manager, to comment. He confirmed that he had visited the site between 8 and 9am on 27 February 2014. He noted that the existing crossing point is not used by the majority of people which makes Keep Clear Markings redundant and that there are also issues with a parking layby in close proximity. Officers have agreed to use this location as a pilot for the Road Safety Outside Schools Policy assuming its adoption by Cabinet in May. A site visit and report would be completed and brought back to the next local committee, by the Sustainability Community Engagement Team.

Members noted that, if implemented, the new policy will be more flexible and allow schools to employ a school crossing patrol person even if it is a low risk site. They hoped that the policy change would enable this to happen. However, Surrey County Council would not be able to fund this from mainstream funding. The Chairman said that an initial contribution from Members Allocations Funding for the first year would be looked into. It was also suggested that the Horsell Junior School PTA might be able to provide some funding. The road safety policy update will be discussed later in item 11 of this meeting.

Members also commented that other solutions might include a different road surface and advisory signs which could be used to help slow traffic.

### **Petition B: Resurfacing of Grobars Avenue.**

In accordance with Standing Order 68, Mr Paul Whiteman presented the following petition on behalf of local residents. A hard copy petition containing 44 signatures, together with photographs of the street, pavements and side road, was submitted for consideration.

Residents are asking for the following:-

1. A complete resurface of Grobars Avenue including the pavements as these are also in a bad state of repair.
2. The slip road from the roundabout at the end of Grobars Avenue to the garages which are located behind 20 Grobars Avenue

Mr Whiteman introduced the petition and said that the condition of the road surface has been deteriorating over the past few years. It has now become so bad that it has become a real issue for road users, bikes and children. As a result of the poor and uneven road conditions, petitioners believe it is only a matter of time before damage is sustained to a vehicle or a person is injured due to the road surface. Were the road to be resurfaced, residents believe that it will also help to improve the appearance of the area and reduce the likelihood of unwanted vandalism occurring. Mr Whiteman asked why Grobars Avenue was not done at the same time as nearby Hammond Road.

The Chairman invited Andrew Milne, North West Area Highways Manager, to respond. He explained that the condition of Grobars Avenue has been assessed following the receipt of the petition. The carriageway is constructed of concrete and has been treated with a thin asphalt surface in the past. Although the asphalt surface has deteriorated and looks untidy, the road is in a generally sound condition and no safety defects have been noted. As it is not subject to through traffic, further deterioration of the surface is likely to be minimal and resurfacing work would not be recommended at this time.

Grobars Avenue is inspected on an annual basis, and so the condition of the carriageway and footpaths will be reviewed in a year's time. Funding for resurfacing would be considered depending upon condition in relation to other roads within the borough. If residents are concerned about any specific safety related defects in the meantime, it is recommended that these are raised with Surrey Highways through the reporting system on the website. The Woking Local Committee nominate local priorities on an annual basis and it was suggested that residents follow this up with the local county councillor, Colin Kemp.

#### **5/14 WRITTEN PUBLIC QUESTIONS [Item 5]**

Three public questions were received and tabled. A copy of the questions and answers can be found in Annex 2 of these minutes. Supplementary questions and responses are recorded below.

**Question 1:** Mr Metcalf asked for clear labelling to be given at the pump to make public aware that petrol which contains 5% ethanol is safe, and to the dangers regarding petrol with 10% ethanol.

**Question 2:** Mr Hefford said he was advised by a local resident that there is a box alongside public footpath 19 which runs between Brewery Road and Horsell Park which counts the traffic on this path but only on the footpath side - is this true and if so why? A response would be given outside the meeting.

**Question 3:** Mr Simmons asked a supplementary question as part of the Open Public Question session. See Annex 1.

**6/14 WRITTEN MEMBERS QUESTIONS [Item 6]**

Two member questions were received and tabled. A copy of the questions and answers can be found in Annex 3 of these minutes. One supplementary question was raised which is recorded below.

**Question 2:** Cllr Barker asked if the reason why potholes keep needing to be refilled is to do with surface water.

In response it was noted that there has been a doubling of safety defects in a three month period over this winter. It has not been possible to carry out first time repairs properly, so the contractor has had to make temporary repairs in the interim.

**7/14 SURREY TRADING STANDARDS WORK IN WOKING 2013 [Item 7]**

Philippa Hatley introduced the report which provided an update on Surrey Trading Standards work affecting Woking borough in 2013/14. Members were invited to provide feedback to help enhance local understanding and Trading Standards' response to local needs and issues. Members thanked Ms Hatley for such an informative report and the particular focus on Woking.

**Member comments/responses**

- Members asked if test purchasing activity for underage sales on retail premises could be conducted in Woking. There are a number of new shops in and around Knaphill where alcohol is on sale. Test purchasing takes place following the receipt of local intelligence, if residents have information on particular premises, they should contact Citizens Advice Consumer Service on 08454 040506.
- Scam mail is a crime, anyone aware of this type of mail can notify Citizens Advice on the above number.
- The Buy With Confidence scheme of approved suppliers could be recommended to victims of recent flooding.
- Officers are aware of and are looking into online scams to do with prepayment of passport applications, driving licences and similar scams.
- To help avoid receiving telephone calls on potential scams, public can register with the telephone preference service or opt out when signing up to the electoral register. They can also notify Citizens Advice Consumer Services.
- Ms Hatley agreed to provide Mr Wilson with further information on enforcement powers to protect livestock on farms.
- Ms Hatley agreed to pass on member comments that no cold calling stickers could be changed annually to ensure that they stay fresh and appealing.
- There will be some further work with the illegal money lending team regarding specific 'hotspots' for loan shark activity in the Woking area in the future. Members of the public can use the following contacts to report activity via the 24/7 confidential hotline on 0300 555 2222, text to LOAN SHARK on 60003 or log on to [www.gov.uk/report-loan-shark](http://www.gov.uk/report-loan-shark).
- The possible move to join forces with Buckinghamshire to run a joint Trading Standards Service might enable both organisations to pool resources and reduce costs. Options and details are still be explored.

**RESOLVED**

The Local Committee Woking agreed to note the content of the report .

**8/14 HIGHWAYS UPDATE [Item 8]**

Andrew Milne introduced the report which updated on the progress of highways, developer funded schemes and revenue funded works for the 2013/14 financial year.

**Member comments:**

- Mr Milne agreed to circulate the priority list for drainage and ditching to all members. He noted that the unprecedented amount of rain this winter would mean the need to increase expenditure on drainage and ditching in the next financial year, 2014/15. Members raised particular concerns regarding flooding around the junction improvements between Woodham Lane and Martyrs Lane, two big areas of Lockfield Drive and Blackhorse Road.
- Members asked for further information regarding how the revised ITS budget for Lockfield Drive and Well Lane of £35,000 breaks down. It was confirmed that design costs are included in this figure, Mr Milne will forward a full breakdown to Cllr Branagan, Cllr Cross and Mr Hussain.
- Mr Carasco raised concerns on behalf of the residents of Arnold Road about changes to signs and markings on the road which appear to have been placed without due process and consultation. These concerns will be passed on to the parking team to provide a written response.
- Mr Milne agreed to provide Mr Hussain with clarification as to why Woodside Close was cancelled in the capital maintenance programme and signage was still in place.

**RESOLVED**

The Local Committee (Woking) agreed to:

- (i) Note the progress with the ITS highways and developer funded schemes, and revenue funded works for the 2013/14 financial year
- (ii) Note progress with budget expenditure
- (iii) Note that a further Highways Update will be brought to the next meeting of this Committee in June 2014.

**9/14 ALBERT DRIVE - CHANGES TO TRAFFIC CALMING [Item 9]**

Andrew Milne introduced this report. Statutory consultation has been carried out for the design of traffic calming along Albert Drive. Comments were received that necessitated the re-design of parts of the scheme. The changes to the traffic calming are such that it will be necessary to re-advertise them. These changes also require the relocation of a bus stop, and it is expected that some Local Sustainable Transport Fund bus corridor improvements can be implemented along the section of Albert Drive ahead of similar work elsewhere along the road. The opportunity is also being taken to propose a

## ITEM 2

reduction of the existing 18T weight limit to 7.5T, which is more usual for an environmental limit.

All members agreed to the amendment proposed by Mrs Bowes to (iv) of the recommendations below. It was proposed that officers consult with the Divisional Member regarding any further changes to the proposals for the position of traffic calming features before re-advertising.

### **RESOLVED**

The Local Committee (Woking) agreed to:

- (i) Approve the proposals for Albert Drive as indicated on the plan at Annex A and the advertising of the intention to introduce vertical traffic calming features on the highway in accordance with Section 90, (a) to (i) inclusive of the Highways Act 1980.
- (ii) Approve the reduction of the existing 18T weight limit to 7.5T and that this is advertised in accordance with the Road Traffic Regulation Act 1984.
- (iii) Any objections to these proposals be considered by the Area Team Manager in consultation with the Local Committee Chairman and Divisional Member.
- (iv) If any further changes be required to the position of the traffic calming features that would need to be re-advertised, the Committee is happy for officers to progress this without seeking further approval, in consultation with the Divisional Member.

### **10/14 OPERATION HORIZON 5 YEAR CARRIAGEWAY MAINTENANCE PLAN [Item 10]**

Cllr Ali declared a non-pecuniary interest in this item.

Andrew Milne introduced this report which updated on the progress made in the first year of the five year carriageway investment maintenance programme and the supporting surface treatment programme of roads in Woking. Annex 1 sets out any changes to the year one programme and the proposed Operation Horizon roads for year two (financial year 2014-15) along with the remaining approved roads to be completed in years three to five (2015-18).

#### **Member comments:**

Members raised the following requests regarding specific roads. Mr Milne agreed that responses would be provided outside of the meeting.

- Dates for resurfacing of Queens Road, Ellis Farm Close, Basset Road to be confirmed.
- Hook Heath Rd - needs to be moved to Woking South West (not South East). Asked for confirmation when work will be completed.
- Lockfield Drive – as it is a major route into Woking, requested clarification as to why it was in years 3 - 5 and not sooner and why some of the roads off it, which were in need of resurfacing, were not included.
- Kestrel Way - this road leads to an industrial estate so why is this on the programme.

- High Street - why is this included in the programme when the whole area is up for review with the redevelopment of Victoria Square.
- Arthurs Bridge Road and Thornash Road – these roads were agreed as priority schemes but have not been included in the schedule.
- Devonshire and Dartmouth Avenue – asked for confirmation regarding what had been previously agreed regarding these roads.
- Old Woking Road – asked if the highways team could inspect the whole road as the surface treatment defects are now wider than just the section between Sheerwater Road and Blackdown Road listed.

Members asked if officers could be invited to a future informal meeting of the local committee to review the full programme for year 2 and more detail for years 3 - 5.

### **RESOLVED**

The Local Committee (Woking) agreed to note:

- (i) The success of the countywide 5-year programme in year one
- (ii) The progress of Operation Horizon roads, Surface Treatment roads, and changes in year one in Woking in Annex 1.
- (iii) The proposed programme of Operation Horizon roads for Woking for year two (2014/15) and the remaining approved roads to be undertaken in years three to five (2015-2018) listed in Annex 1.

### **11/14 ROAD SAFETY POLICY UPDATE [Item 11]**

Duncan Knox introduced the report which outlined the updates to the county council policy on setting local speed limits and a new draft policy to address road safety outside schools, including school crossing patrols. He invited members to comment on the policies in advance of them going to Surrey County Council Cabinet in April/May 2014 for final approval and introduced Rebecca Harrison from the sustainability team.

#### **Member comments/responses:**

- Overall members were positive about the new policy recommendations.
- Members felt the tables to show predicted change in mean speeds following a change in speed limit on page 81, were very useful.
- They were happy with the approach outlined in the policy that each site should be considered on its own merits.
- Members asked for clarification regarding 2.15. Officers confirmed where schools currently have patrol officers on crossings, no action will be taken. When that person retires or moves on, then a new risk assessment will be carried out.
- Members asked how easy it was to recruit school crossing patrol officers. Officers confirmed that they have been running with 15 vacancies for the 87 positions across the county. Posts are advertised on the SCC website, and also include parent mail drops and advertising on school websites.
- Members asked officers to proactively work alongside local schools to identify areas where parents can safely drop off and reduce congestion outside schools. It was noted that at Winston Churchill School there are two bus stops in close proximity, leading to congestion. Mr Hussain suggested that a cycle lane on Amstel Way which is hardly used and Sussex Road, might be used to ease congestion at peak school times.

## ITEM 2

Officers confirmed that reducing congestion should be covered as part of school travel plans.

- Further clarification was requested, regarding the process as to how long it would take to put in place a 20mph zone.
- In Mole Valley some advisory 20mph zones have been introduced outside urban and rural schools, officers are awaiting the results of the follow up speed surveys in order to assess how these pilot projects have been working.
- There is no central SCC money available to fund the introduction of new speed limits outside schools, money would need to come from the local committee ITS highways budget.
- Members requested that once the policy has cabinet approval, they could nominate particular sites to act as pilots for Woking. Each site will be different so it is hard to predict a cost for a new speed limit using signs alone, but it could be anything between £5,000 to £20,000 depending on the length of road and the amount of signing required. A traffic calming scheme could be a lot more, but it will depend upon the size.
- It was agreed that Mr Knox and Miss Harrison will be invited to a future private meeting to review potential sites in advance of the next financial year. These would then need to be incorporated into the highways forward programme for 2014-15.

### **RESOLVED**

The Local Committee (Woking) agreed to:

- (i) Review and provide comments on the draft policies.

### **12/14 LOCAL SUSTAINABLE TRANSPORT FUND (WOKING) AND CYCLE WOKING FINANCE [Item 12]**

Paul Fishwick and Lesley Harding introduced the report. Mr Fishwick outlined how the transfer of the funding for the Woking station cycle storage will enable the scheme to be progressed quickly without the loss of third party funding and should be completed by end March 2014. He updated that the LSTF capital programme had been suspended until April 2014 as a result of the severe weather which has meant deploying highways resources to tackle flood related issues.

Members proposed an additional resolution (iii) that the remaining funding from 'Cycle Woking' of £200,000 be considered through the approved procedures. Mr Fishwick explained that an officer group, the Infrastructure Delivery Group, would meet to agree how any outstanding funding should be spent. Members asked if they could input recommendations for schemes they would like the money spent on. It was agreed that Mr Fishwick would attend a future informal meeting of the Local Committee to discuss member recommendations which would then be put forward to the IDG for consideration.

Mrs Harding explained how the processes for the Travel SMART Community funding programme have been tightened up. Members of the LSTF Task Group confirmed they were now happy with the checks and balances in place at its meeting on 12 February 2014. The Local Committee welcomed the



changes and asked that an update on what outputs had been achieved by the projects come to a future Local Committee meeting.

**RESOLVED**

The Local Committee (Woking) agreed:

- (i) To note the transfer of £100,000 of 'Cycle Woking match funding' to the Woking station cycle scheme.
- (ii) To note the processes put in place for the Travel SMART Community Funding Programme
- (iii) The remaining funding from 'Cycle Woking' of £200,000 is considered through the approved procedures.

**13/14 LOCAL COMMITTEE FUNDING - MEMBERS ALLOCATIONS [Item 13]**

The allocation of the Committee's budgets is intended to enhance the wellbeing of residents and make the best possible use of the funds. Greater transparency in the use of public funds is achieved with the publication of what Members' Allocation funding has been spent on.

The Local Committee (Woking) agreed to note:

- (i) The amounts that have been spent from the Members' Allocation and Local Committee capital budgets, as set out in Annex 1 of this report.

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

**RESOLVED**

The Local Committee (Woking) agreed to note the report with the addition of the following item:

1. Add a report on Health and Wellbeing in June.

Meeting ended at: 9.15 pm

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**Chairman**

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## Notes from Public Engagement Meeting

### 1. Open Public Question Session [Public Engagement Item 1]

#### **Question 1: Mr Godfrey Chapples, Byfleet, West Byfleet and Pyrford Residents Association**

The A245 Parvis Road continues to experience an undue amount of puddling/flooding along the section between Green Lane and the roundabout leading to Byfleet Road/Weybridge. This should have a priority attention please?

Richard Wilson advised that he was in discussion with the Surrey County Council wet spots team regarding the issue of ponding on this section of the A245 Parvis Road and that he understood it was on a priority list for investment over the next five years.

#### **Question 2: Mr Godfrey Chapples**

Of vital local, regional and national importance is the need to obtain funding for flood alleviation, flood defences and flood repairs. Although funds can be drawn down from the European Solidarity Fund this is not being actioned by UK Central Government. Please do your very best to ensure this matter is covered swiftly for Surrey.

A written answer would be supplied outside of the meeting.

#### **Question 3: Ken Simmons**

Mr Simmons asked a supplementary question following the receipt of an answer to his formal written public question (number 3): The lamppost is still screened by foliage blocking the light on the East side. He has submitted photographs.

The chairman agreed that this would be followed up outside the meeting.

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (WOKING)**

**DATE: 5 MARCH 2014**

**SUBJECT: WRITTEN PUBLIC QUESTIONS**

**DIVISION: WOKING**



**1. Question from Tony Metcalf**

What steps are in hand to ensure that the public are warned at the pump when they purchase petrol or diesel laced with 10% ethanol? If they have a vehicle that is more than 5 years old they will be aware of the hazards 10% ethanol can cause to their fuel system and engine.

**Answer from Chairman on behalf of the committee:**

The Renewable Transport Fuels Obligation Order 2007 placed a duty on fuel suppliers to use a percentage of renewable fuels in their products. This is currently 5% (E5) of Ethanol in Petrol and 7% of FAME (Fatty-Acid Methyl Ester) in Diesel. There is a requirement under amended legislation that this amount increase to 10% Ethanol (E10) by 2020. Government, in a recent consultation (which can be supplied if required), suggested that it is believed that approximately 12% of the current UK Car Fleet, is either incompatible with this amount of Ethanol (E10) or that the compatibility is unknown.

The current requirement for information to display on the pump includes a number of requirements such as the price, the amount of fuel dispensed, the grade (Usually either unleaded or super in the case of petrol) and to quote the European Standard that the fuel meets (EN228 Automotive Fuels: Petrol, in the case of the question). Currently where fuels contain more than 7% of renewable fuels, they must be labelled as "Contains Biofuel, not suitable for all vehicles".

The government recently introduced the Motor Fuel (Composition and Content) (Amendment) Order 2013, which requires that super unleaded fuels remain at 5% Ethanol content (E5) until the 1 January 2017. It is not yet clear what will be the case with the more popular standard unleaded product. It will be a commercial decision for the various fuel suppliers to decide if and when they introduce an E10 grade between now and 1 January 2017. Should this be introduced, it is likely that labelling to show the higher level of Ethanol would be introduced by new legislation if such labelling was not required by current legislation. This would remain the case, at least until all petrol grades become E10.

## **2. Question from Peter Hefford**

I wrote to Surrey County Council last year asking why the above-mentioned footpath was not completed at the Horsell Park end. Their reply (ref. MG55057324 dated 16 December 2013) from Matt Borrie stated that the unmade section is private and not maintained by Surrey Highways. The narrow tarmac section is due for repair.

The tarmac section is mainly used by pedestrians and the unmade section by cyclists. Both are hazardous during the winter and an eyesore always. How can the ownership of the mud be established and the nice wide footpath be taken through to Horsell Park.

### **Answer from Chairman on behalf of the committee:**

Public Footpath 19 Woking runs in part between Brewery Road and Horsell Park. As such the county council as Highway Authority has a vested interest in the surface of the legal width of the footpath. In this case the tarmac section which has a recorded width of 1.8m. The Countryside Access team manage the public footpath and although recognise the value of the route do not have funding for carrying out such improvement works. It may be possible to secure planning/ development monies to surface the 1.8 m width and they will put this project forward for any suitable funding. To surface the additional 'muddy' width would require the permission of the landowner. Our initial investigations show that this land is unregistered and with no obvious owner. We would therefore need to take legal advice as to how we may surface the full width, if any funding became available.

## **3. Question from Mr K Simmons**

Further to the request in the "Horsell Residences' Association" please will arrange for the following points to be put to SCC Local Committee, on the 5<sup>th</sup> of March 2014.

Reference the first new lamp post in Wheatsheaf Close from the Chobham Road. Please will you ask for a review in relationship to the shading of the light due to tree foliage. The first two attempts of clipping the twigs have extended the beam by a few degrees. However the major problem is a bough of a bough 12 inches in diameter that requires a chain saw. The problem of the reduced beam is that one is unable to see and avoid the large puddles that exist on the walk way.

### **Answer from Chairman on behalf of the committee:**

There is a need to establish a reasonable balance between allowing light from streetlights to fall on the public highway, and retaining the green and leafy character of many of our roads. This balance needs to take into account factors such as the likely level of pedestrian and vehicular use, and also the character of the road itself. In the case of Column 1, which is located in Wheatsheaf Close, Woking, allowing full dispersal of light would require the loss of significant amounts of vegetation, both from public highway maintained trees, and also those located on private property. Having assessed this site, it is not considered practical to achieve full dispersal. However, the vegetation in the immediate vicinity of the column is overhanging from private property, and Surrey Highways will take the matter up with the property owner to ensure that this vegetation is trimmed back, so that dispersal of light from this column is improved.

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WOKING)

DATE: 5 MARCH 2014

SUBJECT: WRITTEN MEMBER QUESTIONS

DIVISION: WOKING



**1. Question from Ann-Marie Barker, Woking Borough Council**

I have recently had experience of a pothole in my ward that was filled three times over a six week period. Please can I be informed ...

- a. How often have potholes in Woking had to be filled on multiple occasions
  - i. In the last 6 months
  - ii. In the last year
  - iii. In the last 3 years
- b. Is the local taxpayer meeting the cost of this repeat work?
- c. What is going wrong with the process for filling potholes?

**Answer from Chairman on behalf of the committee:**

No information is available to confirm the number of potholes that have been repaired on more than one occasion. The contract for repair of safety defects is based on a lump sum payment, which means that the contractor is paid a fixed sum of money to repair safety defects, however many there are, or how ever often they require repair. This gives the contractor a clear contractual incentive to ensure that defects are repaired correctly on the first occasion.

However, the weather over the Winter period has caused extensive damage to the public highway, and the increase in the number of safety defects appearing on the network has put considerable strain on our contractors resources. To put this in context, over the period of December, January and February of 2012/13, 10,927 safety defects were reported for repair. Over the same period in 2013/14, 21,291 defects have been reported. This is a doubling of demand on our contractor, and this has meant that in many circumstances the contractor has had to undertake temporary rather than permanent repairs, as the priority has to be maintaining the public highway in a safe condition. Prolonged rainfall has resulted in road surfaces being wet for extended periods of time, and repairs carried out under such conditions tend not to last as well as repairs carried out when weather conditions are ideal.

If there are concerns about the repair of any particular safety defect, or the quality of work carried out by our contractor, I would advise that this is raised with Surrey Highways so that this can be investigated and responded to.

**2. Question from Ann-Marie Barker, Woking Borough Council**

How many schools in the following areas have current Travel Plans in place for staff, parents and visitors?

- a. Horsell
- b. Woking Borough

**Answer from Chairman on behalf of the committee:**

Every school in Woking had a travel plan prior to the grant for their submission being stopped in 2010 (this includes Horsell). It is now the schools' responsibility to keep this updated. All travel plans cover pupils, teachers and visitors.

At present the Community Engagement team are focusing on the Travel Plans for schools that are expanding due to the expansion programme being run in Woking this includes Beaufort, Brookwood, Goldsworth, Westfield and West Byfleet Infants and Juniors.





## WOKING JOINT COMMITTEE

**DATE:** 25 JUNE 2014  
**LEAD OFFICER:** ANDREW MILNE, AREA HIGHWAYS MANAGER (NW)  
**SUBJECT:** HIGHWAYS UPDATE  
**AREA:** WOKING

### **SUMMARY OF ISSUE:**

To report progress made with the delivery of proposed highways and developer funded schemes, and revenue funded works for the 2014/15 financial year.

To report on relevant topical highways matters.

To provide an update on the latest budgetary position for highway schemes, revenue maintenance and Community Enhancement Fund expenditure.

### **RECOMMENDATIONS:**

#### **Woking Joint Committee is asked to:**

- (i) Note the progress with the ITS highways and developer funded schemes, and revenue funded works for the 2014/15 financial year
- (ii) Note progress with budget expenditure
- (iii) Note that a further Highways Update will be brought to the next meeting of this Committee.

### **REASONS FOR RECOMMENDATIONS:**

The above recommendations are made to enable progression of all highway related schemes and works.

**1. INTRODUCTION AND BACKGROUND:**

1.1 Surrey County Council's Local Transport Plan (LTP) states the aim of improving the highway network for all users, through measures such as reducing congestion, improving accessibility, reducing personal injury accidents, improving the environment and maintaining the highway network so that it is safe for all users.

**2. ANALYSIS:****2.1 2013-14 Integrated Transport and Developer Funded Schemes**

2.1.1 The Committee 2013/14 ITS capital budget for Woking was set at £146,081. A further £38,381 was carried forward from the previous financial year, giving a total budget of £184,462. In addition to this, £53,589 of developer funding was identified for schemes giving an overall total budget of £238,051. Table 1 below records the schemes agreed on 5 December 2012 by the Local Committee for delivery in the 2013-14 financial year, and modified in the 25 September 2013 Committee meeting. This table also lists any schemes carried forward from the 2012/13 programme.

<b>Project</b>	<b>Budget estimate (£)</b>	<b>Outturn Expenditure (£)</b>	<b>Details</b>
Delivery of the Albert Drive traffic calming scheme	10,000	19,716	Design completed and out to consultation. Budget amended from £100k following Committee approval on 25 September to deliver part scheme.
Barleymow Lane pedestrian improvements	3,000	3,000	Completed.
St Johns Road speed reduction	3,000	1,500	On hold. Not included in 2014/15 programme.
Pembroke Road speed reducing measures	4,000	2,000	Included in 2014/15 programme.
Blackhorse Road junction safety improvements	5,000	2,000	Included in 2014/15 programme.
Prey Heath Road pedestrian improvements	5,000	0	Included in 2014/15 programme.
Maybury Hill/Old Woking Road junction improvement	90,000	79,763	<b>Scheme completed.</b>
Woodham Lane/Martyrs Lane (from 2012/13)	45,944	45,944	<b>Scheme complete.</b> Utilised £25,370 s106 funding.
Parvis Road/Oyster Lane ped.	36,075	36,075	Completion of works carried over from 2012/13. <b>Complete.</b>

improvements			
Lockfield Drive/Well Lane	35,000	35,457	Budget revised from £30k to accommodate necessary changes following congestion issues. <b>Scheme completed.</b>
Kier OHP	16,000	16,000	
<b>Total</b>	<b>253,019</b>	<b>240,998</b>	

**Table 1 – ITS programme for 2013/14**

2.1.2 This programme exceeded available funding and was agreed to allow flexibility.

## **2.2 Revenue maintenance allocations and expenditure 2013/14**

2.2.1 The 2013/14 revenue maintenance allocation for Woking was £220,420. Table 2 shows how these funds were allocated, and the spend progress to year end.

<b>Item</b>	<b>Allocation</b>	<b>Outturn figures to end March 2014</b>
Drainage / ditching	£30,000	£34,874
Carriageway and footway patching	£60,000	£61,565
Vegetation works	£90,000	£101,517
Signs and markings	£30,420	£8,614
Low cost measures	£10,000	£9,191
Kier OHP	*	£5,766 * (included in above allocation figures)
<b>Total</b>	<b>£220,420</b>	<b>£221,527 committed</b>

**Table 2 – 2013/14 Revenue Maintenance Expenditure**

## **2.3 COMMUNITY ENHANCEMENT FUND**

2.3.1 The total 2013/14 Community Enhancement allocation for Woking was £35,000. Committee have previously determined to divide this fund equally between County Councillor Committee Members.

2.3.2 A summary of spend progress is shown in Table 3.

<b>Member</b>	<b>Allocation (£)</b>	<b>Outturn figures to end March 2014</b>
Liz Bowes	5,000	5000
Ben Carasco	5,000	5000
Will Forster	5,000	5000
Saj Hussain	5,000	5000
Richard Wilson	5,000	5000
Colin Kemp	5,000	5000
Linda Kemeny	5,000	£5000
<b>Total</b>	<b>35,000</b>	<b>£35,000 total</b>

**Table 3 – Community Enhancement Fund spend progress**

## ITEM 7

### 2.4 2013-14 Capital Maintenance Budget

2.4.1 Following the Committee meeting held on 6<sup>th</sup> March 2013, it was agreed to fund a programme of localised structural repair work (LSR) as shown in Table 4 below utilising the £146,081 capital maintenance allocation:

Item	Estimated Cost (£)	Outturn costs (£)	Comment
Guildford Road	30140	30,365	Work completed.
Dean Close	20130	18,322	Work completed.
Boundary Road	-	-	Project Horizon scheme.
Rosemount Avenue	22449	22702	Work completed.
Holyoake Avenue	32790	25,564	Work completed.
Holyoake Crescent	7000	7,886	Work completed.
Basset Road	-	-	Project Horizon scheme (entire length).
Firbank Drive	13284	12,272	Work completed.
Ellis Farm Close	-	-	Project Horizon scheme.
Swallow Rise	7340	8,957	Work completed.
Robin Hood Road	15631	15631	Work completed.
Martyrs Lane	-	-	Cancelled to conform to budget – may be delivered through central budget. TBC.
Woodside Close	-	-	Cancelled to conform to budget
Boundary Way	-	-	Actually Monument Road West. Private.
Kier OHP	11,920	11,920	Assumed actual.
<b>Total</b>	<b>160,684</b>	<b>153,619</b>	

**Table 4 – 2013/14 LSR Programme**

2.4.2 This programme of works has now been completed.

### 2.5 ITS programme for 2014/15

2.5.1 During the Woking Local Committee meeting held on 4 December 2013, the ITS schemes shown in Table 5 were agreed for implementation in the 2014/15 financial year, subject to receipt of £146,081 anticipated capital funding.

Project	Budget estimate (£)	Details
Albert Drive part scheme completion	35,000	Allowance for construction of scheme carried forward from Feb 2014. Revision to design necessary following consultation with passenger transport. Further consultation underway with delivery intended for Summer 2014.
Delivery of Pembroke Road traffic calming	40,000	Following Committee receipt of petition, under design in 2013/14. 3 <sup>rd</sup> highest ranking scheme on present ITS list. Scope of works still under discussion with residents.

Blackhorse Road junction safety improvements	75,000	6 <sup>th</sup> highest ranking scheme. Design and construction in 2014/15. Surveys completed. Awaiting final design details.
Prey Heath Road pedestrian improvements	25,000	13 <sup>th</sup> highest ranking scheme. Design and construction in 2014/15. Considerable progress made with Network Rail. Scheme may require additional drainage measures.
Barleymow Lane traffic management measures	10,000	No further works required. TRO and signs delivered in 2013/14.
Warbury Lane traffic management measures	10,000	16 <sup>th</sup> highest ranking scheme. Proposed introduction of modifications to address ongoing width restriction maintenance issues. Design brief issued.
<b>Total</b>	<b>195,000</b>	

**Table 5 – ITS programme for 2014/15**

2.5.2 All costs shown are estimated, and the value of schemes presented intentionally exceeds the available budget to enable flexibility of delivery. In the meeting of 4 December 2013 the Woking Local Committee instructed that priority should be given to funding and delivery of ITS schemes, when balancing the overall ITS and capital maintenance programme.

2.5.3 In the event of any ITS schemes not being deliverable, or being unable to proceed for other reasons, the standby list of LSR works shown in Table 6 of this report was also approved for use on a contingency basis to ensure that budgets are effectively utilised.

## 2.6 Capital Maintenance programme for 2014/15

2.6.1 During the Woking Local Committee meeting held on 4 December 2013, the programme of localised structural repair work (LSR) shown in Table 6 of this report, was agreed for delivery, subject to receipt of £146,081 anticipated capital funding:

Road Name (Number)	Limits	Area	Approximate size (m2)	Estimated Cost (£)
Warbury Lane	Top section, Boundary of Borough to first house after width restriction	Woking SH	542.4	10848
Paxton Gardens	Area by Roundabout, O/S No 5	Paxton Gardens BC	505.9	10118
Woodside Close	Whole Road	Knaphill SH	828	16560
Royston Road	Access to industrial Estate	Byfleets RW	920	18400
Vicaradge Road Including The Moorlands Bellmouth (67.5m2)	Change in surface close to R/B with	Woking WF (Kingfield)	1177.1	23542

## ITEM 7

	Kingfield to house called Humbledon			
Warbury Lane	Bottom section, to the width restriction	Woking SH	943	18860
Kingfield Road Footway	behind Kingfield Arms	Woking WF	373.86	7477.2
Sopworth Drive R/B	Whole R/B	Byfleet RW	1500	30000
Queen Elizabeth Way	Concrete section to end of road	Woking WF	2010.2	40204
Dartnell Ave	Redwing Grdns to Parvis Road	Byfleet RW	1015	20300
Lych Way	Whole Road	Woking Horsell CK	1573.02	31460.4
Old Guildford Road	Footway between Bourne Way to Old Barn Drive on one side and jct with Egley Road to Buckingham Service Station	Woking WF	412	8240 FW based on £20 m2 need to confirm
Woodlands	Whole Close	Woking WF	772	15440
Dartnell Park Road	Wild Acres to Holland House	Byfleet RW	577.5	11550
Woodmancote Gardens	Whole Road	West Byfleet RW	364	7280
Maitland Close	Whole Road	Woking RW	483	9660
Cavenham Close	Whole Close	Woking WF	713.06	14261.2
Dartnell Close	Whole Road	Byfleet RW	326	6520
Guildford Road	Opposite junction to Constitution Hill	Woking WF	90.1	1802

**Table 6 – 2014/15 capital maintenance and contingency works programme**

- 2.6.2 Capital maintenance works for 2014/15 total £135,805 are set out in table 6 above.
- 2.6.3 Remaining works (shaded) are contingency sites for the 2014/15 capital maintenance and ITS works programmes.
- 2.6.4 The complete capital maintenance proposals intentionally exceed the anticipated budget to allow flexibility of delivery and ensure that budgets are effectively utilised alongside other works programmes such as Project Horizon.

## 2.7 Other highways related matters

### 2.7.1 Customer enquiry responses

The weather conditions at the end of last year and early part of 2014 lead to a large increase in enquiries and defect reports from customers. On average the Highways service received 12,000 per month in 2013 including reports made by members of the public, staff, and highway inspectors. During the first quarter of 2014 we received 58,224 giving an average of over 19,000 per month.

For Woking specifically, 3345 enquiries were received in this quarter of which 1634 were directed to the local area office for action, and 97% have been resolved. This response rate is slightly above the countywide average of 93%.

Although the response rate remains relatively high, the additional volume of contacts has meant a delay in responding to some customers and an increase in the number of follow up calls received. This has also been reflected in the volume of complaints received (143 during this period), only 21 of which were for the North West area including Woking. The main reasons for complaints have been service delivery and the failure to carry out works to either the required standard or timescale.

### **3. OPTIONS:**

3.1 Options, where applicable, are presented in this report.

### **4. CONSULTATIONS:**

4.1 Consultation is routinely carried out for highway-related schemes with relevant key parties, including residents, Local Members, Surrey Police and Safety Engineering. Specific details regarding consultation and any arising legal issues are included in individual scheme reports as appropriate.

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

5.1 Proposed ITS schemes are prioritised to ensure that the maximum public benefit is gained from any funding made available. So far as is practicable, Officer proposals follow the Countywide scheme assessment process (CASEM) and the prioritisation order determined by this.

5.2 The Committee Capital and Revenue Maintenance budgets are used to target the most urgent sites where a specific need arises, to keep up with general maintenance activities that reduce the need for expensive repairs in the future, and to support local priorities. The nature of these works is such that spend may vary slightly from that indicated in Table 2.

### **6. RISK MANAGEMENT:**

6.1 Risks have been considered and managed through such measures as contingency planning.

### **7. LOCALISM:**

## ITEM 7

- 7.1 Through the views and needs expressed by local communities, and accommodating where possible the involvement of local communities in looking after the public highway, localism is routinely considered as part of the consultation and bidding processes for highway-related works. Specific details regarding localism are included in individual reports as appropriate.

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

- 8.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding. Appropriate and proportionate consultation is carried out with residents, and bodies representing particular user groups, to ensure that the interests of all highway users are considered.

### **9. OTHER IMPLICATIONS:**

- 9.1 Other implications, such as the contribution that a well-managed highway network can give to reducing crime and disorder, are considered in relation to individual schemes, and specific details are included in individual reports as appropriate.

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

### **10. CONCLUSION AND RECOMMENDATIONS:**

- 10.1 The Committee is asked to note the progress with all schemes and budgets.
- 10.2 It is recommended that a further Highways Update report is presented at the next meeting of this Committee.

### **11. WHAT HAPPENS NEXT:**

- 11.1 Officers will continue to progress delivery of all schemes and ensure effective use of all budgets.

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#### **Contact Officer:**

Andrew Milne, Area Highways Manager NW

#### **Consulted:**

As identified in report.



**Borough Portfolio Holder**

-

**County Council Cabinet Member**

John Furey

**Annexes:** None

-

**Sources/background papers:** None

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## WOKING JOINT COMMITTEE

**DATE:** 25 JUNE 2014  
**LEAD OFFICER:** GEOFF MCMANUS, NEIGHBOURHOOD SERVICES MANAGER

**SUBJECT:** WOKING TOWN CENTRE MANAGEMENT AGREEMENT

**AREA:** WOKING TOWN CENTRE

### **SUMMARY OF ISSUE:**

This report is to update the Joint Committee on the progress of the Woking Town Centre Management Agreement following previous papers to Surrey County Council Cabinet on 26<sup>th</sup> March 2013 and the Woking Borough Council Executive on 27<sup>th</sup> June 2013.

A phased transition is in now progress with the initial focus upon routine maintenance works identified through safety inspections.

The timeline of completed and proposed actions has been included within the body of this report.

### **RECOMMENDATIONS:**

**Woking Joint Committee is asked to agree that:**

- (i) the proposed timeline of actions within this report are endorsed.
- (ii) a further update at the end of the financial year 2014/15 be received.

### **REASONS FOR RECOMMENDATIONS:**

Should the committee accept the proposed recommendations this will confirm the priorities and work programme to enhance the Town Centre street scene with a review scheduled for the beginning of the new financial year.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 The proposal for a Woking Town Centre Management Agreement was agreed by Surrey County Council Cabinet on 26th March 2013 and the Woking Borough Council Executive on 27th June 2013.
- 1.2 This report plots the progress of officers since that time and details works completed, works pending and future areas of work to be covered by this agreement.
- 1.3 The item is for decision by the Joint Committee.

**2. ANALYSIS:**

- 2.1 The primary aim of the agreement is to maintain and enhance the Town Centre street scene through the direct management of Woking Borough Council officers.
- 2.2 A timeline has been shown below to detail works completed, actions pending and future works to be agreed by the Joint Committee through the consideration of this report.

**Timeline**

**Consideration of initial proposal**

SCC Local Committee report	approved 26 <sup>th</sup> September 2012
WBC Executive report	approved 18 <sup>th</sup> October 2012

**Approval of detailed agreement**

SCC Cabinet	approved 26 <sup>th</sup> March 2013
WBC Executive report	approved 27 <sup>th</sup> June 2013
Town Centre Engineering Officer	WBC appointment December 2013
Safety Inspections commenced	January 2014
Urgent Safety repairs commenced	from March 2014 (examples at Annex 1)
Term Contractor appointed	T J Hunt Shared contract with Runnymede in place from June 2014
Legal Agreement	engrossment early June 2014
Town Centre Engineer	WBC appointment June 2014
Drainage Jetting/clearance	twice a year commencing June 2014
Road markings	annual programme including all highway and parking road markings – August

Directional / Regulatory Signage	cleansing twice a year commencing July
Streetworks Coordination	IT system introduced June 2014
Utility Inspections	commence formally from June 2014
Emergency / out of hours	arrangements in place with Serco.
Winter maintenance	arrangements in place with Serco
Town Centre Cleaning	from June 2014 four weekly deep cleansing regime + daily spot cleaning
Town Centre Development	liaising and assisting with Development Project Teams
Website	Web pages to be produced to cover new arrangements and link with Surrey County Council website – June 2014

### **Future Tasks**

Planned Works	programme to be confirmed for 2015/16
A Boards	Town Centre usage policy to be applied commencing with Jubilee Square and Commercial Way – extending to other areas from early 2015
Table & Chair licences	review of existing licences and form of new licences to be reviewed in early 2015
Temporary Traffic Orders	aim to adopt procedures by mid 2015
Cycling Prohibition	Review with SCC colleagues in early 2015
Flooding/environmental Improvements	Engineering support to Borough projects

**Street works coordination** and utility inspection is an integral part of effective maintenance.

At this time new and existing Woking Borough Council officers have been trained to allow inspection of utility works in order to encourage effective programming of works and good quality reinstatement. Joint training and site inspections have been ongoing between Woking Borough Council and Surrey County Council officers since March 2014.

Colleagues are working to allow Woking Borough Council officers to gain access to Surrey County Council's streetwork system from the end of June 2014. Once this takes place it will be possible to fully implement the Town Centre Management Agreement. Officers continue to work jointly in the interim.

**3. OPTIONS:**

- 3.1 Through the report members are able to directly influence the priorities and programme associated with the Town Centre Agreement.
- 3.2 An updated report will be available in March 2015 to confirm the programme for the new financial year.

**4. CONSULTATIONS:**

- 4.1 This report has been considered by the Leader of Woking Borough Council, respective Portfolio holders and officers of both authorities.
- 4.2 Legal Services have assisted with the formal completion of the agreement.

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

- 5.1 Revenue works budget for 2014/15 equates to £99,947 made up of :-
  - a) Annual maintenance budget of £50,000 per annum jointly funded by Woking Borough Council and Surrey County Council.
  - b) Parking surplus contribution of £49,947 confirmed for the financial year 2014/15.
- 5.2 A capital sum of £250,000 has been identified within Woking Borough Council's Investment Programme. The first release is proposed for the financial year 2015/16.

**6. RISK MANAGEMENT:**

- 6.1 **Management reporting** – It is necessary for the coordination and works functions to have separate reporting lines which will need to be confirmed as part of future management restructuring.
- 6.2 The main engineering resources would report in one team and the Town Centre Neighbourhood officer and related administration would report separately to senior management for coordination purposes.
- 6.3 This is the recommended approach to demonstrate parity and fairness in the coordination and programming of all streetworks within the defined area of the Town Centre.

**7. LOCALISM:**

- 7.1 The main impact of the Town Centre Management Agreement will be upon businesses, residents and visitors to Woking Town Centre and already the maintenance teams have received a lot of verbal commendations and one written thank you has been received at the Council Offices.

**8. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 8.1 As a number of outstanding safety defects have already been addressed and a proactive maintenance regime is proposed, all motorists and pedestrians (particularly disabled) will benefit immediately.

<b>9. OTHER IMPLICATIONS:</b>
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Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report – however, improved street scene may impact upon individuals behaviour.
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	Potential reduction in public insurance claims for potholes and trips in the future.
Human Resource/Training and Development	Training will be ongoing for Woking Borough Council officers in a variety of disciplines (whether possible training opportunities will be shared with Surrey County Council).

<b>10. CONCLUSION AND RECOMMENDATIONS:</b>
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10.1 The Joint Committee are asked to support the works proposed through the operation of the Woking Town Centre Agreement.

10.2 The continuing aim will be to maintain and enhance the Town Centre street scene through the operating of agency powers as outlined in the agreement.

<b>11. WHAT HAPPENS NEXT:</b>
-------------------------------

11.1 Woking Borough Council officers will continue with a phased transition of highway agency powers.

11.2 A further review is proposed prior to the new financial year 2015/16 so that priorities and work programmes can be agreed.

**Contact Officer:**

Geoff McManus, Neighbourhood Services Manager 01483 743707

**Consulted:**

WBC portfolio holder and Council Officers

**Borough Portfolio Holder**

Councillor Beryl Hunwicks

## ITEM 8

### **County Council Cabinet Member**

County Councillor John Furey

#### **Annexes:**

Annex 1 – Safety repair examples

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

- SCC Local Committee report 26<sup>th</sup> September 2012
  - WBC Executive report 18<sup>th</sup> October 2012
  - SCC Cabinet report 26<sup>th</sup> March 2013
  - WBC Executive report 27<sup>th</sup> June 2013
-



**Annex 1**

See below for examples of paving repairs which have been completed since March 2014.

**Church Path**

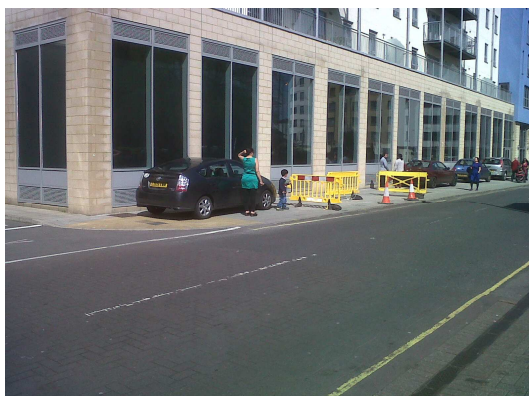
Temporary 'make safe' repairs previously and WBC has completed the final reinstatement.



Bollards replaced and temporary repairs reinstated with matching block work.

**Church Street East**

Outside Enterprise Place, parking on the pavement and damaged paving had been an issue.



Repairs to defective paving and tactile crossings with the area physically protected by bollards.

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## WOKING JOINT COMMITTEE

**DATE:** 25 JUNE 2014  
**LEAD OFFICER:** GEOFF MCMANUS, NEIGHBOURHOOD SERVICES MANAGER.  
**SUBJECT:** AIR QUALITY MANAGEMENT AREA (AQMA) – ANCHOR HILL , WOKING  
**AREA:** KNAPHILL & GOLDSWORTH WEST

### **SUMMARY OF ISSUE:**

Woking Borough Council (WBC) has declared an AQMA in the vicinity of the traffic light controlled junction at Anchor Hill, Knaphill. The pollutant of concern relates to Nitrogen Dioxide (NO<sub>2</sub>) which is generated from road traffic using the traffic light controlled 4 way junction located at the top of the hill. WBC in association with Surrey County Council (SCC) is required to work together to produce an Air Quality Action Plan (AQAP) detailing what measures are required to be introduced in the pursuit of achieving air quality objectives. SCC highways have provided several options relating to works at the junction in order to facilitate improvements and hence reduce levels of NO<sub>2</sub>. SCC is prepared to implement minor works to the junction to facilitate a reduction in levels of NO<sub>2</sub>.

### **RECOMMENDATIONS:**

**Woking Joint Committee is asked to agree that :**

Minor works to the Anchor Hill road junction are to be undertaken (Option 1) with the aim of improving air quality

### **REASONS FOR RECOMMENDATIONS:**

Should the committee accept the proposed recommendations this will confirm the requirement for minor works to the junction to be undertaken with a view to reducing the emissions of NO<sub>2</sub> to below the national standards. When this is achieved, the AQMA would be able to be revoked.

## 1. INTRODUCTION AND BACKGROUND:

### FOR DECISION

- 1.1 WBC declared an area of land as an AQMA (in force from 1<sup>st</sup> Feb 2014) at Anchor Hill, Knaphill, Woking. There are several residential properties within the AQMA. The pollutant of concern relates to NO<sub>2</sub> which is generated from road traffic using the traffic controlled 4 way junction. Currently the air quality standard, within the area, is being breached by approximately 10% (standard 40ug/m<sup>3</sup> – level in AQMA 44 ug/m<sup>3</sup>). Annex A sets out the levels going back to December 2012.
- 1.2 **Statutory responsibilities- Environment Act 1995** - There is a bifurcation in the duties and responsibilities within the two tiers of Councils, however, the main responsibility rests with WBC in that WBC has the duty to consider the air quality within the boundaries of the borough and if there is an exceedence of the air quality standards detected then WBC must declare an AQMA. Once the AQMA has been declared then WBC is required to produce an **Air Quality Action Plan (AQAP)** which sets out what measures are required to be introduced in the pursuit of the air quality objectives. SCC have a duty to submit proposals and a timetable for the exercise of highway measures which are targeted at the pursuit of the achievement of air quality standards.
- 1.3 Currently there is the prohibition of heavy goods vehicles (HGV) greater than 7.5 tonnes being permitted to use Anchor Hill road (road with the steepest gradient) this helps to reduce NO<sub>2</sub> levels since large HGVs produce a disproportionate amount of NO<sub>2</sub>. The enforcement of the prohibition of HGVs is the responsibility of the Police.
- 1.4 SCC has provided a list of three work options which are feasible options for junction improvements at Anchor Hill in relation to air quality.

## 2. ANALYSIS:

- 2.1 The problem is the fact that there has been a breach of air quality standards detected and WBC's AQAP will be aimed at providing a way forward to reduce NO<sub>2</sub> levels to such a point that the AQMA can be revoked.
- 2.2 It should be noted that the predicted trend for levels of NO<sub>2</sub> is to fall due to the introduction of a stricter round of European emission standards (EURO 6). Road traffic especially stationary or slow moving traffic is the main culprit for causing high levels of NO<sub>2</sub>. Over the course of a year climatic conditions also have an effect on levels of NO<sub>2</sub> since NO<sub>2</sub> levels rise in the winter months.
- 2.3 There is also a possibility that the higher levels of NO<sub>2</sub> measured in the winter of 2013 at Anchor Hill were as an indirect consequence of a road diversion. Hence due to variables then certain years will have higher annual mean levels.
- 2.4 SCC have, contained within their Local Transport Plan, 2011-2026 (version3) a section relating to air quality. The stated aim is: *To improve air quality in AQMAs on the county road network such that Surrey's borough and districts are able to un-declare these areas as soon as possible, with regard to other strategies and funding constraints.*

The objectives are:

1. Working with the accountable borough or district council for each designated AQMA, to incorporate physical transport measures in the borough or district council's Infrastructure Delivery Plan, agree options for the enforcement of existing regulations and agree options for supporting smarter travel choices, for future implementation as and when funding becomes available, in order to reduce air pollution from road traffic sources;
2. To provide assistance to the borough and district councils in producing their review and assessment reports, and Action Plan progress reports; and,
3. To consider air quality impacts when identifying and assessing transport measures in Surrey.

*Indicators and targets*

*Indicator; - Revocation of AQMAs located on the county road network*

*Target is: The revocation of 2 AQMAs located on the county road network during 2011-2015*

### **3. OPTIONS:**

3.1 SCC have provided 3 options for works as follows;-

- 1) Modify the traffic light operation of the pedestrian phases. Currently all of the traffic approaches are stopped (all red) simultaneously. The signals could be reconfigured to run separate pedestrian phases (walk with traffic) at the same time as non-conflicting traffic phases. The estimated cost of this proposal is £2000-£3000. Without detailed modelling (which could cost more to undertake than the improvement works) it is not possible to quantify exactly how much of an improvement this would make. There will be no additional delays for pedestrian between registering a demand and the green man cycle operating, although it would remove the ability for pedestrians to walk diagonally across the junction. There would be an improvement for traffic flow.

**Pros** - Inexpensive and improvement in traffic flow resulting in slight reduction in NO<sub>2</sub> levels.

- No significant disruption for existing junction users.

**Cons** - Additional cost

- 2) Installation of a sophisticated traffic flow detection system MOVA (Microprocessor Optimised Vehicle Actuation). This is a more efficient mode of traffic light operation than the current standard Vehicle Actuated system. This system should reduce the number of stops for all approaches. To install MOVA requires extensive ducting works to install additional detector loops on all approaches. This will cause disruption and is expensive; hence the estimated cost is £35,000 to £40,000. There would be no negative impact for pedestrians.

**Pros** - Experience at other sites proves that in optimum locations such systems can improve traffic flows by up to 15% and hence have a role in improving air quality.

- No significant disruption for existing junction users.

**Cons** - Cost

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- 3) Reconfiguration of the junction, so it is one-way off the junction from Highclere Road, or completely block off Highclere Road so it becomes a three way junction. The estimated cost is £40,000 - £50,000+. Extensive public consultation would have to be undertaken on this option.

- Pros** - Physical alteration of junction would lead to a significant reduction in traffic within the AQMA and hence a significant improvement for air quality
- Cons**
- Physical alteration to the road – local disruption and significant inconvenience to some existing users
  - Substantial planning works required to ensure full understanding of all potential impacts, including any risk from diversion routes
  - Cost
  - Major public consultation exercise required and likelihood to be contentious

3.2 It should be highlighted that due to the popularity in and the growth of diesel powered vehicles and since previous EURO emission standards did not deliver real life driving reductions in NO<sub>2</sub> levels then the Government's prediction of the rate of falling NO<sub>2</sub> levels had not been accurate.

3.3 However, the Government currently suggest that because EURO 6 engine vehicles now undertake a more appropriate testing regime to better represent real life driving hence they will be better placed to model the actual performance of vehicle emissions therefore their predictions of declining levels of NO<sub>2</sub> should be more accurate. See graph contained within background papers depicting the Government's predictions on the decreasing levels of NO<sub>2</sub> from all sectors over the next 16 years. It is the transport sector that shows a sharp reduction in NO<sub>2</sub> levels within this period.

### **4. CONSULTATIONS:**

4.1 Since the area has been formally declared as an AQMA then all the appropriate consultation has been undertaken.

4.2 Additional consultation will be appropriate to the preferred option and associated impact.

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

5.1 It can be seen from the works option produced that there will be cost implications for undertaking specific work to the junction. The range in cost required to undertake improvements to the junction is from £2,000 to in excess of £50,000

5.2 In terms of grant aiding the works then WBC have the potential to apply to Defra for an Air Quality Grant for certain measures whereas SCC can apply to the Department of Transport for a grant under the Local Sustainable Transport Fund.

5.3 It is considered feasible that the lowest cost option (1) could be accommodated through available budgets.

## 6. RISK MANAGEMENT:

- 6.1 Central Government granted themselves the power within the Localism Act 2011 to pass down fines which the UK Government have incurred from the EU due to national breaches of air quality to Councils that have failed in their air quality obligations.
- 6.2 Hence there is the potential for litigation and if the Government is fined then they could look to defer some of their fine to Councils which have failed to meet their duties. All reasonable measures should be taken to reduce levels to below national standards.

## 7. LOCALISM:

- 7.1 The local community within Knaphill directly affected by the AQMA will be positively impacted when the levels of NO<sub>2</sub> have been reduced to such a level that will enable the revocation of the AQMA order.

## 8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 None

## 9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
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	Set out below
Human Resource/Training and Development	No significant implications arising from this report

### 9.1 Sustainability implications

There are six direct greenhouse gases listed under the Kyoto Protocol. In general terms, the largest contributor to global warming is carbon dioxide which makes it the focus of most climate change initiatives. There are four indirect greenhouse gases listed; **Nitrogen oxides** being one of them. These indirect greenhouse gases are included because they can produce increases in tropospheric ozone concentrations and this warms the atmosphere.

### 9.2 Public Health implications

With regards to exposure to NO<sub>2</sub> then the World Health Organisation advise that epidemiological studies have shown that symptoms of bronchitis in asthmatic children increase in association with long-term exposure to NO<sub>2</sub>. Reduced lung function growth is also linked to NO<sub>2</sub>. Also, high levels of NO<sub>2</sub> will generally cause irritation of the airways of the lungs, increasing the symptoms of those suffering from lung diseases. In the

## ITEM 9

atmosphere, nitrogen oxides can contribute to formation of photochemical ozone (smog) which in turn have health consequences

### **10. CONCLUSION AND RECOMMENDATIONS:**

10.1 The various tiers of Local Authorities are required to work together in the pursuit of improving air quality particularly in relation to traffic generated pollution and as a result minor works to the Anchor Hill road junction are to be undertaken by SCC with the aim of improving air quality.

10.2 Notwithstanding ongoing improvements to the junction the levels of NO<sub>2</sub> are set to decrease due to stricter European emission standards particularly to diesel vehicles.

### **11. WHAT HAPPENS NEXT:**

11.1 WBC officers will continue with the development of the required AQAP and with the monitoring of air quality within the area. The AQAP requires to be fully approved and adopted by September 2015.

11.2 Once the minor works are completed by SCC to the junction at Anchor Hill then as soon as the levels of NO<sub>2</sub> have fallen below the prescribed national levels the AQMA could be revoked.

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#### **Contact Officer:**

**Geoff McManus, Neighbourhood Services Manager 01483 743707**

#### **Consulted:**

Appropriate consultation in relation to declaring area as AQMA.

#### **Borough Portfolio Holder**

Councillor Beryl Hunwicks

#### **Chairman of Woking Joint Committee**

County Councillor Liz Bowes

#### **County Council Cabinet Member**

County Councillor John Furey

#### **Annexes:**

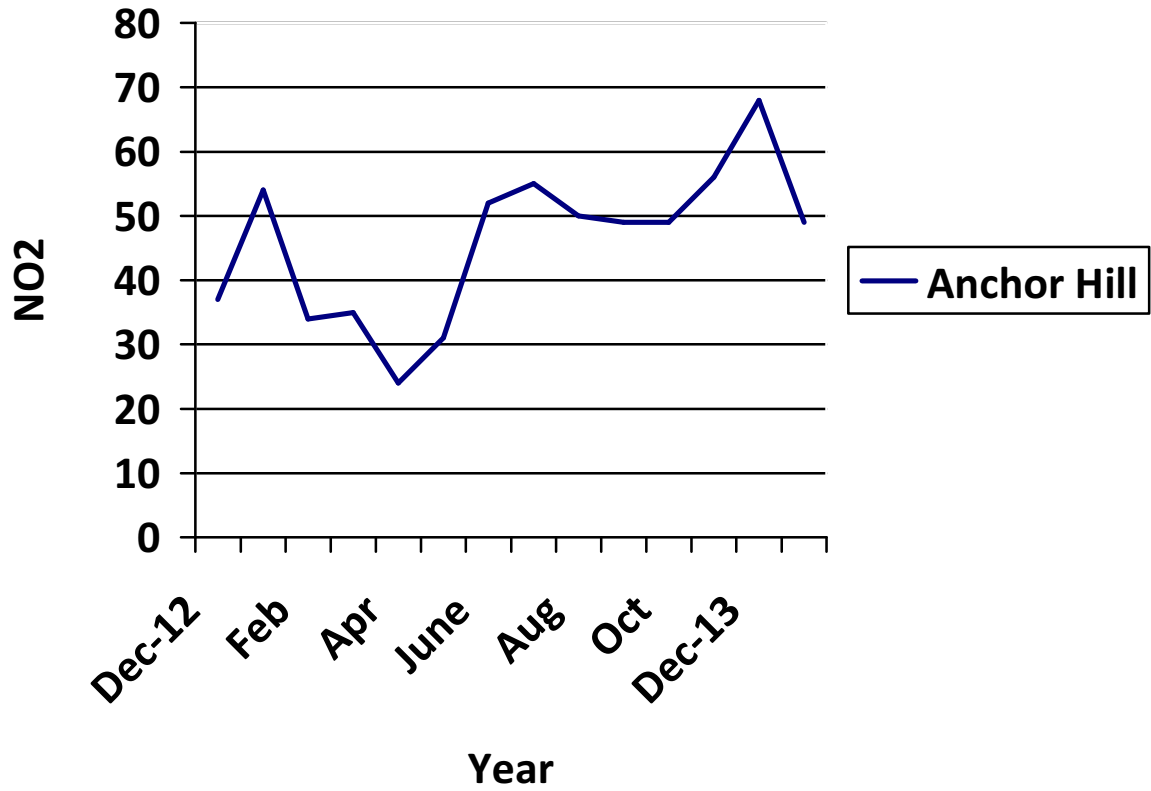
One – Graph of NO<sub>2</sub> levels in Anchor Hill

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

1. Map of AQMA – Anchor Hill
2. Future trend in NO<sub>2</sub> levels

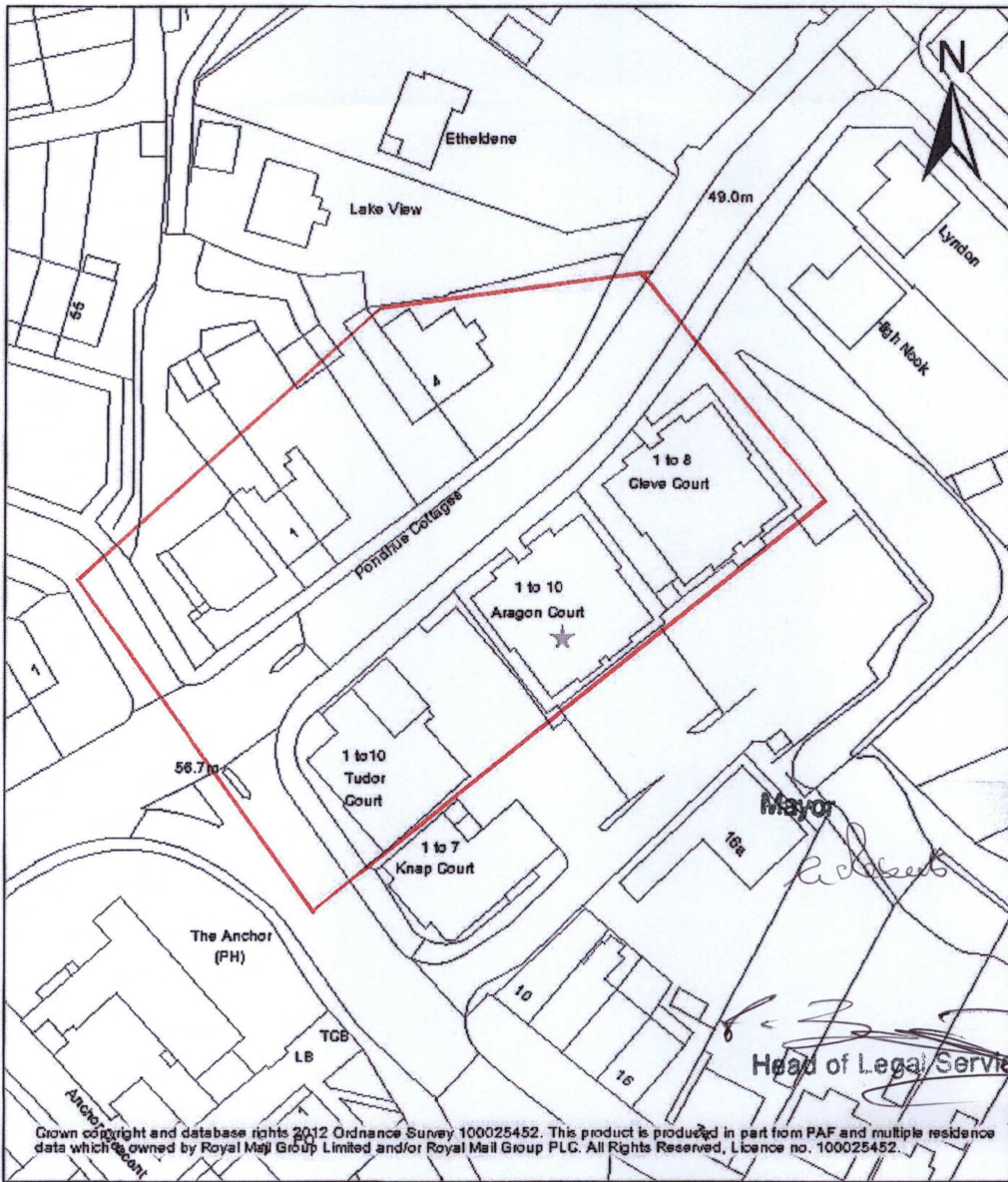



### Anchor Hill



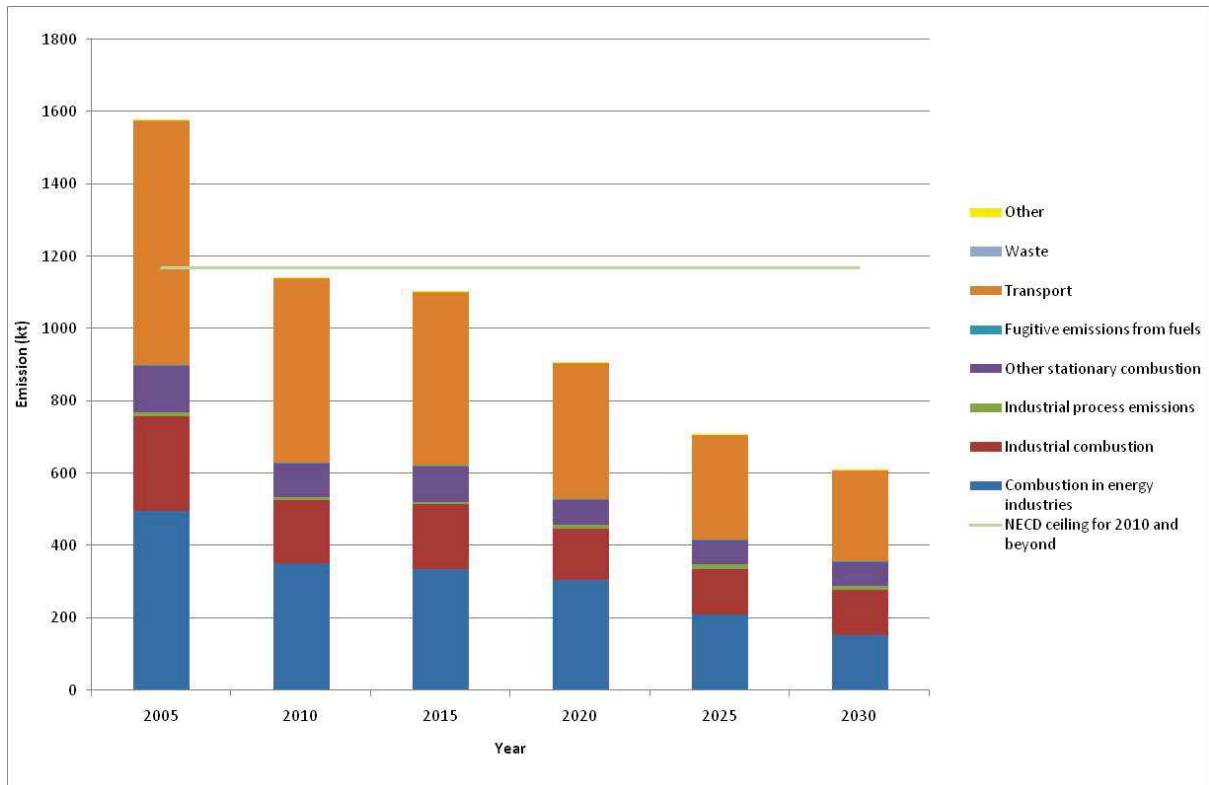
ITEM 9

1. Background Paper - Anchor Hill AQMA



 <p>Woking Borough Council</p>	Title	Scale 1:700
	Project / Details	Date 01/11/2012
		XY centrepoint 496623,158696
		Drawn by / Department
	Drawing / Reference Number	

2. Predicted future trends in NO<sub>2</sub> levels



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## WOKING JOINT COMMITTEE

**DATE:** 25 JUNE 2014

**LEAD OFFICER:** PAUL FISHWICK PROJECT MANAGER, TRANSPORT POLICY

**SUBJECT:** LOCAL SUSTAINABLE TRANSPORT FUND

**AREA:** WOKING

### **SUMMARY OF ISSUE:**

This paper is to update members on the Annual Report for the Local Sustainable Transport Fund for Woking 2013/14 financial year and to provide an update on community funding in Sheerwater and Maybury.

### **RECOMMENDATIONS:**

#### **Woking Joint Committee is asked to :**

- (i) Note the Annual Report for the 2013/14 financial year.
- (ii) Note the draft programme for the 2014/15 financial year.
- (iii) Note the Sheerwater and Maybury community funding update

### **REASONS FOR RECOMMENDATIONS:**

Woking Joint Committee is asked to note the Annual Report for the Local Sustainable Transport, which is in the process of being developed for submission to the DfT by 29 June 2014.

The Joint Committee is also asked to note the draft programme for the final year of the LSTF project, and the Sheerwater and Maybury community funding update.

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

### **Annual Report 2013/14**

- 1.1 The Department for Transport (DfT) awarded Surrey County Council £3.93 million in July 2011 for the Local Sustainable Transport Fund (Key Component) and a further £14.304 million in June 2012 for the Local Sustainable Transport Fund (Large Bid). Both of these projects are branded Surrey Travel SMART and cover the financial years up to 2014/15.
- 1.2 For the purposes of ease in reporting, both the Key Component and Large Bid have been combined as one project for this report, which is for Noting.

### **Community Funding – Sheerwater and Maybury**

- 1.3 A report was presented to this committee on 5 March 2014 (minute 12/14 refers) updating members on the revised processes that were in place to deal with Community Funding applications for Sheerwater and Maybury.

## **2. ANALYSIS:**

### **Annual Report**

- 2.1 This will be the third annual report to the DfT for the Surrey Travel SMART, covering the past three financial years.
- 2.2 The annual report (Annex A) is currently in the process of being submitted to the DfT, but with the current timing of the Joint Committee, it provides an opportunity to report on the project for the 2013/14 in Woking.
- 2.3 The 2014/15 draft programme of works is attached as Annex B. This is the final year of the current LSTF project.

### **Community Funding – Sheerwater and Maybury**

- 2.4 Under the Community Funding Scheme groups are granted money for projects that meet LSTF aims. These groups are required to produce a monitoring report every six months for the duration of their project so we can track their progress against the objectives and see evidence of how funds have been spent. Groups are required to include examples of expenditure such as receipts, invoices and accounts. For the large projects, annual visits to projects are also undertaken by officers.
- 2.5 The programme is monitored by officers, and reported to the LSTF and Future Transport Planning Task Group. As an update for members, some examples of outputs from recent funding discussed by the Task Group have been produced in Annex C

## **3. OPTIONS:**

- 3.1 There are no options relating to this report.

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

##### **TravelSMART Project**

- 4.1 Local consultation on specific schemes has been and will continue to be carried out, where required, during the development of the programme. However, the LSTF project was the subject of a consultation during April and May 2012, which was reported to this Local Committee on 6 September 2012 (minute ref 64/12 refers).

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

- 5.1 The need to ensure value for money was central to developing the Local Sustainable Transport Fund submission which included a Financial Case as part of the overall Business Case which is a requirement of the guidance. The LSTF programme is being developed so that future funding is sustainable within existing and projected budgets allowing for savings of self-financing in the longer-term.

#### **6. RISK MANAGEMENT:**

- 6.1 There are no risks considered with the Annual Report 2013/14.
- 6.2 There is a Risk Log associated with the 2014/15 programme and currently there are no high level risks identified.
- 6.3 The revised process dealing with community funding applications for Sheerwater and Maybury is considered to have a low risk, as rigorous monitoring processes are underway.

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

- 7.1 The headline benefits for Woking will be reducing carbon and promoting economic growth by encouraging alternative modes of transport to the private car through;
- Tackling congestion
  - Improved journey time reliability (including buses)
  - Reduced journey times
  - Reduced vehicle operating costs
  - Increased walking and cycling
  - Reduced severance
  - Community engagement

<b>8. EQUALITIES AND DIVERSITY IMPLICATIONS:</b>
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8.1 Equality Impact Assessments have been developed for the Travel SMART project and individual schemes will be assessed against these during the programme

<b>9. OTHER IMPLICATIONS:</b>
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Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	Set out below
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	Set out below.

#### 9.1 Sustainability and public health implications

Increased sustainable modes of transport, where it replaces motorised forms of transport such as the car, will improve air quality and reduce carbon emission levels, which is a key objective of the LSTF.

Transport is responsible for one third of carbon emission in Surrey. Surrey's Local Transport Plan has a target to reduce carbon emissions from (non-motorway) transport by 10% (absolute emissions) by 2020, increasing to 25% reduction by 2035 from 2007 baseline of 2,114k tonnes.

Increased walking and cycling has a positive impact on the health of a person. The NHS identifies cycling as an activity which provides significant health benefits. The emerging Surrey Health and Well-being Strategy has identified obesity as one of the priority public health challenges.

The whole project including the improved walking and cycling facilities will be marketed to residents and businesses and cycle training will be offered to those less confident of cycling to encourage take up and to maximise the benefits of the new infrastructure.

<b>10. CONCLUSION AND RECOMMENDATIONS:</b>
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10.1 The Annual Report is the third in the series for this project and the full version for all three towns will be submitted to the DfT by 29 June. The Joint Committee is asked to note the contents for the Woking area.

10.2 The final year of the LSTF draft programme is attached as Annex B, which the Joint Committee are asked to note.

10.3 The Joint Committee is asked to note the community funding for Sheerwater and Maybury as indicated in Annex C.

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



**11. WHAT HAPPENS NEXT:**

11.1 The Travel SMART programme will continue to be delivered during the final financial year and updates will be presented to the LSTF and Future Transport Planning Task Group and this Joint Committee.

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**Contact Officer:**

Paul Fishwick, Project Manager, Transport Policy Contact number 03456 009 009

**Consulted:**

Andrew Milne, David Ligertwood, Marc Woodall, Chris Parry, Harris Vallianatos, Alison Houghton, Neil McClure, Nick Meadows, Becky Willson, Melanie Heywood (Woking Borough Council)

**Borough Council Portfolio Holder**

Councillor John Kingsbury

**County Council Cabinet Member**

John Furey

**Annexes:**

Annex A – Annual Report 2013/14

Annex B – Draft 2014/15 LSTF (Woking) programme of works

Annex C – Community Funding update for Sheerwater and Maybury

**Sources/background papers:**

- Local Sustainable Transport Fund bids Key Component and Large Bid.
- Member Task Group 11 June 2014.

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## ANNEX A

**Annual Report LSTF Woking**

Surrey County Council in partnership with three borough council's, continues to deliver two Local Sustainable Transport Fund projects in three towns, Woking, Guildford and Redhill/Reigate valued at just under £18 million of grant funding supported by local contribution of just over £7 million obtained from the private sector, bus and rail operators, Enterprise M3 LEP, the county and borough council's and other partners. The LSTF projects consist of the package of bus priority and corridor improvements, walking and cycling infrastructure measures, supported by information, travel planning and promotional measures. Major highlights during 2013/14 in Woking included;

- A Sheerwater link road (known as Albert Drive) successfully opened to traffic in early November, delivered in partnership with Woking Borough Council. Enhancement works to junctions between Monument Road and Eve and Arnold Road were completed early in 2014. The opening of this new link road will improve accessibility, reduce congestion and unlock Sheerwater's economic and social vitality.
- A245 Old Woking Road West Byfleet - The Marist school puffin crossing,
- South Woking area adjacent to A320 phases 1 and 2 of the Earth Trail cycle route.
- A245 Parvis Road West Byfleet, Mercury Trail off road cycle route phase 2
- Dione Trail off road cycle route signing (St Johns/Goldsworth).
- Preliminary design and outline design for the other capital schemes in the programme including bus priority and corridor improvements for Route 91 and Knaphill/St Johns.
- The information, travel planning and promotion measures of the programme were successfully delivered in 2013/14. This included the successful delivery of a communication campaign, business engagement programme, community funding events, cycle festivals, cycle training and Brompton dock cycle hire scheme at Woking railway station.
- The delivery of a new network of pedestrian wayfinding signs throughout the Travel SMART town centres has begun with signage planned for installation during July - September 2014.
- Amongst other objectives/outputs the above measures will encourage modal shift from the single vehicle occupancy to more sustainable modes of transport.

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**LSTF (Woking) Draft programme of works 2014/15****Walking and cycling schemes: budget total £154,000\* capital**

A308 Barnes Wallis Drive/Oyster Lane Toucan crossing:	Programmed	Sept/Oct
A320 Egley Road Earth Trail route (final phase):	Programmed	June/July
A3046 Chobham Road Toucan crossing:	Programmed	Oct/Nov
Recreation ground footway/cycle route West Byfleet	Programme to be confirmed**	
Associated signing and lining of new/improved routes	Programmed	Oct/Nov
Woking railway station cycle parking hub	Under construction***	

\* supported by £110,000 of s106

\*\*Funded by S106

\*\*\* Funded by South West Trains with contribution S106 and LSTF funded media screen

**Bus priority and corridor improvements: budget total £408,000\* cap & £90,000 rev**

St Johns corridor	Under construction
Route 91 (Knaphill / Sythwood) corridor	Under construction
Sheerwater / Byfleet corridor	Programmed Aug/Oct
Mayford / Westfield corridor	Programmed Oct/Dec
Real Time Passenger Information improvements	ongoing

\* supported by £143,000 of s106

**Travel Promotion: budget total £130,000 capital & £142,000 revenue**

Sheerwater & Maybury community programme	ongoing programme
Business engagement programme	ongoing programme
Cycling events/festivals (example sponsorship of Tour Series)	
Cycle training	ongoing programme
Marketing and promotion of capital projects delivered for walking & cycling and bus schemes delivered during the LSTF programme.	Programmed as schemes complete
Way Finder signing programme within Woking town centre	Programmed Oct/Nov
Media screens within town centre	Programmed Jul/Aug

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## ANNEX C

## Overview of progress reports for selected example projects

Group and project	Amount received	Reports submitted	Achievements
Bishop David Brown School – secure cycle shelter and fence	£20,491 in Nov 2012	2	At any one time approximately 45 students are benefiting from the new cycle shelter which includes 60 cycle racks. Students are also having the opportunity to complete the full range of Bikeability training free of charge.
Woking Borough Council – Devonshire Avenue cycle racks	£1,200 in July 2012	3	As they have found a free source of labour to fit the racks they have equipped four blocks so far (original bid for 1 block) with one tubular stands in each half of the block (two per block).  They intend to order six more racks which means they can equip another three blocks of flats.
Schoolhouse Project – Classes for the elderly	£2,500 in July 2012	3	Users have increased gradually and now have around 45 regular visitors each week.  They have been actively encouraging healthier living, with activities such as games that get everyone moving and regular exercises. They have been out visiting other art projects and exhibitions but have encouraged everyone to take public transport or if it's local walk as a group with the physically able ones. They have also started a meeting point for those to walk in together who live locally.
Woking Borough Council – PC and printer for Parkview	£1,100 in July 2012	3	The computer is being used on a regular basis. The pattern is that a small number of people use it often – some coming in ten or more times. It usage is slowly increasing.  There is clear evidence that people are relying on the PC in Parkview for job hunting and job applications as well as other uses – social networking. It is being used by people who do not have working computers at home and/or access to the internet.
Helping Hands – laptop	£550 in Feb 2013	2	The project is to provide the local good neighbours scheme with a laptop to use to administer the scheme and co-ordinate travel. They are using the laptop and are currently

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			working with a computer science graduate to develop a program suitable for their purposes. This is taking time but they have come quite far and developing computer skills.
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## WOKING JOINT COMMITTEE

**DATE:** WEDNESDAY 25 JUNE 2014  
**LEAD OFFICER(S):** JENNY SMITH / JEREMY CROUCH (SCC)  
 SUE BARHAM / DANIELLE TOWNER (WBC)

**SUBJECT:** YOUTH PROVISION IN WOKING – ANNUAL PERFORMANCE REVIEW 2013/14 AND FUTURE JOINT WORKING

**AREA:** WOKING

### **SUMMARY OF ISSUE:**

In accordance with governance arrangements for the youth services commissioned under the auspices of the previous Local Committee, this report includes the 2013/14 annual performance review of Services for Young People. In addition and in support of the direction of travel for the new Woking Joint Committee, information is also included with regards activity undertaken / commissioned by Woking Borough Council (WBC) during 2013/14. This is included in the annex to this report.

The report also includes reference to future Joint Woking on youth activity across the Borough, including the writing of an Integrated Youth Strategy, which will be developed further with the assistance of the Youth Task Group and will assist with the future joint commissioning of youth services.

### **RECOMMENDATIONS:**

#### **Woking Joint Committee is asked:**

- (i) To note the Annual Performance Reports for Services for Young People, as well as WBC activity taking place during 2013/14
- (ii) To note planned activity by all partners for 2014/15
- (iii) To endorse the approach being taken to the development of an Integrated Youth Strategy, with the cost of any required consultancy support (up to the value of £5k) being met from WBC's youth service budget.

### **REASONS FOR RECOMMENDATIONS:**

To assure the newly formed Woking Joint Committee of existing service provision and performance, as well as the proposed joint working approach to development of youth services across the borough.

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

- 1.1 This report provides a summary of how participation of young people in Woking has been improved; an overview of how the different SCC commissions have performed throughout the year; an update on the range of commissions/ provision that Woking Borough Council run; an outline of the forward plan and direction of travel; and a brief outline of how we will keep the Joint Committee informed of our progress during 2014/15.
- 1.2 Historically information about certain aspects of youth related activity undertaken by WBC has been reported in the quarterly Community Safety Partnership reports presented to the Woking Partnership. This has usually included primarily qualitative information as opposed to quantitative or specific outcome measure data and has not always included reference to all youth related activity undertaken by the borough or indeed information about all partner engagements including those which are through the third sector. Whilst detailed information is not available historically for the 2013-14 period for certain activities, going forward the intention will be to look to record wherever feasible activity in a consistent manner across both partner's activities.

## **2. ANALYSIS:**

### **Key Performance Outcomes 2013/14**

- 2.1 This report recognises that both Surrey County Council and Woking Borough Council have made significant contributions in achieving greater participation for young people in 2013/14.
- 2.2 In March 2014, only 55 young people were NEET compared to 132 in March 2013, a reduction of nearly 60%.
- 2.3 97.9% of young people were participating in education, training, employment or re-engagement at the end of March 2014, compared to 95.2% in March 2013.
- 2.4 There were 13 first-time entrants to the youth justice system in 2013/14, the same as 2012/13 and fewer than the 30 in 2011/12.
- 2.5 A more detailed analysis of performance is provided in Annex 1.
- 2.6 Whilst there are a whole host of activities supported and enabled by SCC and WBC colleagues within the borough, below is a flavour of the range and type of activity being undertaken:
- 2.7 Woking Youth Council – which meets on a monthly basis and is attended by 10-15 young people aged between 13-17 years old is representative of the diverse culture of Woking. The members of the Youth Council have been working incredibly hard to increase the opportunity for other young people across the Borough to join by:
  - a) Designing of a new logo/branding to re-establish the Youth Council and increase the numbers of young people who attend, and
  - b) Delivering presentations to increase numbers in local high schools and youth clubs

- 2.8 The young people have also given up their time to support community events which have taken place, such as; Sport Relief Mile 2014, Crime Summit, New Vision Homes Youth Council Family Fun Day and Youth Careers Fair.
- 2.9 It is increasingly important to develop the Youth Council to ensure that young people's views are actively sort and heard, and thus assure young people themselves that they have a clear and demonstrable involvement in making recommendations on future service and facility development which is 'fit for purpose' and needs the future needs of the borough.
- 2.10 Mentoring and Support – is currently being offered in a number of community settings by colleagues working directly with individual's – some of whom are Looked After Children (LAC) in care home settings.
- 2.11 Football v Homophobia Awareness Campaign – following receipt of a successful grant, a friendly football festival, open to both boys and girls under the age of 15, was hosted at Woking Hockey Club and facilitated by Woking Town FC. Over 140 young people attended to learn more about homophobia and enjoy a free non-competitive event.
- 2.12 Junior Citizenship – March 2014 saw another highly successful programme delivered at Woking Football Club with approx. 1,000 Year 6 pupils (10-11 yr olds) from 22 schools across the borough spending half a day learning about safety measures and life skills around water safety, stranger danger, fire safety, neighbourliness and recycling, anti-social behaviour, internet safety, making appropriate 999 calls and railway safety. Due to the continued positive feedback from schools and participants alike the intention is to continue to run this annual event in March 2015.
- 2.13 Woking Youth Practitioner's Group – set up in March 2014 this new group gives an opportunity for local providers (SCC, WBC and third sector) working with young people within Woking aged between 11-19 years to come together to network, share best practice and ideas as well as look to jointly promote activities – thus enhancing the offer and reducing the risk of service duplication.

### **3. OPTIONS:**

#### Programme Delivery for 2014-15

- 3.1 Continual review of the existing (commissioned) services are undertaken at regular intervals to ensure the offer is relevant to young people across the borough. Depending on the activity this is either done through formal monitoring under contract / compliance arrangements or informally from feedback from young people themselves and the practitioners on the front-line. Appropriate action is taken to rectify standards / engagement with Young People where the agreed outcomes are not being met.
- 3.2 Integrated Youth Strategy – this will be a key piece of work going forward which will underpin and inform future decisions with regards commissioning and provision of services across the borough, and will benefit from the input of young people, members of the Youth Task Group and other youth practitioner's operating within Woking.
- 3.3 Whilst a fairly well-developed relationship exists in Woking between members and officers across the two authorities the reality is that both parties commission youth

## ITEM 11

work separately in the borough, there is limited join-up between respective responsibilities for youth offending services (SCC) and crime and anti-social behaviour reduction (WBC); both authorities commission work with young people from the voluntary sector in some instances independently of one another; and there is currently no shared asset strategy.

- 3.4 As articulated in the Youth Task Group Terms of Reference, it is proposed that a single strategy be developed in relation to core young people's services. Whilst work is at an early stage, initial discussions have identified that the following areas of activity could be included in the scope of the Strategy, with some other related areas, whilst being linked, not being directly included:

In scope:

- Youth work
- Youth crime and anti-social behaviour
- Targeted preventative activity (including work with schools / colleges)
- Employment and participation (including work with schools / colleges)
- Youth estate strategy

Connected (but not within this project):

- Youth homelessness and supported accommodation
- School building / places
- Family support
- Leisure, sport and culture
- Broader estates issues / opportunities

- 3.5 It is proposed that some consultancy advice be sort to assist in the writing of the strategy, with WBC looking to meet the cost of such from existing revenue budgets for 2014/15 up to a value of £5,000. Early indications are that this should be sufficient to deliver a strategy within the timeline required such that the outcomes from the strategy can inform future decisions on the imminent re-commissioning of SCC's commissions.
- 3.6 Borough related activity – it is proposed to continue to support and enable the range of work currently undertaken by WBC and SCC throughout the year, although to increasingly do so within an integrated approach. Clearly future commissions will, as they come up for review be considered within the context of the developing Integrated Youth Strategy for the Borough.
- 3.7 Practitioner's Group – continued attention will be given to developing this group as they will play an ever increasingly role in delivery of integrated provision across the borough, and will be an important group to engage with as the Integrated Strategy is developed. Initial learning from this group has resulted in an improved co-ordinated Summer Holiday Activities programme, as well as SCC and WBC increasingly finding ways at an operational level to delivered joined up activities ie: Health Champions programme at Walton Road Youth Centre as well as provision of a Asian Women's only swimming session at Goldsworth School Pool.
- 3.8 Skilled Up Woking - Woking has a relatively high percentage of youth (i.e. 18-24) unemployment which as of July 2013 was 2.8%, compared with working age rate (16-64) for the Borough of 1.4%. This represented approx. 22% of the unemployed in the Borough.

- 3.9 In order to address this, WBC has now developed the Invest in Your Success into this new programme of activity called Skilled up Woking. This has led to a network of local training providers and businesses developing a programme of training and work experience together with additional intensive careers support, all to ensure that participants taking part will be able to enter the labour market with the right skills for the workplace. The programme started in April 2014, with funding from Travel Smart, and to date is going well.

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

- 4.1 During 2013-14 there has been wide ranging consultation with young people, staff, and partner agencies. In particular SCC has carried out an internal evaluation of our commissions and focussed on engaging young people in our planning for re-commissioning of services for young people in 2015. Alongside this, the Youth Engagement Contract has secured feedback from more than 1,000 young people across Surrey in relation to different aspects of services, the information that SCC provide and local issues.
- 4.2 Members have been consulted through the Youth Task Group, Youth Steering Groups at some of SCC Youth Centres and as part of the internal evaluation of SCC commissions. SCC has also been involving Members in a recently commissioned external evaluation of Services for Young People, which will report its findings in the summer of 2014.
- 4.3 Consultation on existing and future planned work has been discussed with a variety of Members and Officers from both SCC and WBC, as well as importantly young people themselves in relation to certain aspects of the service offer.
- 4.4 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 SCC commission is provided in the Annex.
- 5.2 The WBC planned activities and existing commissions for 2014/15 will be met from existing Youth Service budgets, including provision for consultancy advice required in respect of development of the Integrated Youth Strategy.

#### **6. RISK MANAGEMENT:**

- 6.1 The development of an Integrated Youth Strategy will reduce the potential for duplication of service and more importantly shape the future direction of travel according to young people's needs by involving not only SCC's and WBC's provision in an integrated manner but also by taking into account provision provided by the voluntary, community and faith sector who currently provide significant activity for young people.

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

- 7.1 This report is intended to provide the Joint Committee with the information it needs to provide effective local scrutiny of the commissions and services outlined and as such will increase localism.

**8. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 8.1 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.

**9. OTHER IMPLICATIONS:**

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

9.1 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.

9.2 Sustainability implications

Delivering services for young people locally reduces reliance on transport and minimises carbon emissions as a result.

9.3 Corporate Parenting/Looked After Children implications

Young people who are looked after are a key target group for both WBC and SCC Services for Young People.

9.4 Safeguarding responsibilities for vulnerable children and adults implications

Both WBC provision and SCC Services for Young People play a key role in safeguarding vulnerable children and young people in Surrey.

9.5 Public Health implications

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

**10. CONCLUSION AND RECOMMENDATIONS:**

- 10.1 This report and the information included in the annex have provided an overview of performance, progress and activity in Woking and highlighted the significant progress made during 2013/14 to improve outcomes for young people.

**11. WHAT HAPPENS NEXT:**

- 11.1 To keep the Joint Committee informed on progress during 2014/15, both WBC and SCC Services for Young People colleagues will work with and attend Youth Task Groups throughout the year to deliver the agreed programme of work. In addition bi-annual progress reports will be circulated electronically to each Task Group Member.
- 11.2 WBC and SCC will look to develop joint reports and monitoring information.
- 

**Contact Officer(s):**

SCC: Jeremy Crouch, Lead Youth Officer East Surrey - 07968832437

WBC: Sue Barham, Strategic Director email: [sue.barham@woking.gov.uk](mailto:sue.barham@woking.gov.uk) tel:01483 743810

**Consulted:**

SCC Service users were consulted in 2013 as part of an internal evaluation of commissions. The findings have been used to inform performance improvement activity and re-commissioning for 2015.

**Borough Portfolio Holder**

Cllr David Bittleston

**County Council Cabinet Member**

Linda Kemeny

Clare Curran – Associate Cabinet Member

**Annexes:**

Woking Performance Summary 2013/14

**Sources/background papers:**

- The Young People's Employability Plan 2012-17
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# Joint Youth Services in Woking Performance Summary 2013/14



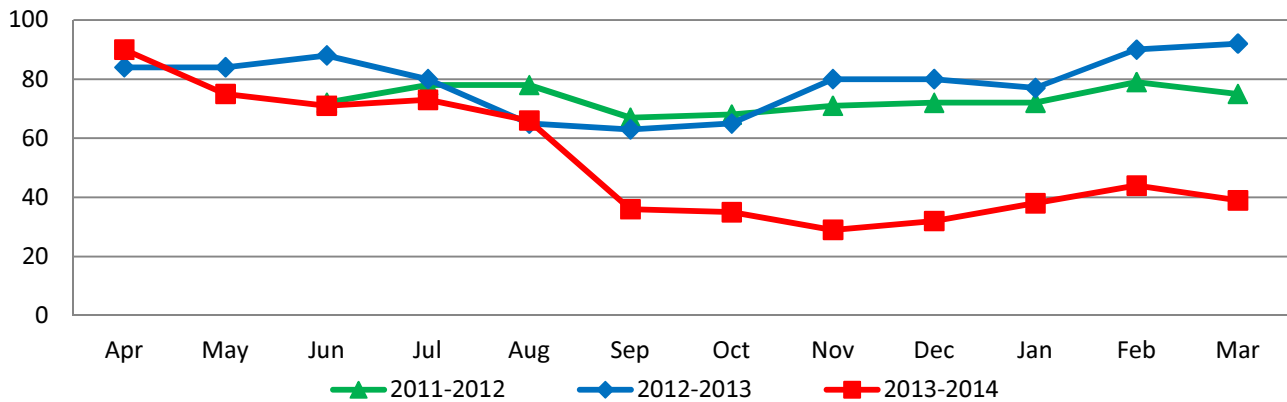
## Countywide overview

Surrey County Council's Services for Young People and Woking Borough Council, working with our combined partners, have achieved a transformational reduction in the number of young people who are not in education, employment or training (NEET) from 978 (3.6%) in March 2013 to 429 (1.5%) in March 2014. Interim benchmarking data for the November 2013 to January 2014 supports our success, showing how Surrey had the joint-lowest proportion of young people who were NEET in the country.

## Local performance story in Woking

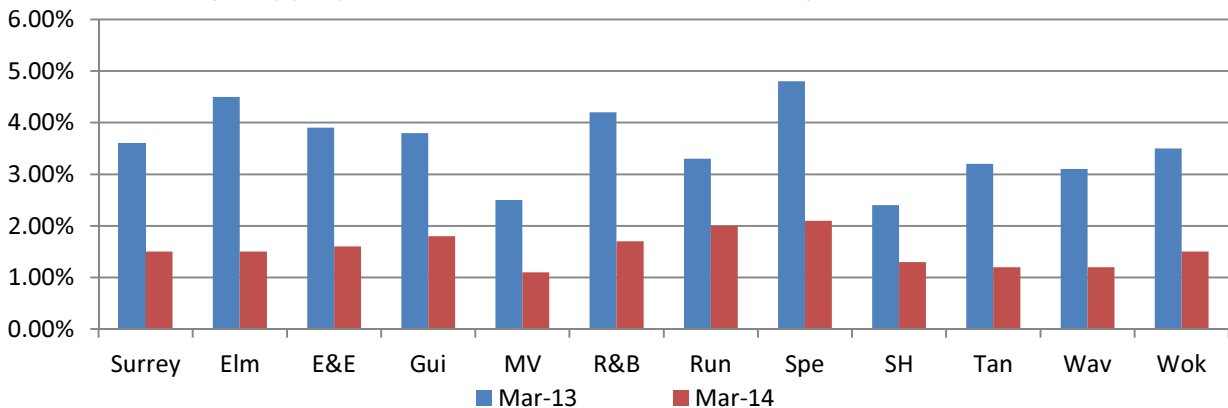
The reason for this report is to tell the local story of how Services for Young people, working with our partners, has been making a difference to young people in Woking.

**Number of young people in AY 12 - 14 who are NEET in Woking**



- In March 2014 only 39 young people were NEET compared to 92 in March 2013, a reduction of 58%.
- 98.5% of young people were participating in education, training, employment or re-engagement at the end of March 2014, compared to 96.4% in March 2013

**% of young people in Years 12-14 who were NEET in April 2013 and March 2014**



## Surrey County Council -

### Youth Support Service

- 1.5% of young people in years 12-14 were NEET in March 2014 compared to 3.5% in March 2013
- Young people who were NEET had been out of education or work for an average of 141 days compared to 215 in the previous year
- 127 young people moved from NEET to PETE during the year compared 96 in the previous year
- 17.9% of young people who were NEET had been NEET before compared to 19.6% in the previous year
- 3.9% of young people were unknown in March 2014 compared to 6.3% in March 2013
- 22 first-time entrants to the youth justice system in 2013/14 compared to 17 in 2012/13 and 15 in 2011/12
- Only 9 young people sentenced to custody in Surrey during 2013/14
- 66 disposals given to young people as a result of offending in 2013/14 compared to 64 in 2012/13
- 92 Youth Restorative Interventions (YRIs) employed with young people involved in low-level offending this year, compared to 102 last year
- 19 young people at risk of homelessness supported in 2013/14
- 6 Children in Need case managed by the YSS in 2013/14

#### Local narrative

During the year Woking Borough YSS team have made significant inroads into reducing the numbers of young people who are NEET. This has been achieved against a backdrop when the scope of our work has changed with referrals for early help received for young people aged 14+ who previously were recorded as Child in Need.

Two key reasons for the progress has been the development of "Focus", our Ready for Work Scheme, that has seen a combination of accredited courses run alongside individual sessions for young people and "Good Wood" a Youth Enterprise project that provides a carpentry workshop and business skills training opportunity, supported by Woking Borough Council and the church diocese. The numbers attending these projects has gradually increased and has supplemented the individual engagement, assessment and case management approach that saw 127 young people in Woking moving from NEET to PETE during the year up to the end of March 2014.

The team has also made the transition to its new hub at Sheerwater Youth Club and this provides a more "young person friendly" environment for group and individual sessions. We have accumulated resources and established new relationships with organisations in the Borough. In particular a stronger integrated response to working with the local Borough Council offers the potential to pool knowledge and resources for the benefit of local youth. An example of this has been the development of a range of youth centres across the Borough managed by Surrey County Council, Woking Borough Council and faith and voluntary sectors but with a common approach to provide high quality youth engagement. Other overlaps such as a recently well supported Princes Trust Group have provided positive outlets for young people in the Borough and offer further potential for a more joined up approach in the future.

Alongside positive outcomes for young people in employment, education and training we have continued to work with a reducing number of young people who have been involved in crime and anti social behaviour. The approach to anti social behaviour via CIAG (Community Incident Action Group) continues to offer multi agency robust and creative responses. The number of young people involved in anti social behaviour within their communities has reduced as a result. A more victim led and reparative strategy to tackle general crime has seen fewer young people re-offending and this has generated a lower level of young people on statutory Court Orders and only one young person from Woking being sentenced to a custodial outcome. All of this is good news to the public living in Woking as it demonstrates a reduction in local youth crime.

**Case study from YSS in Woking:**

An example of the work undertaken by the Woking YSS team is provided by X, the younger daughter in a family, originating from another EU state. They moved to Woking approximately 7 years ago. X attended mainstream schools in Woking up until Year 10, when she was placed in a Pupil Referral Unit due to disruptive behaviour. Diagnosed with ADHD and Oppositional Defiance, she was also bullied and the subject of complaints of anti social behaviour on the estate where she lived with her family. YSS and Reflex, a local faith based organisation, have worked hard over the past two to three years to establish a trusting and honest relationship with X and her family. This has involved a youth justice intervention, attendance at a Woking Borough Council funded Youth Club, work experience at a local retail outlet, accommodation support when she ran away from home, financial support with food and clothes for job interviews through the Individual Prevention Grant, and the offer of a volunteer mentor. Gradually we have seen X mature and develop more confidence, culminating in her “graduation” from the local Princes Trust Group. At the presentation X was able to acknowledge the progress she had made. When I asked her what she wanted to do next she said clearly and assertively “I am going to find a job”.

## Commission RAG ratings explained

To summarise performance of the Centre Based Youth Work (CBYW) and Local Prevention Framework (LPF) commissions we have used a Red Amber Green (RAG) rating system to make it easier to get a sense of how a particular provider is performing. The rationale behind the RAG rating is as follows:

- Red** agreed performance not achieved and no plan in place to achieve agreed performance or mitigating factors
- Amber** agreed performance not achieved but either a robust plan in place to achieve the agreed performance, or mitigating factors as to why the performance is unlikely to be achieved
- Green** agreed performance achieved or within the tolerance zone (85% or more)

## Centre Based Youth Work

### Surrey County Council - (£25,541 and 2.88 full-time equivalents)

Centred Based Youth Work offers open-access youth work to young people in many of the areas with the greatest need in Surrey. Management of seconded Surrey County Council staff sits with a range of local providers, who complement SCC funded delivery with matched provision in terms of funding, resources and staff and volunteer time.

### Lakers Youth Centre (*The Youth Consortium - Woking YMCA*)

Lakers Youth Centre continues to go from strength to strength and has achieved Level 2 of the Quality Mark. The centre will be assessed for Level 3 in September.

Performance indicator	2013/14 performance					
	Agreed performance 2013/14	Actual 2013/14 performance	Achievement against agreed performance	Comparative 2012/13 performance	Direction of travel	RAG
1.1 Hours of co-produced youth work delivered from the Centre in 2013/14	800	711	88.9%	312	↑	Green
1.2a Young people engaged in one or more hours of youth work	220	219	99.5%	197	↑	Green
1.2b Average hours of engagement per young person	60	63.4	105.7%	37.7	↑	Green
1.3 Young people attending the youth club demonstrate positive 'distance travelled' by end of intervention.*	140	99	70.7%	24	↑	Amber
1.5 Each Centre achieves the National Youth Agency quality kite mark within the first Contract Year, and retains this mark in each subsequent contract year	Yes	Yes	On track		↑	Green
2.2 Young people who have been identified as at risk of becoming NEET who have attended the centre	210	1	0.5%	Comparison not available due to change in RONI process		Red

\*Distance travelled: clear and tangible development for a young person

## Sheerwater Youth Centre (*The Youth Consortium - Woking YMCA*)

Sheerwater has been without a full-time Youth & Community Worker for half of the year. There is now a Youth & Community Worker in post and a Worker in Charge as well as a range of part-time staff. Numbers of young people are beginning to build. Sheerwater will be assessed for Level 2 of the Quality Mark in the Autumn.

Performance indicator	2013/14 performance					
	Agreed performance 2013/14	Actual 2013/14 performance	Achievement against agreed performance	Comparative 2012/13 performance	Direction of Travel	RAG
1.1 Hours of co-produced youth work delivered from the Centre in 2013/14	800	132	18.4%	101	↑	Yellow
1.2a Young people engaged in one or more hours of youth work	90	48	53.3%	67	↓	Green
1.2b Average hours of engagement per young person	40	18.4	46.0%	15.6	↑	Yellow
1.3 Young people attending the youth club demonstrate positive 'distance travelled' by end of intervention.*	110	4	3.6%	0	↑	Red
1.5 Each Centre achieves the National Youth Agency quality kite mark within the first Contract Year, and retains this mark in each subsequent contract year	Yes	Yes	On track / Development needed		↑	Green
2.2 Young people who have been identified as at risk of becoming NEET who have attended the centre	224	0	0.0%	Comparison not available due to change in RONI process		Red

\*Distance travelled: clear and tangible development for a young person

## Woking Youth Centre (*Surrey County Council*)

The contract with The Youth Consortium for Woking Youth Centre was terminated by mutual consent in September 2013. Since then Surrey County Council has been directly managing the centre. Performance is up and the offer for young people is now 5 nights a week. Woking Youth Centre will be assessed for Level 1 of the Quality Mark in September. There is a plan to conduct outreach and activities which will target young people who are at risk of becoming NEET.

Performance Indicator	2013/14 performance					
	Agreed performance 2013/14	Actual 2013/14 performance	Achievement against agreed performance	Comparative 2012/13 performance	Direction of Travel	RAG
1.1 Hours of co-produced youth work delivered from the Centre in 2013/14	800	681	85.1%	76	↑	Green
1.2a Young people engaged in one or more hours of youth work	111	108	97.3%	86	↑	Green
1.2b Average hours of engagement per young person	11.0	10.6	96.4%	8.8	↑	Green
1.3 Young people attending the youth club demonstrate positive 'distance travelled' by end of intervention.*	61	67	109.8%	0	↑	Green
1.5 Each Centre achieves the National Youth Agency quality kite mark within the first Contract Year, and retains this	Yes	Yes	On track / Development needed		↑	Green

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mark in each subsequent contract year						
2.2 Young people who have been identified as at risk of becoming NEET who have attended the centre	240	0	0.0%	Comparison not available due to change in RONI process		

\*Distance travelled: clear and tangible development for a young person

## Woking Borough Council -

### Lakeview Youth Club (*Reflex Woking*)

Reflex Woking are, after ongoing discussion of issues at the Youth Club, now delivering an increasingly popular youth club session on Monday evenings (as opposed to Friday evenings) with regular weekly attendances in excess of 10 young people mainly aged 12-14 years old. The attitude and behaviour of the young people has shown marked improvement which has contributed to a more settled and enjoyable atmosphere with Reflex Woking running more targeted sessions including dance, arts and drama.

### The Barnsbury Project (*Reflex Woking*)

Following the successful renovation of the youth centre (funded by WBC), Reflex Woking have expanded the services they offer on the estate to include drop in sessions on Tuesday and Thursday. Reflex Woking continue to utilise a close working relationship with the police who come along to a range of youth sessions to get to know the young people and build positive relationships with the young people. Due to the success of their engagement on the Barnsbury Estate, Reflex Woking have expanded their provision with a targeted group running earlier on the Tuesdays for 11-15yrs olds, funded by the LPF as too is their delivery of detached work on the estate. This runs when the youth centre is open and involves youth workers walking on a fixed route around the estate with the aim of engaging the most disengaged young people.

### The Cabin, Knaphill (*Voluntary group*)

Run by Volunteers and supported by WBC colleagues, the Youth café based from The Vyne runs on a Monday evening from 7-9pm, and has recently extended to an extra evening (Thursday) due to demand for extra provision in the area. Attendance figures for the period January-March 2014 saw approx. 270 young people attend over 16 sessions. The Cabin has also begun a Youth Steering group which will give the young people who attend an opportunity to have a voice on many subjects, and in time link into the Woking Youth Council.

## Surrey County Council - Local Prevention Framework (£108,750)

Following a comprehensive evaluation, the Local prevention framework was re-commissioned during 2013 with a clarified focus on the outcome of increasing the resilience of young people and reducing their risk of becoming NEET and targeted by local neighbourhood. Priorities are set locally by Youth Task Groups, fora involving Members, young people partners and stakeholders. Activities commissioned often include youth work, mentoring or counselling, although a wide range of solutions have been developed across the county.

A large proportion of provision is planned for the summer months. This means that the performance figures will rise sharply between April 2014 and September 2014 and are therefore predicted to be back on track by the end of the academic year. There have also been some reporting issues through the SCC Attendance App which have reduced the figures slightly. Surrey Care Trust and Reflex are delivering to a high level within the LPF. Eikon's delivery of the LPF will be assessed for Level 1 of the Quality Mark in September.

### April 2012 – August 2013 (*The Youth Consortium £162,500*)

Performance indicator	Agreed performance April 2012-August 2013	Actual performance April 2012-August 2013	% achieved April 2012-August 2013	RAG
Number of young people engaged in one or more hours of preventative activity	150	177	118%	

### September 2013 – March 2014 (*Eikon - £61,250*)

Performance Indicator	2013/14 performance				RAG
	Agreed performance (September 2013 - August 2014)	Expected performance for period September 2013 to March 2014	Actual performance September 2013 to March 2014	Achievement against expected performance	
Number of young people engaged in one or more hours of preventative activity	311	144	106	73.6%	
Number of young people engaged in 11 or more hours of preventative activity	249	119	46	38.7%	
Average hours of engagement* per young person**			15.0		

\*Engagement: a meaningful conversation or activity with a young person.

\*\*This measure not recorded for April 2012-May 2013

## Woking Borough Council -

### Invest in Your Success / Mosaic

Invest In Your Success was offered to all local students (aged 13-16) at participating schools, with activities tailored to the needs and preferences of individual schools across the 2013/ 2014 academic year.

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The aim of the programme was to prepare young people for the world of work and give them a better appreciation of the work place, with an emphasis on enterprise and entrepreneurship. The programme, which for the second year worked along Mosaic's national programme, included the following activities; Group mentoring, Enterprise Challenge (plus mentoring) and workplace visits. Each of these activities were supported by local business volunteers recruited, who worked with the students to develop their skills.

## Apprenticeships

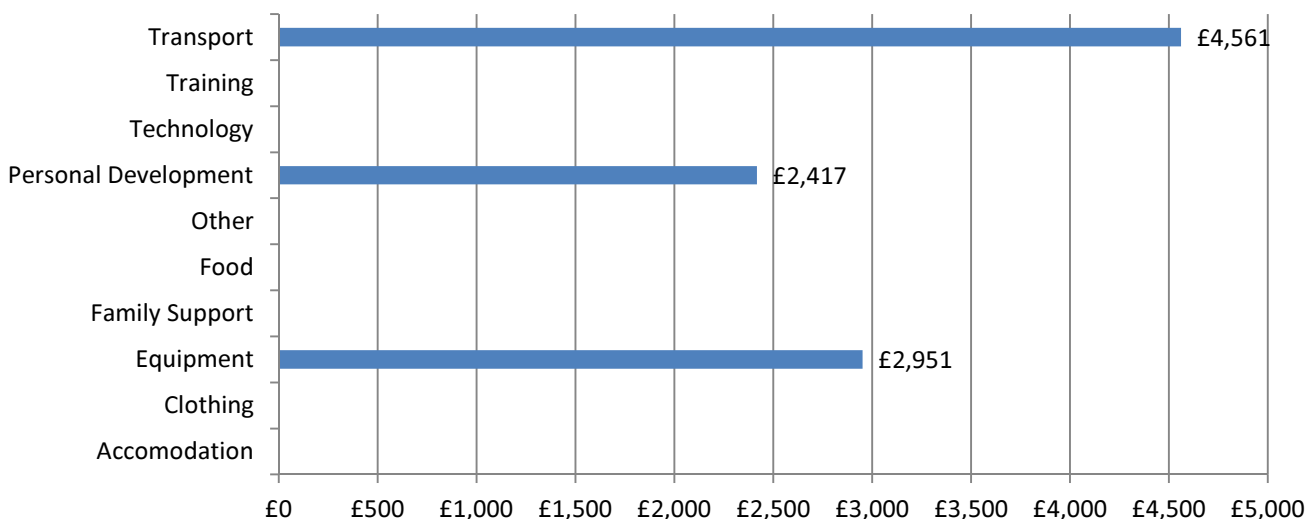
Woking Borough Council, in partnership with Surrey County Council offered local business additional grant funding of £3,000 to support them in hiring new apprentices aged 19-24 from the Borough. Business to benefit from this grant, which was additional to central government funding, included local shops, restaurants, Charities and media organisations. In total, 10 grants were available, all of which were taken by March 2014.

## Surrey County Council -

### Individual Prevention Grants (£10,000)

Individual Prevention Grants (IPGs) were introduced in Surrey in 2013/14 to remove barriers to participation for young people who are NEET or at risk of becoming NEET. Each local YSS Team had an allocated budget, set in consultation with Local Committees, to be used flexibly to respond the changing needs of young people.

**IPG expenditure by type of need**



- £9,929 of £10,000 (99.3%) of IPG funding was allocated to remove barriers to participation
- A total of 95 grants were given to young people with an average value of £105
- All IPG funding was used to address barriers in terms of 'Transport' (46%), 'Equipment' (30%) and 'Personal Development' (24%)
- 14 of 15 of the young people who were NEET during 2013/14 and received IPGs in Woking were PETE in March 2014



## Youth Small Grants (£17,000)

Youth Small Grants are available to small voluntary, community or faith sector organisations across Surrey to enable: more quality youth work to be delivered locally; more young people to participate in education, training and employment; and more young people to be kept safe from crime and anti-social behaviour. The grants were administered by Surrey Youth Focus for the first time this year.

The £17,000 allocated to Woking Local Committee for Youth Small Grants was allocated across 11 projects to support work with young people across Woking as follows:

Organisation	Project Title	Amount Allocated
1st Goldsworth Park Scout Group	Camping Tables for Scout camps sleepovers and other activities	£1,104
1st Knaphill Scout Group	Dining Shelters for Camps / Events	£ 850
1st West Byfleet Scout Group	1st West Byfleet Scout Group	£3,224
7th Woking Scout Group	Kayak replacement	£2,000
CAMHS Youth Advisers (CYA)	CYA Awards	£1,150
Horsell Tennis Club	Children's Tennis Coaching 2013	£600
iID Consortium	Moving Up	£3,925
Surrey Army Cadet Force	Tiger's Adventure	£100
The Club at old Woking	A multi-functional project which will provide varied activities for young people that reside in a pocket of deprivation within a reasonably well off area of Surrey.	£2,681
The Girls Brigade Surrey Downs District	Girls Brigade Adult Training	£166
Woking Sea Rangers	Woking sea rangers first aid training and safety equipment	£1,200
	Amount allocated	£17,000
	Amount remaining	£0

## Youth Small Grants (WBC)

Youth Small Grants are available to individuals and/or organisations residing or located within the borough for the use in developing opportunities for Young People aged 11-19yrs (25yrs if special needs). Assessed by the Youth Council, applications must result in wider community benefit with at least 50% of the grant value being match funded by the individual/organisation or from other sources.

2013/14 Grant Funding – the Youth Council agreed 9 applications over the last year, with a total amount of £3,765 funded. Some of the projects which have been funded are; equipment for various youth provisions, training for young people to become peer mentors and accredited training for young people to take part in first aid training.

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Case study example about one particularly successful Youth Small grant (SYF) for the year

### **7<sup>th</sup> Woking Scout Group – Kayak replacement**

7<sup>th</sup> Woking were funded £2,000 toward the purchase of a new fleet of 10 single seat kayaks and one two person open canoe, together with 20 safety helmets. Total cost of project £4,500. Balance of funding from other group fundraising activities.

The group had an existing fleet of 12 kayaks that had been in regular use but were over 30 years old and which had to be condemned as no longer being safe.

The scouts have a team of 7 Adult Leaders who are British Canoe Union certified, and who are also permitted by the Scout Association to lead canoeing and kayaking activities.

The grant enabled the group to complete the purchase of a new fleet of kayaks and thereby continue to offer kayaking across all sections of the group, and to effectively deliver a challenging and rewarding programme to a wide range of young persons in the local community.



## Leader's Ready for Work Programme (*£867,000 countywide*)

During 2013/14 SYP established the Leader's Ready for Work programme countywide, endorsed and part-funded by David Hodge (Leader of SCC). Building on the Transformation of SYP, the programme aimed to equip us to generate more individually tailored education, training and employment opportunities for young people that develop their employability. Achieving this has involved developing and embedding a range of new approaches, with three main examples below.

### **Re-engagement**

Surrey's re-engagement programme (Ready 4 Work) is delivered in-house by the YSS and offers a bespoke local range of activities to young people who would otherwise be NEET, equipping them with the skills, attitudes and behaviours they need to 're-engage' in education, training or employment. Whilst the local offer in each area is different, the activity is underpinned by a shared employability curriculum.

- During 2013/14 this programme has engaged 1,330 young people across the county
- At the end of March 2014, 40 young were in re-engagement provision in Woking

### **Apprenticeships**

The programme has focussed on increasing the number of Apprenticeships available to young people. As well as a number of employer engagement events and increasing apprentice recruitment by SCC and our partners, the programme has offered grants to support new employers to take on apprentices.

- 482 grants have been given to employers who are now offering apprenticeship opportunities to Surrey young people
- 51 new employers in Woking have taken on apprentices as a result

### **Employment Development Officers (EDOs)**

EDOs have recently been recruited to support the YSS to develop meaningful employment and work experience opportunities for young people who would otherwise be NEET. In the SE of the County Catch 22 have developed a similar offer and fulfil the role of EDOs in these areas. Despite starting up between December 2013 and February 2014, EDOs had already secured 43 placements by the end of March.

## Skills Centres (*Surrey Care Trust - £17,500*)

Skills Centres provide foundation learning opportunities, delivered locally from some of our youth centres, to young people who would otherwise be NEET. Contracts have been awarded for three years, with projects pump primed with funding provided by Surrey County Council for the first year of delivery. This report covers the period September 2012 to March 2014, where all programmes delivered were eligible for Surrey County Council funding. Providers were monitored not only on participation but also on learner progressions, with funding being awarded partly on a payment by results basis. Across the County the programme exceeded its engagement target of 170, supporting 174 young people.

- 9 young people attended the Skills Centre in Elmbridge against a target of 14 young people
- 56% of those who attended the Skills Centre had achieved a successful and sustained progression lasting more than 3 months to further education, training or employment at the end of March 2014

## Year 11/12 Transition (*Working Links - £60,000*)

The Year 11/12 Transition commission focuses on providing intensive support to young people in year 11 who have been identified as being at risk of becoming NEET through Surrey's partnership owned Risk of NEET Indicator (RONI). This approach identifies young people who exhibit NEET risk factors. Examples

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include being a looked-after child, having previously offended, participating in alternative learning programmes, having school attendance of less than 80% and being permanently excluded from school.

Young people are allocated a key worker from the January of year 11 and provided with mentoring to help them to identify a progression route following their compulsory schooling and then supported for the first term of year 12. National research indicates that young people are most vulnerable to dropping out of further education during the period leading up to Christmas, as they may struggle to keep up with the work or decide that they have chosen the wrong courses. This support takes a variety of forms and adopts a holistic approach to addressing the multiple barriers to participation for the young people, including homelessness, substance misuse, mental health issues and family breakdown.

- Supported 69 Woking young people in Year 11 who were identified, in partnership with local schools, as at risk of becoming NEET
- 88% success rate - 61 young people were in positive destinations at the end of January 2014

## Pathways Team (SEND)

SEND Pathways Team work with all young people who have or previously had Statements of Special Education Needs aged 14-25, fulfilling a key statutory duty of the council to support their transition to education, training and other options. In practice this means: completing statutory Learning Difficulty Assessments (LDAs), in partnership with young people their families and other professionals, which sets out the young person's needs and the support required from an educational provider so that the young person can continue to access learning; providing information, advice and guidance to young people and their families; attending and contributing to school and college reviews; and liaising with social and educational establishments to ensure young people receive a support package that meets their needs.

- Across the county the Pathways team supported more than 2,000 young people with SEND during 2013/14
- 542 of these made the transition from year 11 to year 12 in September 2013, with 87% remaining in a positive destination at the end of January 2014.

## Surrey Outdoor Learning and Development (SOLD) (£339,000 countywide)

SOLD offer outdoor learning opportunities to young people across Surrey and neighbouring areas. Many of their services are traded with other external organisations and they generated income of almost £1,050,000 in 2013/14. As well as these wider services, SOLD has been commissioned to offer local opportunities to young people who are NEET or at risk of becoming NEET in each of Surrey's districts and boroughs, relying on the YSS to engage young people.

- 5% increase in total visitors to SOLD countywide from 30,920 in 2012/13 to 32,420 in 2013/14
- 18% increase in income generated by SOLD during 2013/14
- 164 young people engaged in SOLD sessions in the NW, referred from the YSS, meaning expenditure of £19,550 against a budget of £35,000

## Youth Engagement Contract (*Working Links - £360,000 countywide*)

The Youth Engagement Contract is a countywide service, largely delivered online and is designed to ensure young people are able to access the information, advice and guidance (IAG) that they need to make good decisions at key points in their lives. The offer comprises two main elements. The first is U-Explore, an online careers and education IAG service, whilst the second is 'wearesurge.co.uk', a co-produced online platform to engage young people and provide young people information in a way that is right for them.

- 53,059 young people accessed IAG on Surge
- 16,398 young people accessed careers and education IAG on U-Explore
- 2,872 social media comments and 'likes' related to IAG content

Following user testing in 2013 Surge and U-Explore undertook a series of improvements including the addition of live volunteering and apprenticeship opportunities and over 1,000 things to do and places to go for young people in Surrey. A supplier relationship management project was completed in March 2013 with Working Links exiting the contract and Surrey signing new contracts with U-Explore and The Eleven directly. At the same time the Surge website was completely rebuilt to significantly improve the service to young people. In total the SRM project saved the council £250,000 on the Youth Engagement Contract.

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## WOKING JOINT COMMITTEE

**DATE:** 25 JUNE 2014

**LEAD OFFICER:** GARATH SYMONDS, ASSISTANT DIRECTOR FOR YOUNG PEOPLE

**SUBJECT:** CREATING OPPORTUNITIES FOR YOUNG PEOPLE: LOCAL RE-COMMISSIONING FOR 2015 – 2020

**AREA:** WOKING

### **SUMMARY OF ISSUE:**

Services for Young People (SYP) currently operates nine commissions which contribute towards the overall goal of full participation in education, training or employment with training for young people to age 19 and to age 25 for those with special educational needs or disabilities (SEND). These commissions are delivered through in-house services and external providers, where contracts were let generally for a 3 year period, all expiring in 2015.

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

### **RECOMMENDATIONS:**

#### **Woking Joint Committee is asked to:**

- (i) 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) Agree that local priorities for the newly delegated commissions within Services for Young People will be decided by the Woking Joint Committee informed by the work of the constituted Youth Task Group.

### **REASONS FOR RECOMMENDATIONS:**

This paper outlines plans to build on the successes of Services for Young People and proposes greater integration and working together for the commissioning of the Local Prevention Framework (LPF), Centre Based Youth Work (CBYW) alongside the contracts for youth work in youth centres currently let by Woking Borough Council, and potentially other more integrated commissioning with partners such as Public Health, Surrey Police and Active Surrey. It explains how Services for Young People plan to achieve its overall goal of employability for all young people.

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

### **Introduction and structure of report**

1.1 This paper covers the achievements of Services for Young People; changes proposed for the next local commissioning cycle; and the strategy and commissioning intentions and refreshed outcomes framework for 2015 to 2020.

### **Commissioning approach in Services for Young People**

1.2 Services for Young People transformed the offer to young people and the outcomes achieved through a commissioning approach, designed in the Public Value Review in 2010-2011 and launched in 2012. Services for Young People have worked closely with a range of partners in securing the achievements highlighted in section two below.

## **2. ANALYSIS:**

### **2.1 Achievements 2012 – 2014: Surrey**

- Interim data shows Surrey had the joint lowest numbers in England of young people who were NEET between November 2013 and January 2014, when last year Surrey ranked joint 25<sup>th</sup>.
- Seventh out of 152 local authorities for rate of youth custody per 1000 population in England.
- 4% increase in young people aged 16-18 starting apprenticeships since 2011 – in contrast to a decrease to a 14% in England during the same period. 622 apprenticeships generated 16-19 year olds from April 2013 to end of February 2014.
- Demonstrable positive impact on school attendance and fixed term exclusions for young people taking part in Centre Based Youth Work and Local Prevention Framework activity and in particular for those with SEND
- High proportion of young people engaged in youth centre activities that are in higher need groups – of the 7,017 in 2012/13, 37% had SEND, 20% were NEET or re-engaging, 17% were identified at risk of NEET, 16% were Children in Need, and 200 were young people who had offended.
- Reduction in out-county placements in Independent Specialist Colleges from 126 to 90 in 3 years with reduced costs, equivalent to £2million saving, and improved outcomes.

### **2.2 Changes proposed for the next commissioning cycle**

The Transformation of Services for Young People achieved significant success through the outcomes-focused approach to commissioning as demonstrated in section one. Therefore, the changes proposed at this stage are not for a radical re-shaping of a model that has achieved much in two years, but rather recommendations for adaptations to the model to respond to changes in need, policy context, young peoples' perspectives and learning from the evaluation of performance.

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



Whilst the evaluation of the current model highlighted significant successes and high levels of performance compared to other local authorities, it also sets out areas for potential further improvement. There are also drivers for change arising from the more challenging financial context for Surrey County Council and a need for a more clearly targeted approach to managing down levels of demand on statutory services through more targeted prevention, integrated with the Council's approach to Early Help.

### **2.3 Changing Needs**

A comprehensive needs assessment has been conducted linked to the Joint Strategic Needs Assessment (JSNA). This assessment, One in Ten 2014, builds on the first needs assessment, One in Ten 2010, which shaped the commissioning priorities. This has in turn, highlighted the following key issues in relation to the needs of young people that will inform future commissioning for 2015 to 2020.

- Growth in demand from increase in the population of young people by 5% over the commissioning period.
- Need for young people to have the skills and experience sought by employers so they are ready for work.
- Need for young people to be able to make informed choices on education, training and employment options.
- Increasing needs and changing patterns of need, such as increasing Autistic Spectrum Disorder (ASD), for young people with SEND.
- Growth in emotional and mental health needs of young people.
- Barriers to participation, in particular transport, lack of income and homelessness.
- Young people have negative experiences during teenage years, which then have a significant impact on their later lives.
- Many young people experience multiple and complex barriers to participation, often involving family relationship breakdown and other challenges in neighbourhoods in which they live

### **2.4 Young People's Involvement**

Young people have been closely involved in the review of current commissions and developing the proposed new outcomes. They have both highlighted the value they place on current services and identified gaps which directly relate to the outputs and outcomes that Services for Young People are seeking to achieve. In particular, young people highlighted: a need for more information, advice and guidance on opportunities in education training and employment; a broader range of courses; challenges in relation to mental health and emotional wellbeing; challenges in relation to peer pressure and bullying; family difficulties and breakdown of relationships; money and transport; and a need to have someone to talk to who understands.

### **2.5 Financial Context**

The re-commissioning for 2015-2020 also needs to address the challenging financial context for Surrey County Council and the wider public sector. Although the economy has started to improve, with increasing employment opportunities, budget pressures are likely to remain for the County Council and partners, including providers of education and training. The

## ITEM 12

Transformation of Services for Young People achieved a reduction in gross expenditure of £4.6m in 2011-2012 whilst achieving significantly improved outcomes. The scope for significant further savings is therefore limited.

### 2.6 Key Themes

Some key themes emerging from the evaluation, the more challenging financial context and changes in national and local policy context are:

- Wider integrated commissioning with key partners, specifically Woking Borough Council, but also including Public Health, Surrey Police and Active Surrey.
- Increased local delegation enabling local decision making and local involvement of young people.
- More targeted early help to reduce demand on statutory services.
- Improved quality, co-production and focus on outcomes.
- Increased value for money and evidence of impact achieved.

Based on these drivers for change, the paper now sets out the proposed changes for the commissioning model for a further five year period, from 2015-2020.

### 2.7 National and Local Policy Context

Services for Young People deliver key outcomes to improve young people's quality of life and fulfil a range of statutory duties for Surrey County Council: the duty to commission education and training provision for young people aged 16 to 19 and then up to age 25 for young people with Special Educational Needs (SEND); the duty to prevent young people's involvement in crime and anti-social behaviour; the duty to ensure adequate opportunities for young people through youth work; and to promote effective participation of young people in education, training or employment up to age 18 by 2015 as required by Raising the Participation Age.

The LPF is at the heart of SYP's commitment to localism and involves young people, elected members and wider community stakeholders in decision making in order to ensure local needs are met.

## 3. OPTIONS:

### 3.1 Strategy

In December 2010, Cabinet agreed the strategic goal for Services for Young People as employability to secure full participation for young people to age 19 in education, training of employment. On 24<sup>th</sup> July 2012, Cabinet agreed the Young People's Employability Plan 2012-2017, which set out the vision for young people's employability. It is proposed to retain that vision, with the addition of a definition of employability for greater clarity and to reflect the breadth of integrated approaches need to achieve a holistic approach to improving outcomes for young people.

### 3.2 Goal

Our goal is for all Surrey young people to be employable.

### 3.3 Definition of Employability

Employability is: 'the development of skills, abilities and personal attributes that enhance young people's capability to secure rewarding and satisfying outcomes in their economic, social and community life'. Our key measure of success will be full youth participation in education, training or employment with training age 19 by 2018.

### 3.4 Commissioning Intentions

Services for Young People's success has been achieved by using a commissioning approach that focuses on the desired outcomes for young people rather than the specifics of what is to be delivered. Commissioning intentions are developed which then in turn shape future commissioning. The commissioning intentions for the re-commissioning of Services for Young People for 2015-2020 are:

- Pathways to employment for all
- Early help for young people in need
- Integrated specialist youth support

### 3.5 Re-commissioning for 2015-2020

The outcomes framework to enable employability of young people has been refreshed, drawing on the needs analysis, evaluation of the service, young people's perspectives and work with staff and partners. The revised framework is attached as ANNEX 1. This framework will form the basis of the joint strategy for young people in Woking that is currently being developed.

Feedback was also received that there would be benefits in moving to fewer models with clearer links between them and with other services and partner organisations. It is proposed therefore, whilst building on the success of the current models, to integrate some models and reduce the overall number. Engagement with other Surrey County Council services, Woking Borough Council and their partners, staff and young people will be completed to inform an options appraisal on the alternative means of delivery and to develop business cases. These options appraisals and business cases will be go to Cabinet in September 2014.

An external evaluation has been conducted by the Institute of Local Government Studies at the University of Birmingham. The evaluation report will go to Children and Education select committee in July and to inform the development of the new operating models.

The re-commissioning is being overseen by a Project Board, chaired by the Cabinet Associate for Children, Schools and Families and with representation from the Children & Education Select Committee, Local/Joint Committees and young people. At a local level, delegated commissions will be overseen by Woking Joint Committee supported by the work of the Youth Task Group. Whilst the aligning of strategy and resources has already been agreed between SCC and Woking Borough Council, further opportunities to align commissioning with key partners will be explored as part of this process.

### 3.6 Pathways to Employment for all

This model proposes to strengthen the range of opportunities for young people in education, training and employment opportunities in Surrey. These opportunities will be informed by the needs of employers, linked to the aspirations of young people and supported by high quality impartial careers information, advice and guidance.

The model includes development of local provision for young people with SEND, with integrated support across education, health and social care, as part of an integrated arrangement from birth to age 25.

### **Key changes from previous model and benefits**

- More integrated education, training and employment pathways
- Surrey Your Next Move Guarantee of the offer to all young people in education, training or employment up to age 18
- More external funding for provision and engagement

### **3.7 Local Early Help for young people in need**

This model proposes a local, integrated commissioning approach bringing together the current CBYW and LPF resources and resources from Woking Borough Council under the joint strategy for young people and aligned with other partner resources, to achieve outcomes for young people identified as local priorities. Priorities would be drawn from the Young Peoples' outcomes framework by the expanded local Youth Task Group, working with partners. Working in close partnership with Woking Borough Council, agreements will be sought with key partners to align commissioning resources. This process could vary the allocation of resources between communities within a fixed overall allocation based on need (currently, for example, CBYW is a fixed 2FTE per centre which under this model could be flexed according to need).

A range of approaches are being explored, particularly in relation to CBYW, these include; staff secondment (current model); staff transfer; direct management in Surrey County Council; new organisation developed with staff e.g. Trust, Mutual, community Interest Company or a combination of these.

### **Key benefits**

- Greater local ownership with flexibility to respond to local need and priorities in Woking
- Joint commissioning with partners to reduce demand
- Voluntary sector involvement, use of community assets and income generation
- More integrated work between LPF and CBYW to target local needs in local areas

### **3.8 Integrated Youth Support, model description**

This model delivers a range of key outcomes and develops employability skills for some of the most vulnerable young people in Surrey. It is delivered in-house by the successful Surrey Youth Support Service, which provides integrated support for young people who are NEET, children in need, have offended or are at risk of homelessness. The model employs a casework approach to supporting young people, developing positive relationships and addressing young people's barriers to participation. This often involves working closely with other partners to provide holistic support. Proposed changes focus on increased joint working, quality of practice and options for income generation.

### **Key Benefits**

- Strengthen integration with the local early help offer and external partners.
- Opportunities for greater income generation.
- Opportunity to explore options for the development of an alternative vehicle.

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

##### **4.1 Young People's involvement**

Young people have been closely involved in the review of current commissions and developing the proposed new outcomes. They have both highlighted the value they place on current services and identified gaps which directly relate to the outputs and outcomes that Services for Young People are seeking to achieve. In particular, young people highlighted: a need for more information, advice and guidance on opportunities in education training and employment; a broader range of courses; challenges in relation to mental health and emotional wellbeing; challenges in relation to peer pressure and bullying; family difficulties and breakdown of relationships; money and transport; and a need to have someone to talk to who understands.

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

**5.1** The re-commissioning of service will provide an opportunity to address the savings included in the Medium Term Financial Plan 2014 – 2019, embed flexibility in order to meet further changes in the financial outlook of the council and improve value for money through partnership working, income generation and an emphasis on more local provision.

#### **6. RISK MANAGEMENT:**

**6.1** The project has a risk register which has identified key risks. Mitigation factors have been regularly agreed. This is reviewed by the Project Board which is made up of Elected Members, SCC officers and young people. By commissioning according to the needs of young people and by more closely integrating commissioning with partners, it is more likely that we will reduce risks to the community and provide best use of public money.

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

**7.1** Local early help will be at the heart of SYP's commitment to localism and involves young people, members of the Woking Joint Committee, Woking Borough Council and wider stakeholders in decision making in order to ensure local needs are met.

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

**8.1** An initial assessment of equalities implications has been conducted. A full Equalities Impact Assessment will be completed for the options and recommendations in the report to Cabinet in September 2014.

#### **9. OTHER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
Corporate Parenting/Looked After	Set out below.

Children	
Safeguarding responsibilities for vulnerable children and adults	Set out below.
Public Health	Set out below.
Human Resource/Training and Development	No significant implications arising from this report

**9.1 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.

**9.2 Public Health implications**

The outcomes framework has been developed with the involvement of Public Health and reflects joint priorities in young people's health and well-being.

**9.3 Sustainability implications**

The County Council attaches great importance to being environmentally aware and tackling climate change. The proposals emphasise local provision, which reduce travel and support policies on cutting carbon emissions and tackling climate change.

**9.4 Corporate Parenting/Looked After Children**

Looked After Children are identified as a priority target group in the proposed outcomes framework. The current arrangements have seen free registration onto the Duke of Edinburgh's award for looked after children, and no 'in-county' children entering the criminal justice system for the last two years. There are also record low numbers of 16-19 care leavers that are NEET.

**9.5 Safeguarding responsibilities for vulnerable children and adults**

The proposals comply with the County Council's priority for safeguarding vulnerable children and young people.

**10. CONCLUSION AND RECOMMENDATIONS:**

**10.1 Conclusion**

Re-commissioning for 2015 is designed to bring greater localism and integration and therefore provide best value in delivering outcomes for young people.

**10.2 Recommendation**

The Joint Committee (Woking) is asked to;

- (i) 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) Agree that local priorities for the newly delegated commissions within Services for Young People will be decided by the Joint Committee informed by the work of the constituted Youth Task Group.

<b>11. WHAT HAPPENS NEXT:</b>
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Further engagement from May to the end of July with partners, Local Committees or Joint Committees and Youth Task Groups, other services in Surrey County Council, staff and young people will inform the development of business cases, subject to Cabinet agreement to the models and associated proposals set out in this paper. In particular agreement will be sought from Woking Borough Council, Active Surrey, Public Health and Surrey Police for more integrated approaches to commissioning.

Following the Woking Joint Committee, the Youth Task Group will meet in the summer to review the local needs and identify local priorities from the Young People's Outcomes Framework. These local priorities will be used to inform the commissioning of local early help for young people in need.

A full business case will be brought to Cabinet for agreement in September 2014. Local commissioning would commence immediately thereafter, so that procurement processes are completed through award of contracts by 1/6/15. Giving three months lead in before new services are required from 1/9/15. This timeframe will be reviewed and confirmed after the final selection of options for delivery of the models.

**Contact Officer:**

Jeremy Crouch, Lead Youth Officer (Commissioning) for East Surrey  
Tel no: 07968 832437

**Consulted:**

The development of this report has involved wide engagement of young people, partners including the voluntary, community and faith sector, schools, colleges, training providers, health organisations and employers

**Borough Portfolio Holder**

Cllr David Bittleston

**County Council Cabinet Member**

Linda Kemeny

Clare Curran – Associate Cabinet Member

**Annexes:**

Annexe 1: Surrey Young People's Outcomes Framework

**Sources/background papers:**

Creating Opportunities for Young People: Re-commissioning for 2015 – 2020

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# Surrey Young People's Outcomes Framework

Goal	Ref	Outcomes	Ref	Outputs
<b>Employability for young people</b>	1	<b>Young people are equipped with the skills and attitudes to join the workforce</b>	1.1	Sufficient, quality education and training post-16 provided
			1.2	Successful transition made to post-16 education, training and employment
			1.3	Employability skills, attitudes and behaviours developed
			1.4	Numeracy and literacy improved
			1.5	Increased experience of the workplace
	2	<b>Young people are resilient</b>	2.1	Physical wellbeing improved
			2.2	Emotional wellbeing improved
			2.3	Mental wellbeing improved
			2.4	Social wellbeing improved
	3	<b>Young people are safe</b>	3.1	Offending and anti-social behaviour prevented
			3.2	Reduced impact of offending
			3.3	Young people's safety in communities is improved
	4	<b>Young people overcome barriers to employability</b>	4.1	Young people prevented from becoming NEET
			4.2	Reduced number of young people who are NEET
			4.3	Homelessness prevented
			4.4	Entry to the care system prevented
			4.5	Transport for young people is improved
	5	<b>Young people make informed decisions</b>	5.1	Informed decisions made about education, training and careers
			5.2	Informed decisions made about leading a healthy lifestyle
			5.3	Informed decisions made about use of free time
5.4			Informed decisions made about accessing services and support	
6	<b>Young people are active members of their communities</b>	6.1	Young people have positive role models	
		6.2	Participation in social action increased	
		6.3	Decision-making influenced by young people	
		6.4	Involvement in local democracy increased	

## Target groups

Informed by our needs assessment, there are groups of young people for whom we particularly want to improve these outcomes and reduce inequalities.

These include:

- Young people with Special Educational Needs and Disabilities
- Young people who are looked after or care leavers
- Young people who are on child protection plans and children in need
- Young people who are identified as at risk of becoming NEET
- Young people who are parents
- Young people who have caring responsibilities
- Young people from the Gypsy, Roma and Traveller communities
- Young people who have offended
- Other young people who have protected characteristics (sexual orientation, age, gender, gender reassignment, race, and religion or belief) where this leads to them facing barriers to participation



## WOKING JOINT COMMITTEE

**DATE:** 25 JUNE 2014

**LEAD OFFICER:** SARAH GOODMAN, COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER  
SUE BARHAM, STRATEGIC DIRECTOR

**SUBJECT:** JOINT COMMITTEE SUB-COMMITTEES AND TASK GROUPS

**AREA:** WOKING

### **SUMMARY OF ISSUE:**

The Joint Committee is asked to agree establishment, terms of reference and membership of its Sub-Committees and Task Groups.

### **RECOMMENDATIONS:**

#### **Woking Joint Committee is asked to agree:**

- (i) The terms of reference for the following (as set out in Annex 1):
  - a. Health and Wellbeing Sub Committee
  - b. Community Safety Sub Committee
  - c. Parking Task Group
  - d. Youth Task Group
  - e. LSTF and Future Transport Planning Task Group
  
- (ii) The County Councillor and Borough Councillor appointments to the following:
  - a. Health and Wellbeing Sub Committee (2 County and 2 Borough)
  - b. Community Safety Sub Committee (2 County and 2 Borough)
  - c. Parking Task Group (2 County and 2 Borough plus Chairman and Vice Chairman)
  - d. Youth Task Group (2 County and 2 Borough)
  - e. LSTF and Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

### **REASONS FOR RECOMMENDATIONS:**

The Sub Committees and Task Groups will enable the Joint Committee to carry out its functions in an efficient and expedient manner.

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

- 1.1 The Joint Committee is asked to consider the Sub Committees and Task Groups which should be established to support its work during the year.
- 1.2 For 2014/15 the Joint Committee is being asked to establish and agree the terms of reference of two sub committees, one covering Health and Wellbeing and other Community Safety, both of which will be decision making bodies. It is further recommended that three task groups are established to consider Youth, Parking and LSTF and Future Transport Planning, all of which will be advisory groups with the decision making remaining with the Joint Committee. The terms of reference for the recommended sub committees and task groups are set out in Annex 1.
- 1.3 The Joint Committee is asked to agree the County Councillors and Borough Councillors to be appointed to each of the sub committees and task groups.

## **2. ANALYSIS:**

- 2.1 The two recommended Sub-Committees will have delegated decision making powers as set out within the Terms of Reference in annex 1, and will enable more timely decision making and focussed discussions on community safety and health and well being issues in Woking. It is recommended that four members (two County and two Borough) are appointed to each Sub Committee. In addition to the four members appointed to each sub committee, there will also be a number of co-opted members from other organisations, as set out in the terms of reference.
- 2.2 The terms of reference for the Parking Task Group, the Youth Task Group and the LSTF and Future Transport Planning Task Group have been updated from those agreed in 2013/14 to reflect the wider remit of the new Joint Committee. It is recommended that the terms of reference are agreed, and members are appointed to each of the Task Groups as set out in the terms of reference in annex 1.

## **3. OPTIONS:**

- 3.1 The Committee can confirm the sub committees and task groups (and corresponding terms of reference) set out within the report and annex 1, consider new sub committees or task groups, or not have any sub committees or task groups. If an additional sub committee or task group is established, provisional terms of reference should be agreed.

## **4. CONSULTATIONS:**

- 4.1 The Joint Committee has been consulted. The sub committees and task groups have been proposed in response to requests from Members in relation to the workload of the Committee for 2014/15.
- 4.2 Relevant offices from both Surrey County Council and Woking Borough Council have been consulted, including officers from Legal Services. The Woking Neighbourhood Inspector has been consulted on the terms of reference of the Community Safety Sub Committee, and the terms of reference of the two sub committees have been sent to relevant officers from the NW Surrey CCG.

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

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

5.1 There are no specific financial implications arising from the recommendations. Work to support the recommendations will be undertaken within current resources.

**6. RISK MANAGEMENT:**

6.1 There are no significant risk management implications arising from this report.

6.2 The Sub-Committees will operate under the Standing Orders of the Joint Committee, which provide effective governance and oversight of the issues being considered.

6.3 The Task Groups are advisory groups, and therefore make recommendations to the Joint Committee where decisions are taken in accordance with the agreed standing orders.

**7. LOCALISM:**

7.1 The establishment of sub committees and task groups enables officers to draw upon the local knowledge of County and Borough Councillors and partners, ensuring that specific local needs and priorities are considered.

**8. EQUALITIES AND DIVERSITY IMPLICATIONS:**

8.1 There are no specific equalities and diversity implications arising from the recommendations.

**9. 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	Set out below.
Human Resource/Training and Development	No significant implications arising from this report

9.1 Crime and Disorder implications

The role of the Community Safety Sub Committee will be to act as the Community Safety Partnership for Woking. As such it will be aiming to promote crime prevention

## ITEM 13

to maintain the low levels of crime and disorder, and promote reassurance - to involve the public and work with all communities to reduce the fear of crime and provide people with a sense of safety and reassurance.

The Youth Task Group is involved in the commissioning process for the Local Prevention Framework which is aimed at preventing young people from becoming NEETs (not in education or employment) or entering the Youth Justice system.

### 9.2 Public Health implications

The Health and Wellbeing Sub-Committee will act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters in Woking within the framework of Surrey's Joint Health and Wellbeing Strategy.

## **10. CONCLUSION AND RECOMMENDATIONS:**

10.1 The Committee is asked to agree the terms of reference and membership of the two sub committees and the three task groups to enable the Joint Committee to carry out its functions in an efficient and expedient manner.

10.2 Woking Joint Committee is asked to agree:

(i) The terms of reference for the following (as set out in Annex 1):

- a. Health and Wellbeing Sub Committee
- b. Community Safety Sub Committee
- c. Parking Task Group
- d. Youth Task Group
- e. LSTF and Future Transport Planning Task Group

(ii) The County Councillor and Borough Councillor appointments to the following:

- a. Health and Wellbeing Sub Committee (2 County and 2 Borough)
- b. Community Safety Sub Committee (2 County and 2 Borough)
- c. Parking Task Group (2 County and 2 Borough plus Chairman and Vice Chairman)
- d. Youth Task Group (2 County and 2 Borough)
- e. LSTF and Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

## **11. WHAT HAPPENS NEXT:**

11.1 Meetings of the sub committees and task groups will be scheduled. The dates and times of the formal meetings of the Community Safety Sub-Committee and the Health and Wellbeing Sub-Committee will be published on the Councils websites. The Task Groups will meet in private, and Members will be advised of the dates in due course.

11.2 Terms of reference and appointments will remain as agreed until the first meeting of the Joint Committee in the new municipal year, when the Joint Committee will next be asked to review the terms of reference and membership.

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**Contact Officer:**

Sarah Goodman, Community Partnership and Committee Officer, Surrey County Council  
01483 518095

**Consulted:**

Joint Committee members, relevant officers in Surrey County Council and Woking Borough Council, Woking Neighbourhood Inspector, NW Surrey CCG.

**Borough Portfolio Holder**

Councillor Beryl Hunwicks  
Councillor John Kingsbury  
Councillor David Bittleston

**County Council Cabinet Member**

Mrs Helyn Clack

**Annexes:**

Annex 1 – Terms of Reference of:

- Health and Wellbeing Sub-Committee
- Community Safety Sub-Committee
- Parking Task Group
- Youth Task Group
- LSTF and Future Transport Planning Task Group

**Sources/background papers:**

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## **Community Safety Sub-Committee Terms of Reference**

The Community Safety Sub-Committee is a sub-committee of Woking Joint Committee. The Terms of Reference and membership of the sub-committee are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

To carry out the delegated community safety functions of Woking Joint Committee, and to act as the Community Safety Partnership in Woking.

### **Functions:**

1. To be responsible for the community safety funding that is delegated to Woking Joint Committee.
2. To provide political oversight and advice on the Community Safety functions of the Borough.
3. To assess local community safety issues, prepare a community safety partnership plan setting out the priorities and planned responses to address these issues, and monitor progress against the plan.
4. As the Community Safety Partnership for Woking, to comply with the Guidance issued by the Secretary of State under Section 9(3) of the Domestic Violence, Crime and Victims Act 2004 in respect of Domestic Homicide Reviews.
5. To provide, as appropriate, updates to the countywide Community Safety Board.

### **Membership and Voting:**

#### **Core Members:**

- Two Surrey County Councillors
- Two Woking Borough Councillors, including the Portfolio Holder for Community Safety

#### **Co-opted Members:**

- Surrey Police
- Surrey and Sussex Probation
- NW Surrey Clinical Commissioning Group (CCG)

If an issue comes to a vote, only the elected councillors will be eligible to vote. Members attending from Surrey Police, Surrey and Sussex Probation and the NW CCG will attend with delegated authority on behalf of their organisation to enable them to make decisions at the meeting in relation to the Terms of Reference of this sub-committee.

A quorum will be two elected members.

## ITEM 13

The Woking member from the Police and Crime Panel, as well as representatives from other organisations may be invited to attend the sub-committee on an adhoc basis at the discretion of the Chairman or Vice-Chairman. These representatives will be able to take part in the consideration of an item, but will not be able to vote.

### **Chairman:**

The Chairman and Vice-Chairman of the sub-committee will be elected by the members of the sub-committee annually.

The elected local authority members will be responsible for ensuring that Woking Joint Committee is updated on the work of the Sub-Committee at least twice a year, at appropriate times.

### **Operation of the Sub-Committee:**

- There will be two meetings per year of the sub-committee. One will be held in the spring, where the sub-committee will consider the Community Safety Partnership Plan, as well as looking at achievements from the previous year. The other meeting will be held in the autumn, and will monitor progress against the plan.
- Meetings will be held in public. If confidential items are discussed, these will be considered in private under part 2 of the agenda.
- Only members of the sub-committee, or invited representatives, will be able to take part in the meeting and ask questions. Questions from members of the public on community safety issues should be made through the mechanisms for public engagement established for Woking Joint Committee.
- Agenda and papers for the sub-committee will be published five working days before the meeting.
- Woking Borough Council will service meetings of the sub-committee and will publish a record of decisions taken.
- The sub-committee will be supported by POG (Partnership Officers Group), comprising officers from each of the core agencies. POG will meet on a regular basis and will produce a quarterly information report on progress made against the Partnership Plan. This report will be circulated electronically to members of the Sub-Committee, Woking Joint Committee and members of Woking Borough Council.
- Unless otherwise provided for in these terms of reference, the standing orders of the Woking Joint Committee will apply to this sub-committee subject to the Chairman's discretion to waive them.
- The Sub-Committee will remain aware of the work streams of the other Task Groups and Sub-Committee to ensure appropriate linkages and manage overlap.

### **Responsibilities of Attendees:**

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

## **Health and Wellbeing Sub-Committee Terms of Reference**

The Health and Wellbeing Sub-Committee is a sub-committee of Woking Joint Committee. The Terms of Reference and membership of the sub-committee are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

To act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy.

### **Functions:**

1. To develop, monitor and review a local plan for improving outcomes for health and wellbeing in Woking within the framework of the Countywide Health and Wellbeing Strategy. Within this to consider:
  - a. Local JSNA data to identify local priorities
  - b. Identifying actions consistent with, not limited to, the Surrey Board's priorities (see below) based on local need.
    - i. Improving children's health and wellbeing
    - ii. Developing a preventative approach
    - iii. Promoting emotional wellbeing and mental health
    - iv. Improving older adults' health and wellbeing
    - v. Safeguarding the population
  - c. To agree local outcomes based on the above as well as health impact assessments
2. To encourage and guide integrated working between key organisations, and other partnership arrangements including community safety and family support programme, to provide oversight and ownership of actions to improve health and wellbeing in Woking.
3. To identify funding opportunities to support the aims of the local action plan.
4. To provide, as appropriate, updates and linkages to the County Health and Wellbeing Board and other appropriate groups.

### **Membership and Voting:**

#### **Core Members:**

1. Two Surrey County Councillors
2. Two Woking Borough Councillors, including the Portfolio Holder for Health and Wellbeing

#### **Co-opted Members:**

3. NW Surrey Clinical Commissioning Group (CCG)
4. Surrey and Borders Partnership Trust
5. Woking Association of Voluntary Service (WAVS)

If an issue comes to a vote, only the elected councillors will be eligible to vote. Members attending from the NW CCG, Surrey and Borders Partnership Trust and WAVS will attend with delegated authority on behalf of their organisation to enable them to make decisions at the meeting in relation to the Terms of Reference of this sub-committee.

A quorum will be two elected members.

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### Advisory officers:

1. Surrey County Council Public Health
2. Surrey County Council Adult Social Care Locality Team
3. Surrey County Council Children's Service – North West
4. Woking Borough Council Strategic Director
5. Woking Borough Council Environmental Health

Other representatives may be invited to attend the sub-committee on an adhoc basis at the discretion of the Chairman or Vice-Chairman. These could include:

- CAB
- Children's Centres
- Community Development Workers
- Community safety
- Cornerhouse
- Education
- Housing
- Mosque/Woking People of Faith
- Woking Asian Business Forum
- Youth organisations

These representatives will be able to take part in the consideration of an item, but will not be able to vote.

### **Chairman:**

The Chairman and Vice-Chairman of the sub-committee will be elected by the members of the sub-committee annually.

The elected local authority members will be responsible for ensuring that Woking Joint Committee is updated on the work of the sub-committee at least three times a year, at appropriate times.

### **Operation of the Sub-Committee:**

- There will be 3 formal meetings per year of the sub-committee. In addition informal meetings may also be held.
- Formal meetings will be held in public. If confidential items are discussed, these will be considered in private under part 2 of the agenda.
- Only members of the sub-committee or invited representatives will be able to take part in the meeting and ask questions. Questions from members of the public on health and wellbeing issues should be made through the mechanisms for public engagement established for Woking Joint Committee.
- Agenda and papers for the sub-committee will be published five working days before the meeting.
- Woking Borough Council will service meetings of the sub-committee and will publish a record of decisions taken.
- Unless otherwise provided for in these terms of reference, the standing orders of the Woking Joint Committee will apply to this sub-committee subject to the Chairman's discretion to waive them.
- The Sub-Committee will remain aware of the work streams of the other Task Groups and Sub-Committee to ensure appropriate linkages and manage overlap.

### **Responsibilities of Attendees:**

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

## **Parking Task Group Terms of Reference**

The Parking Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the Task Group, which exists to advise Woking Joint Committee, are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

The Task Group will work with officers to advise Woking Joint Committee on any issues with regard to parking controls and civil parking enforcement, and discuss any proposals that require a decision through the Joint Committee.

### **Functions:**

To consider:

- The operation of on and off street parking controls and all aspects of Civil Parking Enforcement across the Borough
- The effectiveness of any new restrictions introduced
- Requests for additional or amended parking restrictions.
- Use of any surplus income for decision at the Joint Committee.
- To review the effectiveness of the discounted residents season ticket initiative as appropriate.
- Consideration of parking capacity on and off street within the borough.
- To consider the parking impacts of the school expansion programme in Woking.

### **Membership:**

The Task Group will include two county councillors and two borough councillors. The Chairman and Vice-Chairman of the Woking Joint Committee may also attend.

### **Operation of the Task Group:**

- The Task Group will advise and make recommendations as appropriate to the Woking Joint Committee and borough council - it has no formal decision-making powers.
- The Task Group will meet in private and keep a record of its actions.
- Officers supporting the Task Group will give due consideration to the Task Group's reasoning and recommendations prior to the officer writing their report to the Joint Committee.
- The Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

## **Youth Task Group Terms of Reference**

The Youth Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the task group are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

The Youth Task Group will assist and advise the joint committee in relation to youth issues and the future delivery of youth provision locally.

### **Functions:**

To recommend to Woking Joint Committee:

An Integrated Youth Strategy for Woking together with associated Annual Action Plan Joint priorities for commissioning by the borough and county council in Woking for the provision of youth work and other preventative work

Proposals for delegated funding for young people in Woking

Award of delegated youth service related commissions, including the Local Prevention Framework for Woking

An update on the Full Participation Programme and any proposed changes to priorities.

### **Membership:**

The Task Group will include four member appointees - two county and two borough councillors. In addition the Task Group could invite representatives from appropriate partners / agencies (according to agenda items), and up to four young people from the borough, all with equal status, to attend the meeting. The Task Group may also consult with other relevant members of the Joint Committee.

The Task Group will be supported by a core Officer Group made up of representatives from Surrey County Council, Woking Borough Council, Woking Neighbourhood Police Team and Health representatives.

### **Chairman:**

The Chairman of the Task Group will be an elected member, and will be nominated by the Task Group.

### **Operation:**

The Task Group shall exist to advise the Joint Committee. It has no formal decision making powers. The Task Group will:

- Unless otherwise agreed meet in private
- Develop a work programme
- Record actions,

Report back to the Joint Committee

- 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 joint committee.
- The Task Group can, should it so wish, respond to an officer report and submit its own report to the joint committee.
- The Task Group will meet up to 4 times a year, with additional meetings organised when required.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

## **LSTF and Future Transport Planning Task Group Terms of Reference**

The LSTF and Future Transport Planning Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the Task Group, which exists to advise Woking Joint Committee, are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

The Task Group will work with officers to advise Woking Joint Committee on the progress of the Local Sustainable Transport Fund (LSTF) during the year, to help develop a Local Cycling Strategy for the Borough, to advise on the further development of the Major Schemes programme for Woking, and to discuss any relevant proposals that require a decision through the Joint Committee.

### **Functions:**

- To discuss and monitor the implementation of the Local Sustainable Transport Fund Programme to March 2015. This will include:
  - Schemes
  - Community Fund
  - LSTF budget monitoring
- To discuss and advise on the development of the Local Cycle Strategy for Woking
- To discuss and advise on the further development of the Major Schemes programme for Woking
- Consideration of all aspects of longer term transport planning, within the context of any future funding opportunities that may become available

### **Membership:**

The Task Group will include two county councillors, two borough councillors, the Chairman of Woking Joint Committee and the Leader of the Borough Council.

The Task Group will be Chaired by the Chairman of Woking Joint Committee.

### **Operation of the Task Group:**

- Officers will consult the Task Group and will give due consideration to the Group's reasoning and recommendations prior to the writing the report to the Joint Committee.
- The role of the Task Group is primarily strategic. Its principal purpose is to develop a draft Local Sustainable Transport Plan for the forthcoming financial year (subject to any further funding becoming available) and monitor and review the current programme. It will also assist in the developing of a Local Cycle Strategy and the further development of the Major Schemes programme.
- Its members will therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions or wards.
- The Task Group will take into account the results of consultations and the performance of the current and previous years' work in determining work programmes.
- Recommendations to the Joint Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice from officers.
- The Task Group will meet in private and actions from the meetings will be recorded.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

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## WOKING JOINT COMMITTEE

**DATE:** 25 JUNE 2014  
**LEAD OFFICER:** SARAH GOODMAN, COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER (SCC)  
 SUE BARHAM, STRATEGIC DIRECTOR (WBC)

**SUBJECT:** FORWARD PROGRAMME

**AREA:** WOKING

### **SUMMARY OF ISSUE:**

This report has been produced so that members can review the forward programme. The reports that are currently anticipated to be received at future meetings are outlined within the report.

### **RECOMMENDATIONS:**

#### **Woking Joint Committee is asked to:**

- (i) Note and comment on the forward programme contained in this report.

### **REASONS FOR RECOMMENDATIONS:**

Having a list of items members would wish to have reported will enable a forward programme to be drawn up and for relevant officers to be invited to present to the committee.

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

- 1.1 The report sets out the forward programme for the formal meetings of the Joint Committee for the coming year.

### **2. ANALYSIS:**

- 2.1 The items on the forward programme have been added at the request of either a members or officers to enable Surrey County Council and Woking Borough Council to carry out its business under the remit of Woking Joint Committee.

**3. OPTIONS:**

3.1

**Wednesday 24 September 2014**

1. Youth Priorities for Commissioning Report
2. Highways Update
3. LSTF Travel SMART
4. Update on Pembroke Road Petition
5. Petition Response for Horsell Junior School
6. Woking Borough Transport Strategy
7. Woking Parking Review
8. Woking Parking Enforcement Report
9. Community Infrastructure Levy in Woking

**Wednesday 3 December 2014**

1. Highways Update
2. LSTF TravelSMART
3. Surrey Fire and Rescue Annual Report
4. Infrastructure Delivery Plan
5. Update and Woking Library and Byfleet Community Partnered Library
6. Family Support Programme

**Wednesday 4 March 2015**

1. Highways Update
2. Woking Town Centre Management Agreement
3. LSTF TravelSMART
4. Youth re-commissioning Report

**4. CONSULTATIONS:**

4.1 Surrey County Council and Woking Borough Council officers and members have been consulted.

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

5.1 There are no financial implications of the forward programme.

**6. RISK MANAGEMENT:**

6.1 There are no significant risk management implications arising from this report.

**7. LOCALISM:**

7.1 The reports listed on the forward programme will include details about relevant impacts on local communities within them.

**8. EQUALITIES AND DIVERSITY IMPLICATIONS:**

8.1 There are no equalities and diversity implications of the forward programme.

**9. OTHER IMPLICATIONS:**

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

**10. CONCLUSION AND RECOMMENDATIONS:**

10.1 The Committee is asked to note the forward programme contained in this report.

**11. WHAT HAPPENS NEXT:**

11.1 The forward programme in this paper will be used in preparation for the next committee meeting. This is a flexible forward programme and all items are subject to change.

**Contact Officer:**

Sarah Goodman, Community Partnership and Committee Officer, 01483 518095

**Consulted:**

Joint Committee members and Surrey County Council and Woking Borough Council officers

**Borough Portfolio Holder**

Councillor John Kingsbury

**County Council Cabinet Member**

Mrs Helyn Clack, Cabinet Member

**Annexes:**

None

**Sources/background papers:**

None

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of the Local Government Act 1972.

ITEM 16

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