



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 – 8.50pm

Wednesday, 3 December 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 Graham Chrystie, Pyrford
Cllr Gary Elson, West Byfleet
Cllr Beryl Hunwicks, Horsell West
Cllr Tina Liddington, Hermitage and Knaphill South
Cllr Liam Lyons, Mount Hermon West
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



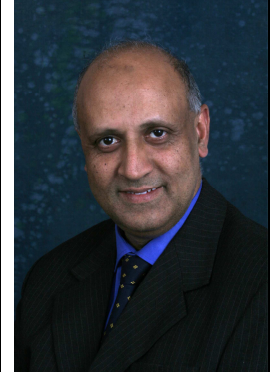


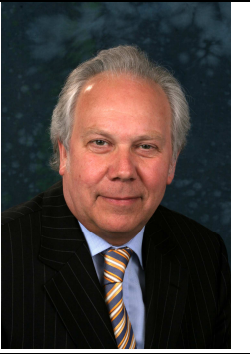








Sign a petition

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
Tel: 01483 518095

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

For councillor contact details, please contact Sarah Goodman
Community Partnership and Committee Officer 01483 518095 sarah.goodman@surreycc.gov.uk or
visit www.woking.gov.uk or www.surreycc.gov.uk/woking

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

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, www.surreycc.gov.uk/webcasts). The images and sound recording may 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 and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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 or 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 ONE

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES OF PREVIOUS MEETINGS

(Pages 1 - 26)

To approve the minutes of the meeting held on 24 September 2014 and the special meeting on 22 October 2014 as a correct record and agree that the Chairman signs the minutes.

3 DECLARATIONS OF 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

No petitions have been received.

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 (12 noon on Thursday 27 November).

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 (12 noon on Thursday 27 November).

EXECUTIVE ITEMS

7 SURREY FIRE AND RESCUE ANNUAL REPORT 2013-14 (Pages 27 - 42)

[Paul Kenny/Steve Dean]
(Approximate starting time 6.50pm)

To update the committee on the major strands of activity being undertaken within Woking area by the Surrey Fire and Rescue Service teams based at Woking Fire Station.

8 COMMON CLOSE PETITION RESPONSE (Pages 43 - 46)

[Andrew Milne]
(Approximate starting time 7.10pm)

To receive the response to the petition received on 24 September 2014 asking for a reduction in the speed limit of the A3046 Chobham Road.

9 WHITE ROSE LANE PETITION RESPONSE (Pages 47 - 52)

[Andrew Milne]
(Approximate starting time 7.20pm)

To receive a response to a petition received on 25 June 2014 asking for a 20mph speed limit to be introduced in White Rose Lane.

10 HIGHWAYS UPDATE (Pages 53 - 62)

[Andrew Milne]
(Approximate starting time 7.30pm)

To update the committee on highways schemes within the borough, and to agree the highways programme for 2015/16.

11 LOCAL SUSTAINABLE TRANSPORT FUND (WOKING AREA) (Pages 63 - 90)

[Paul Fishwick]
(Approximate starting time 7.50pm)

To update members on the LSTF capital programme and to consider proposals for bus clearways as well as Business Travel Forum applications

12 COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE ARRANGEMENTS (Pages 91 - 108)

[Douglas Spinks/Jeni Jackson]
(Approximate starting time 8.10pm)

To agree the governance arrangements for the Community Infrastructure Levy in Woking.

13 INTEGRATED YOUTH STRATEGY

(Pages 109 -
120)

[Sue Barham/Jeff Papworth/Jeremy Crouch]
(Approximate starting time 8.25pm)

To approve the priorities of the Integrated Youth Strategy

14 FORWARD PROGRAMME

(Pages 121 -
124)

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

To note the forward programme of the Woking Joint Committee.

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Minutes of the meeting of the
Woking JOINT COMMITTEE
 held at 6.00 pm on 24 September 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 Graham Chrystie
- * Cllr Gary Elson
- * Cllr Beryl Hunwicks
- * Cllr Tina Liddington
- * Cllr Liam Lyons
- * Cllr John Kingsbury (Vice-Chairman)
- * Cllr Mazaffar Ali

* In attendance

33/14 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Mr Ben Carasco.

34/14 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the last meeting held on 25 June 2014 were agreed and signed.

35/14 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

36/14 PETITIONS [Item 4]**Petition A: Health care facilities in Byfleet Village**

In accordance with Standing Order 14.1 Mrs Amanda Boote presented this petition on behalf of local residents. The petition contained 1078 signatures and was worded as follows:

ITEM 2

We, the undersigned, would like Health Care facilities brought back to Byfleet village.

The key issues that residents raised are set out below:

- Within Byfleet there are 3,700 households, and a third of the residents are either under 10 years old or over 65 years, and there are currently no healthcare facilities in the village.
- A questionnaire was sent to all households in the village, and the main request that came back was for a medical centre to be provided. This was particularly the case for the 40 plus age group.
- The closest medical facility is over two miles away in West Byfleet, which is too far to walk and is not safe to cycle. Residents feel that the medical practice in West Byfleet is struggling to cope, and parking is a particular issue in and around the medical practice. Buses are infrequent and follow the commuter route, so often get caught in traffic. It was felt that the provision of a health care facility in Byfleet would also help relieve some of the traffic problems in the area.
- The lack of provision is particularly difficult for the elderly, and the provision of mobile doctors or a district nurse in Byfleet would help enable older people to stay in their homes for longer.
- The demographics of Woking show an ageing population, and there is a projection for 350 new homes in Byfleet which will add more pressure to the existing infrastructure.

The Chairman gave the following response. Following on from the question that was put to the Joint Committee on 25 June 2014 from Mrs Farrant on the same issue, the Vice Chairman of the Joint Committee wrote to the Surrey County Council Cabinet Member for Public Health and Health and Wellbeing Board as requested. We have been advised to forward the residents' concerns to the Surrey and Sussex Area Team of NHS England, who oversee healthcare for Surrey and Sussex, and commission primary care services (GPs, dentists, optometrists and pharmacists) as well as Public Health screening and immunisation programmes. The residents' petition will also be forwarded to the Area Team for their consideration.

The County Divisional and Borough Ward members were fully supportive of the petition. They agreed that access to the West Byfleet practice was an issue. It was also noted that a nursing service used to be provided at St Mary's Day Centre, and asked whether this could be re-instated?

It was noted that the Joint Committee would be updated on the response from the Surrey and Sussex Area Team at the first available opportunity.

Petition B: Road safety/speeding near Common Close

In accordance with Standing Order 14.1 Mr Les Adcock presented this petition on behalf of local residents. The petition contained 59 signatures and was worded as follows:

We the undersigned residents of Common Close, Horsell wish to appeal that the speed limit along the A3046 Chobham Road past the junction of our Close be reduced from the current 50mph and instead continue at 30mph as it is up to the roundabout just before our Close (junction with Shores Road) and for

the 50mph to then commence at the next roundabout (junction with Littlewick Road) where the road is straight.

Over many years there have been shunts into the rear of cars waiting to enter the Close from the Chobham side and the worst was on Wednesday 27 March 2013 when a waiting car was hit by a car coming round the bend from Chobham resulting in a driver having to be cut out by emergency services and the road closed for a lengthy time.

The lack of warning triangles from either direction of the presence of a junction with a side roads add to the danger.

We have tried to no avail to convince Surrey County Council of the danger and hope that your new committee will be more sympathetic.

Mr Adcock presented the petition and explained that there have been a number of back end shunts over the years, which have got worse since the speed limit was raised to 50mph. Residents find it difficult to turn right out of Common Close, and some turn left and do a u turn further along the road. Replacement of warning signs is urgent. In addition residents would like the speed limit reduced and some of the vegetation pruned to improve sight lines.

The following officer response was given:

We have a signing scheme in hand to enhance the signing in the vicinity of Common Close, although it has taken longer to draw up and complete than had been hoped. It is anticipated that the signage will be in place by end of December 2014.

Our personal injury collision database shows that in the last 3 year period, two collisions have taken place at the Chobham Road / Common Close junction resulting in 5 slight injuries. No record is kept of "damage only" collisions in which no personal injury is sustained. In addition, 2 collisions have taken place in the vicinity of the Chobham Road / Cheapside junction which resulted in 2 slight injuries, although excess speed was not cited as a factor in any of these collisions.

We do not have any speed data for this length of road and have not carried out an assessment against the County Council's speed limit policy. We cannot therefore say if a 30mph speed limit would be appropriate for this section of Chobham Road but it could be added to our programme of works for this assessment work to be carried out. However, it is worth stressing that if the speed limit was reduced, no repeater signs indicating the lower limit could be displayed and the existing 30mph speed limit entry signs on Chobham Road close to the mini-roundabout junction with Shore's Road and at the entrance to Common Close, would have to be removed. No repeater signs would be allowed due to the presence of a system of street lighting and it should be noted that where this situation exists a short distance away in Kettlewell Hill, there are on-going issues with non-compliance with the 30mph speed limit, which could be expected in the vicinity of Common Close.

It was clarified that Common Close was within Woking North Division. It was agreed that the existing speed would be checked in line with the SCC Speed Limit Policy in consultation with Surrey Police.

ITEM 2

37/14 WRITTEN PUBLIC QUESTIONS [Item 5]

Five 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 2: Mr Makowski explained that he was representing 17 houses in Berkeley Gardens and Woodlands Road, all of whom would like to be included within the CPZ, and he did not think that the answer answered the question.

Mr Curl explained that Woodlands Road had been looked at for possible inclusion in the CPZ, and officers had made several visits to the area. Officers' view was that the level of parking does not warrant inclusion in the CPZ, but double yellow lines would be help mitigate the problem.

Question 4: Mr Galea asked for the anomaly for the inclusion of Pembroke Gardens to be addressed, and also queried why more weight has been given to the unaffected inner households.

Mr Curl confirmed that Pembroke Gardens was not included in the traffic order, and therefore is not within the CPZ. The consultation response showed that 8 out 15 houses were against inclusion. As there was no consensus the recommendation is to not include it within the CPZ but to continue to monitor the situation.

38/14 WRITTEN MEMBER 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. Supplementary questions and responses are recorded below:

Question 1: Cllr Morales explained that the road junction at the end of Coniston Road is dangerous as priority is given to traffic travelling along a side road. Could consideration be given to changing this or provide additional signage?

Mr Milne agreed to consult the traffic engineer to see what could be possible. It was agreed that a site meeting would be arranged to look at the issue.

Question 2: Mr Forster asked for clarification regarding the second part of his question as to whether the company have been requested to use a smaller vehicle.

A written answer would be provided outside the meeting.

39/14 2014 WOKING PARKING REVIEW [Item 13]

The Chairman brought this item forward, and pending further discussions, with the agreement of Councillors, the item was deferred to a special meeting of the Woking Joint Committee which would take place at 6pm on Wednesday 22 October 2014.

RESOLVED

The Woking Joint Committee agreed to defer the report for consideration at a special meeting of the Joint Committee to be held at 6pm on 22 October 2014.

40/14 CREATING OPPORTUNITIES FOR YOUNG PEOPLE - EARLY HELP [Item 7]

Jeremy Crouch and Sue Barham introduced the report which updated the Joint Committee on current performance and set out for approval the local priorities for Local Prevention in Woking.

As Woking YMCA has ceased trading, Eikon now manage Lakers and Sheerwater youth centres on behalf of The Youth Consortium. The property works are progressing well, and it was noted that the costings for the tap included all the associated alterations, pipework and testing. Work has started on the Integrated Youth Strategy and a draft will be considered by the Youth Task Group in advance of formal approval by the Joint Committee in December 2014.

Mrs Kemeny noted that Cabinet had approved the new model for re-commissioning services.

Member comments:

Members were very pleased with the progress that has been made to date. During discussions, the following comments were made:

- Knaphill is another neighbourhood that Members would like including as a priority for Local Prevention this year. The data for Byfleet shows there is currently an issue which could be addressed through Local Prevention. Priorities for Local Prevention will be re evaluated every year.
- Mr Forster asked about the amount of funding that Surrey County Council and Woking Borough Council has put into the YMCA over the years, and also asked about the future of the building. A response to the funding question would be answered outside the meeting. No decision has yet been made about the longer term use of the building.
- A response would be provided to Mrs Kemeny outside the meeting regarding the use of Woking Youth Arts Centre.

RESOLVED

Woking Joint Committee agreed:

- (i) To approve the local priorities (Annex 1), to be considered by providers, focusing on the identified needs of Woking and the geographical neighbourhoods prioritised by the Youth Task Group with the addition of Knaphill.

(Note that approval is subject to approval of the Services for Young People model by Cabinet on 23 September 2014)

- (ii) To note the update regarding commissioned youth services in Woking.

ITEM 2

- (iii) To note the update regarding the Integrated Youth Strategy.
- (iv) To note the changes to the council scheme of delegation which provides increased decision making to local commissioning in relation to youth work and Surrey Outdoor Learning and Development (SOLD).
- (v) To note the update regarding SCC's Youth Centre estate.

41/14 PROGRESS REPORT ON WOKING LIBRARY REFURBISHMENT (2012) AND BYFLEET COMMUNITY PARTNERED LIBRARY [Item 8]

Members welcomed the report and the work of the staff within the flagship library in Woking.

Member comments:

- Concern was expressed about a change of policy since the refurbishment regarding the display of information/leaflets from community groups, and members asked for this to be taken up with officers and for a response to be provided outside the meeting.
- A request was made that the decision to remove the music scores from Woking library be revisited. This would be raised and a response provided outside the meeting.
- Members were delighted at the progress made at Byfleet Library and the service that the volunteers give to local residents.
- Mr Wilson requested additional data on book issues at Byfleet which would be provided outside the meeting.

RESOLVED

Woking Joint Committee noted the report.

42/14 ROAD SAFETY OUTSIDE SCHOOLS REPORT: HORSELL C OF E JUNIOR SCHOOL [Item 9]

Rebecca Harrison introduced the report which set out possible measures which could be taken to address road safety issues outside Horsell Junior School following the presentation of a petition to the Joint Committee. This was one of the first schools to be assessed using the new Road Safety Outside Schools Policy following its ratification by Cabinet in July 2014. The Policy deals with parental perception of risk as well as actual risk. It was noted that recommended measures would need to compete with other highways schemes in Woking.

Public comments:

- It was noted that this process is available for schools countywide, but will need be carried out within the resources of a small team.
- The lead petitioner thanked the committee for the report.

Member comments:

- Pleased that the schools are involved in the process and that they have to be seen to want to help themselves.

The recommended highway measures would help to reduce traffic speeds and reduce antisocial parking and so would improve the road environment to encourage more walking, scooting and cycling to school. A successful increase in these modes would contribute to fewer car journeys and less motor vehicle congestion. The recommended school travel plan and road safety education improvements would also help to improve road safety and reduce reliance on the car for the school journey.

RESOLVED

Woking Joint Committee agreed that:

- (i) Horsell Junior School will be asked to undertake additional school travel plan and road safety education activities. This will include take up of Teaching Assistant Pedestrian Awareness Skills courses, Park SMART and the setting up of a walking bus. The school will be supported in these activities by the county council's Sustainable Travel Team.
- (ii) The highway improvement proposals presented within this report are added to the Woking list of possible future highway improvements, and are prioritised alongside other schemes using the "CASEM" countywide scheme assessment process. This will take into account the likely effect of the proposals on congestion, accessibility, safety, economy and future maintenance liabilities.

43/14 HIGHWAYS UPDATE [Item 10]

Andrew Milne introduced the report which updated the committee on highways schemes within the borough.

Public comments:

- It was clarified that the lead petitioners were invited to the site meeting regarding Pembroke Road traffic calming.

Member comments:

- The amount of funding transferred to Runnymede is included on the financial spreadsheet for drainage which is circulated to members.
- Junction improvements for the junction of Blackhorse Road and Saunders Lane are currently being designed.
- Signs covered in vegetation should be reported through the SCC website.
- The date for works to take place on Robin Hood Road will be clarified outside the meeting,
- There is a dip in the road by the junction of Barnby Road and Robin Hood Road which needs to be looked at.
- The Vicarage Road site may be deferred until 2015/16.

RESOLVED

Woking Joint Committee agreed to:

- (i) Note the progress with the ITS highways and developer funded schemes, and revenue funded works for the 2014/15 financial year

ITEM 2

- (ii) Note progress with budget expenditure
- (iii) Note that a further Highways Update will be brought to the next meeting of this Committee.

44/14 PROPOSED AMENDMENTS TO THE BOROUGH COUNCIL OF WOKING (WOKING TOWN CENTRE) (TRAFFIC REGULATION) ORDER 1994 [Item 11]

Member comments:

- Members requested an update on the signage relating to cycling through the town centre as soon as practicable.

RESOLVED

Woking Joint Committee agreed that:

- (i) Proposed amendments to the Borough Council of Woking (Woking Town Centre) (Traffic Regulation) Order 1994 to prevent vehicles proceeding along Commercial Way between Chapel Street and Cawsey Way junctions 24 hours / 7 days a week be advertised.
- (ii) Any objections to the proposal will be reviewed by the Area Team Manager, Neighbourhood Services Business Manager, following consultation with the Chairman, Vice Chairman and Members of the Committee; and
- (iii) Following the advertisement of the amendment to the TRO, to implement it subject to no irresolvable objections.

45/14 ON STREET PARKING ENFORCEMENT REPORT [Item 12]

Geoff McManus introduced the report which updated the committee on on-street parking and enforcement.

Public comments:

- In response to a comment it was noted that village centres do get less enforcement than the main CPZ areas. The five minute observation period is consistent across Surrey.

Member comments:

- Members requested that safety around schools and takeaways were also highlighted as an issue within the reasons for recommendations.
- Mr Kemp suggested that the surplus monies could be used to fund an extra member of staff for enforcement. This was seconded by Mr Hussain. In response Mr McManus explained that he would be able to do this within existing resources.
- Members asked for clarification as to why shops charged an extra 30p for vouchers.

- Discretion is used when enforcement officers are working near faith events – parking still needs to be safe.
- Officers are looking at a pay by phone system which could be used alongside vouchers.

Proposals for the parking surplus would be discussed at an informal meeting to be held on 22 October 2014, and will be brought to the formal meeting on 3 December for further discussions and approval.

RESOLVED

Woking Joint Committee noted the report and requested that road safety outside schools and takeaways were also highlighted as issues.

46/14 OPERATION HORIZON UPDATE [Item 14]

Jane Young and Jason Lofty introduced the report which updated the committee on Operation Horizon. It was noted that roads found to have a high level of tar content would be deferred to the first quarter of next year – an update would be circulated to members of the committee early in the New Year.

Public comments:

In response to a question on the deferral of Queens Road, Knaphill and the current state of the road, it was noted that the County Council has a statutory duty to keep the road safe, and this will continue to be the case.

Member comments:

Responses to comments made are as follows:

- The permit for Old Woking Road was turned down, and is now in the programme for the first quarter of next year.
- Flooding issues on Robin Hood Road roundabout will be sorted before the road is resurfaced.
- Hook Heath Road is programmed in for 12 November 2014.
- Contractors have been taken to task over the lack of communication in relation surface dressing. Members were also concerned about the use of surface dressing in urban areas.
- Permits are currently being requested for the first quarter of next year for roads which have been deferred.
- Assurance was requested that flooding problems on Lock Lane have been addressed and will be monitored.
- A problem with one of the Newark Bridges would be looked at.
- The remaining section of Bassett Road will be done under a specialist concrete programme after April. Further details will be circulated to members when available.
- A small section of Shackleford Road needs urgent attention.

RESOLVED

Woking Joint Committee noted the report

ITEM 2

47/14 LOCAL SUSTAINABLE TRANSPORT FUND: UPDATE, BUS CLEARWAYS AND BUSINESS TRAVEL FORUM [Item 15]

A correction was noted to Annex D page 165 – the number in the column for proposed bus cage action should read 24/7.

RESOLVED

Woking Joint Committee agreed to:

- (i) Note the LSTF (Woking) capital programme for the remainder of 2014/15 (annex A)
- (ii) Agree that the bus stop clearways as set out in annexes B and D on the “St Johns” and “route 91” bus corridors are introduced at the existing bus stops as shown on plans in annexes C and E.
- (iii) Agree that £62,000 be allocated to the proposed projects for 2014 from the existing LSTF Business Engagement budget (annex F) as set out below:
 - a. West Byfleet Station Cycle Parking (£25,000)
 - b. Basingstoke Canal Improvements (£22,000)
 - c. Cycle Parking Facilities at All Access (£500)
 - d. Peacocks Transport Media Screen (£10,000)
 - e. Electric Vehicle pop-up road shows (£2,500)
 - f. Electric Vehicle Information Pack for Surrey (£2,000)

48/14 WOKING BOROUGH LOCAL TRANSPORT STRATEGY AND FORWARD PROGRAMME [Item 16]

Paul Fishwick introduced the report and gave a presentation to the committee.

Public comments:

In response to a comment it was noted that the Chief Executive has advised officers have explored options for improving movement for local traffic at critical junctions on the A322 in Woking. Understandably as options may affect private property these are not yet available for wider discussion and some may be ruled out as impractical. The options will now be modelled and updated with additional traffic measurements, which will be done later this year after the surfacing work and diversions are completed, to ensure that any proposals brought forward are capable of implementation within a reasonable timescale, preferably before the completion of Brookwood Farm. Cllr Kingsbury has asked the Chief Executive to ensure that the Joint Committee receives a report on the proposals before the end of this Municipal Year. He has advised that he will ensure this happens but that the report may need to

be considered in a private session if, as expected, the solutions require the acquisition of some private land.

RESOLVED

Woking Joint Committee agreed to:

- (i) Approve the Woking Borough Local Transport Strategy and Forward Programme (see Annex 1), and its suggested objectives.

49/14 COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE ARRANGEMENTS [Item 17]

Jeni Jackson introduced the report.

Member comments:

Members were concerned at the lack member oversight in the proposal and requested further discussions with officers regarding the governance and requested that this takes place before the item is brought back to a future meeting of the Joint Committee.

During discussions it was confirmed that funding collected would be spent in line with the approved Regulation 123 list. Before the list was agreed, stakeholders were consulted, and the list stands until it is reviewed. The role of the Joint Committee would be to inform the Head of Planning as to how CIL monies should be spent in accordance with the 123 list. CIL must be spent on infrastructure to support new development.

The Chairman requested that Borough Solicitor be invited to attend the Committee when this is next discussed to give a brief introduction setting out what the Joint Committee can and cannot do in relation to CIL.

RESOLVED (by a vote of 9 for and 3 against)

Woking Joint Committee agreed to defer the report for consideration at a future meeting of the Joint Committee.

50/14 JOINT COMMITTEE SUB-COMMITTEES AND TASK GROUPS [Item 18]

RESOLVED

Woking Joint Committee agreed:

- (i) The County Councillor and Borough Councillor appointments to the following:
 - a. Community Safety Sub Committee (4 members including at least one Borough Councillor and one County Councillor)
 - Beryl Hunwicks (B)
 - Graham Chrystie (B)
 - John Kingsbury (B)
 - Will Forster (C)

ITEM 2

- b. Youth Task Group (2 County and 2 Borough)
 - Linda Kemeny (C)
 - Colin Kemp (C)
 - Derek McCrum (B)
 - Beryl Hunwicks (B)

51/14 FORWARD PROGRAMME [Item 19]

The Chairman was asked to look at the agenda and workload of future meetings, and to consider replacing an informal meeting with a formal meeting.

RESOLVED

Woking Joint Committee noted the report

Meeting ended at: 9.45 pm

Chairman

Notes from open public questions

Question 1: Mrs Pauline Marshall

Could the diversions and 7.5 tonne lorry ban in relation to the works on the A322 in Surrey Heath be clarified?

Andrew Milne understood that a decision was made to keep the HGVs on the A322 as the works were being carried out overnight, therefore there was no diversion of HGVs or removal of the lorry ban, but he would confirm this in writing outside of the meeting.

Question 2: Mr Tahir Aziz

There has been no mention of resurfacing roads in Maybury and Sheerwater including Balmoral Drive, Lambourne Crescent and Bassett Road. In addition Alpha Road and Princess Road have not yet had their yellow lines put back. There is also an issue with a strip between Pyrford Road and Princess Road – when will this strip be removed?

The Chairman agreed that a response would be provided outside the meeting.

Question 3: Mr Tahir Aziz

There is an issues with Anti Social Behaviour and drug dealing in Maybury and Sheerwater, and a number of burglaries in the last few months. Would it be possible to provide CCTV in the locality?

The Chairman agreed that a response would be provided outside the meeting.

Question 4: Cllr Melanie Whitehand

Is there any more detail on what will be implemented in Warbury Lane?

Andrew Milne explained that the width restrictions were being redesigned as the previous ones kept getting damaged.

Question 5: Cllr Louise Morales

Some students are going round the roundabout outside Woking College the wrong way. Would it be possible to put in an extra set of chevrons and no entry signs to remind people?

Andrew Milne agreed to get the signage assessed to see if it would be beneficial.

ITEM 2

Question 6: Cllr Louise Morales

The last 20 yards of Shackleford Road is full of pot holes – is there any timescale for this works to be done?

The Chairman noted that she had asked for this stretch to be done under Operation Horizon and would speak to Cllr Morales outside the meeting.



WOKING JOINT COMMITTEE

DATE: 24 SEPTEMBER 2014
SUBJECT: WRITTEN PUBLIC QUESTIONS
DIVISION: WOKING

1. Question from Mr Hartley

Will the Committee recommend now the painting of yellow lines in the road across all entrances with dropped kerbs and by at least 3 metres to either side of those entrances to all properties on both sides of Woodlands Road and Berkeley Gardens?

All members of the Committee should please be made aware that Woodlands Road is the first road West of West Byfleet village which is not within the CPZ. It is used by commuters who are not prepared to park their cars at the Railway Station or within the village where parking fees are charged. Vehicles are frequently parked so close to the entrances of properties in Woodlands Road (and sometimes across them) that the sightlines of residents driving out onto the road are so obscured that they have to move too far into the road before being able to see traffic coming from either direction. This situation is likely to cause a traffic accident and the Councils must be made aware of it. I have lived in Woodlands Road for many years and the indiscriminate parking has become noticeably worse over the last few years particularly in relation to entering and exiting individual driveways.

Answer from Chairman on behalf of the committee:

Double yellow lines should only be introduced on roads where the parking of vehicles is inhibiting the flow of traffic movements up and down a street leading to congestion on a regular basis.

Such situations occur on junctions, narrow roads, intersections and roads with high volumes of through traffic, together with town centres and around hospitals, railway stations and other community facilities. Introducing double yellow lines across individual property entrances is not the correct use of this road marking.

Woodlands Road itself is fairly wide, with low through traffic volumes during the majority of the day and can accommodate some parked vehicles safely. The amount of vehicles and where they park in Woodlands Road will be monitored over the next year. If the number of vehicles parking does continue to increase and they do start to inhibit traffic flow and cause congestion then additional yellow lines will be proposed

in next year's review over suitable lengths of the road in order to combat the problems.

Residents of Woodlands Road and Berkeley Gardens are reminded that if a vehicle is parked adjacent to part, or all of their dropped kerb, civil enforcement officers from Woking Borough Council can be called and the offending vehicle may be issued with a penalty charge notice. Also if vehicles are parking across a driveway so it is not possible to exit, the local police can be called to deal with the obstruction.

2. Question from Mr Ian Makowski

The residents and rate payers of Woodlands Road and Berkeley Gardens, West Byfleet want to be included in the 2014 Surrey County Council CPZ review, for implementation in 2015 to the West Byfleet CPZ scheme and we appeal the decision taken by Councillor Richard Wilson to the committee at the 25th June meeting that no action should be taken at this time to include Woodlands Road and Berkeley Gardens in the CPZ scheme.

Background :

- We are the first roads west of the town centre of West Byfleet where parking is free with no time restrictions.
- For a small narrow road we have anything up to 30 cars plus per day and over night parked on both sides of the road. The vast majority of the cars are parked at the Old Woking Road end of Woodlands Road.
- The parked cars belong to all day rail commuters, West Byfleet commuters and Marist School employees with Marist school parents also parking for pick up and drop off.
- The houses at the end of Woodlands Road leading onto Old Woking Road are finding it difficult to exit their driveways because cars are parking both sides of the road leaving only a single lane open. Cars are also parking very close to their exits making it very difficult for line of sight to see on coming vehicles and to get onto the public highway. This has been highlighted to WBC and to our local councillors.
- The roads are not being cleaned by Serco as their operators cannot get to the road surface to clean it due to the parked cars.
- It has been agreed that the junction with the Old Woking Road and Woodlands Road is a safety issue as highlighted to the committee on the 25th September 2013 in the Council chamber. The recommendation for yellow lines by the end of 2013/beginning 2014 was put to the Chair by David Curl, Surrey County Council Roads which was minuted but nothing has happened to date.
- Also at this meeting on the 25th September 2013, David Curl said to the Chair that Woodlands Road and Berkeley Gardens would be considered for inclusion in the 2014 SCC CPZ review. See attached minutes, Question 2 from Ian Makowski and the minuted response which is below from the 25th September 2013 Council meeting and as yet nobody from Surrey CC Roads has contacted Ian Makowski to discuss the issue.

Residents in Woodlands Road and Berkeley Garden in West Byfleet have noticed an increase in numbers of cars parking on the road, especially near the Old Woking Road and would like parking restrictions to be considered for the next parking review, and also consideration being given to including the roads in the West Byfleet CPZ.

Response: David Curl confirmed that this will be considered in the 2014 review, and team will contact the resident as part of the review.

Response: Richard Wilson asked for consideration to be given to doing something about the parking sooner than the next review."

On the 22nd May 2014, Peter Wells, Surrey County CC Surveyor and a WBC Enforcement officer visited the site with Councillor Richard Wilson. A recommendation was made for 50 metres approximately, subject to survey, for double yellow lines on one side of the road only.

As rate payers we wish that our roads be now included and made part of the West Byfleet CPZ scheme. Precedents have already been set with Elmstead Road and Oakcroft Road (two roads to the east of Woodlands Road) as these roads were included in the CPZ after the initial CPZ area was set up due to residential parking problems suffered by commuter parking. 100% of the residents in the affected roads are willing to sign a petition to have both Woodlands Road and Berkeley Gardens as part of the existing West Byfleet CPZ scheme. We have the support of our local Councillors, Richard Wilson and Graham Chrystie to this. As to cost, this should not be a issue, as it will not cost much more to put single yellow lines in both roads plus occasional parking bays as it is to put double yellow lines in. For an enforcement officer to check that Woodlands Road and Berkeley Gardens are being enforced as part of the CPZ is no issue, as the person who does this patrol by vehicle in Oakcroft Road, then turns into Coldharbour Road, then into Woodlands Road, the next adjacent road. As to a resident survey, this is not required, because 100% of the residents are willing to sign a petition now to make this happen.

Therefore, given the above, we now want WBC and Surrey CC to have our roads included in the 2014 Surrey CC Roads CPZ review and that this is implemented in 2015 to the West Byfleet CPZ scheme.

Answer from Chairman on behalf of the committee:

At the local committee meeting on the 25th September 2013, the Parking Team agreed to look at the parking situation in Woodlands Road and Berkeley Gardens as part of the 2014 Woking parking review.

Following a site meeting on the 22 May attended by a Parking Team Officer, the local County Councillor and Parking Manager from Woking Borough Council the outcome of this review is that we do not consider it necessary to include Woodlands Road in the West Byfleet CPZ. The reasons for this are:

Woodlands Road is wide enough to allow parking on one side and still maintain unrestricted access for through traffic. Current parking levels are relatively low and concentrated at the Old Woking Road end. The road is used for school run parking by some parents from The Marist Roman Catholic Primary School, who have limited alternative places to park. Residents generally have ample off street parking and do not need to park on the road and so would not need to purchase either resident or visitor permits

However, we do think that there should be double yellow lines on both sides of Woodlands Road with the junction of Old Woking Road where more parked vehicles are congregating, to keep this area clear and improve safety.

In terms of street cleansing, we can liaise with Woking to arrange a suitable times for the sweeper to visit or if necessary impose temporary parking restrictions to provide better access for maintenance work.

We will continue to monitor the situation in Woodlands Road/Berkeley Gardens and if the situation changes, we will consider additional restrictions in future parking reviews.

3. Question from Kirsten Platz

First of all lots of compliments about Woking as it is a great place to live. I am writing to you as I am a mum of two boys, aged 12 and 15 years of age, who attend the International School of Surrey at Old Woking Road. We live at Lytton Road and my sons have to cross Maybury Hill via the Ridge each morning in order to get to their school and from the roundabout at College Road through to Maybury Inn there is not one single pedestrian crossing installed whereas beyond ASDA at Monument Road there are not less than 5 or 6 pedestrian crossings. I am very worried about my children's safety each morning when they ride on the bikes because people drive fast at Maybury Hill even though a sign has been put up in order to reduce people's speed. The problem is though that nobody seems to keep the speed at 30 miles per hour. There is quite a lot of families living in the Ridge and Honey End with children and quite a few from the International school so I went around and asked the other residents if they thought that installing a pedestrian crossing at the end of the Ridge would be good idea and I have collected quite a lot of signatures which I enclose with this email (26 signatures).

I think asking for a pedestrian crossing is quite a modest request and especially if it could help improve the road safety for children and adults. Furthermore, I encourage my children to exercise and stay healthy and additionally I think being able to travel to school on your own is great freedom to provide for your children.

Answer from Chairman on behalf of the committee:

We are aware of the issue of speeding vehicles on Maybury Hill and we have an item on our work programme for speed reducing measures along the road. Although there have been no personal injury collisions involving pedestrians trying to cross Maybury Hill, the speed of some of the vehicles combined with the volume of traffic using the road when school children might be trying to cross could make this a difficult and potentially hazardous undertaking. It is possible that the provision of a crossing could be included as part of a "speed reducing measure" scheme. Alternatively, it could be added as a separate item on our work programme. In either case, the cost would be significant as the vehicle speeds clearly indicate that a signal controlled crossing would be appropriate rather than a zebra crossing.

No work has yet been undertaken to determine where a pedestrian crossing could be located and we are aware that the footways along Maybury Hill are relatively narrow in places. However, it seems likely that a crossing could be accommodated somewhere between The Ridge and Shaftesbury Road, taking into account the vertical alignment of Maybury Hill between those two points.

4. Question from Alex Galea

Pembroke Gardens was included within the boundary (plan attached) of the original extension of the Woking Controlled Parking Zone Area 5 but yellow lines were never painted in the close. As the residents of Nos 1,2, 7 and 8 (who have lived in the close long enough) were not consulted, they are asking **why Pembroke Gardens was left out**. If this was due to a **deliberate decision**, details would be appreciated. If the **omission was inadvertent**, we are reasonably expecting the Committee to discuss the **correction** of the anomaly of Pembroke Gardens being the only road in the area with no parking restrictions.

Answer from Chairman on behalf of the committee:

To the best of our knowledge and the information available, the Woking controlled zone was introduced over the years 1989 - 1992. Unfortunately there are no recorded minutes to explain why Pembroke Gardens was left outside of the scheme boundary or whether the residents were or were not consulted about this decision at the time.

Between 6 June and 4 July 2014, the County Council undertook a consultation exercise with the eight properties in Pembroke Gardens asking if households wanted the boundary changed so Pembroke Gardens would be included in Area 5 of the Woking CPZ. The results of the consultation can be read in the Woking parking review report Section 4.1 on page 94. In order to have made a recommendation to include Pembroke Gardens in the Controlled Parking Zone, it would have been necessary for a clear majority to have been in favour, which is not the case.

To try and broker a resolution the local county councillor arranged a face to face meeting with the residents of Pembroke Gardens. With an equal number of householders for and against changing the current situation, no consensus has been achievable during the time period of this years Woking parking review. Therefore the decision reached on this occasion is to monitor the parking situation over the next parking review cycle.

5. Question from Joyce Bianconi

The petition for this crossing was discussed at the December 2012 meeting of the Local Committee. A consultation was then undertaken between May and August 2013 and the results of the consultation presented to the September 2013 Local Committee meeting, where the project was approved. The original timetable, as put forward in the Consultation document, was for the detailed design of the crossing, road safety audit, legal notice and programme works to be undertaken during winter 2013/14, with introduction of the new crossing on A3046 Chobham Road Woking in Spring 2014.

There is no sign of the crossing so far, so I would like to ask what the current situation is, and when the crossing is now scheduled to be installed.

Answer from Chairman on behalf of the committee:

I refer to item 15 LSTF update, bus clearways and business travel forum. Annex A relates to the LSTF capital works programme (page 163) and under cycling the A3046 Chobham Road is listed. This provides a works start of late autumn 2014.

This is still on schedule and at the last programme meeting it has been scheduled to start in November.



WOKING JOINT COMMITTEE

DATE: 24 SEPTEMBER 2014
SUBJECT: WRITTEN MEMBER QUESTIONS
DIVISION: WOKING

1. Question from Cllr Louise Morales, Woking Borough Council

Could I ask the committee to change the road priorities in Rydens Way Old Woking back to how they were before the new development as the current arrangement is very dangerous driver behaviour and daily near miss accidents.

Could I also ask if the bus stop at the end of Rydens Way could be moved the other side of the road so that passengers do not have to wait less than 1m from residents windows which is causing distress to both residents and bus users.

Answer from Chairman on behalf of the committee:

The Rydens Way housing development was granted planning permission with a revised road layout, included as part of the development. This road layout was subsequently constructed by the developer, under a highway agreement with the county council.

The safety of the revised road layout was reviewed under the county council's three stage road safety audit process - at planning, then on submission of the developer's detailed road design and then post construction. The stage 3 audit was carried out on 12 February 2014. These audits have not highlighted any in-principle problems with the altered estate road design or construction. Consequently, it is not feasible or reasonable under the terms of the highway agreement to require the developer to undertake highway reconfiguration works.

It is appreciated that it may take time for drivers to get used to the amended layout; there is little point in monitoring driver behaviour as the layout has passed safety audit. The Highway Authority has not been made aware of any personal injury accidents to date.

The Rydens Way housing development included three bus stops. The bus stop being questioned is located at the east end of the development scheme. This bus stop was constructed by the developer, under a highway agreement with the county council.

As part of normal checking of the planning application layout, then the developer's detailed highway design, and finally the constructed highway works, the county council has ensured that the bus stop meets normal requirements. Consequently, it

is not feasible or reasonable under the terms of the highway agreement, to require the developer to undertake the bus stop relocation works.

This was a "difficult" bus stop to agree, if a more appropriate location in the vicinity could be identified during the design/planning process then it would have been. The Joint Committee is asked to indicate if it wishes to apply the SCC bus stop re-siting policy this would result in a site visit with relevant officers - Travel & Transport Group, Highways, WBC, Surrey Police, local member(s) - to identify an alternative location. Assuming a location is found a short consultation with any affected frontages would take place, the scheme would be costed and a funding source would need to be identified. If no alternative can be found, there is no funding available or objections are received to the alternative then the stop would remain.

2. Question from Mr Will Forster, Surrey County Council

- a) In order to support the expansion of Westfield Primary School, Surrey County Council agreed to widen the Hoebrook Close entrance of the school and Adult Education Centre to remove a traffic bottleneck that was causing safety concerns.

Please can the Council confirm when this entrance will be widened? Can the Council confirmed the reason for the delay?

- b) Despite Westfield Primary School's location off the narrow road of Bonsey Lane, the school is expanding to meet the growing demand for school places.

I understand that the County Council employs the services of a transport company to help children from a wider area and outside my division get to and from school. This company seems to use large coaches for this purpose, which in Bonsey Lane causes congestion to both local residents and school traffic. Coaches have been seen to mount and park on the pavement, and block the road by performing multi point turns.

Will the Council agree with me that this is far from helpful and ensure that providers of school transport should always hold the highest possible safety standards? Will the Council also ensure that in future the providers of school transport for Westfield Primary School will only use medium size coaches?

Answer from Chairman on behalf of the committee:

- a) We are informed by our Building Surveyor at SCC who is leading on this project that the project has been tendered and SCC are looking to be in contract shortly. The widening of the gate, which is the focal pinch point, is expected to be carried out in the October half term however the widening of the actual road will take a little longer (2-3 weeks after that) so will run into term time. Pupils and parents will be separated from works and traffic management will be in place throughout. Following the widening of the road, speed bumps will be installed during a weekend to avoid any further disruption to the school and Adult Services currently using the site.
- b) There are circa 20 passengers requiring transport to Westfield this year - a little less than last year despite the additional class. This issue came to our attention a while back so we did make contact with the company providing

the transport who were using a vehicle with a much larger capacity than necessary. This was raised with the company prior to the summer holidays and they have now purchased a new 22 seat coach which is smaller and more appropriate for this journey and is currently in use.

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DRAFT

Minutes of the meeting of the
Woking JOINT COMMITTEE
 held at 6.00 pm on 22 October 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 Graham Chrystie
- * Cllr Gary Elson
- * Cllr Beryl Hunwicks
- * Cllr Tina Liddington
- Cllr Liam Lyons
- * Cllr John Kingsbury (Vice-Chairman)
- * Cllr Mazaffar Ali

* In attendance

52/14 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Mr Colin Kemp, Cllr Graham Chrystie and Cllr Liam Lyons.

53/14 DECLARATIONS OF INTEREST [Item 2]

There were no declarations of interest.

54/14 2014 WOKING PARKING REVIEW [Item 3]

David Curl introduced the report which set out the 2014 Woking Parking Review.

Public comments:

- Mr Makowski thanked David Curl, Peter Wells, Mr Richard Wilson, Cllr Gary Elson and Cllr Graham Chrystie on behalf of the residents of Woodlands Road. Residents were very grateful that they had been listened to, and their requests had been fulfilled.
- Mr Galea also thanked officers and Mrs Liz Bowes on behalf of the residents of Pembroke Gardens.

ITEM 2

Member comments:

- Cllr Ali requested that consideration be given to removing yellow lines outside 63-79 Arnold Road. This was agreed by the committee and would be reviewed with the Chairman, Vice Chairman and Divisional member and added to the review if appropriate.
- Members asked whether restrictions around Raglan Road would affect school parking.
- Members requested that parking around St John's Memorial Hall be considered in the next parking review.
- Members also expressed their thanks to David Curl and Peter Wells for all their work on this parking review.

RESOLVED

The Woking Joint Committee agreed that:

- (i) the proposed amendments to on-street parking restrictions in Woking as described in this report and shown in detail on drawings in annex A are agreed and they further agreed to delegate authority to the Parking Strategy and Implementation Manager to add the removal of the yellow lines from 63-79 Arnold Road in consultation with the Chairman, Vice Chairman and Divisional Member.
- (ii) the joint committee allocates £17,000 from the Woking parking surplus as detailed in paragraph 5.1 of this report to proceed with the introduction of the parking amendments.
- (iii) the intention of the county council to make an order under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on street parking restrictions in Woking as shown on the drawings in annex A with the addition of the amendment in (i) is advertised and that if no objections are maintained, the orders are made.
- (iv) if there are unresolved objections, they will be dealt with in accordance with the county council's scheme of delegation by the parking strategy and implementation team manager, in consultation with the chairman/vice chairman of this committee and the appropriate county councillor.

Meeting ended at: 6.20 pm

Chairman



WOKING JOINT COMMITTEE

DATE: 3 DECEMBER 2014
LEAD OFFICER: PAUL KENNY, GROUP COMMANDER, SURREY FIRE AND RESCUE SERVICE

SUBJECT: SURREY FIRE AND RESCUE SERVICE ANNUAL REPORT 2013-14

AREA: WOKING

SUMMARY OF ISSUE:

The attached report outlines the major strands of activity being undertaken within Woking area by the Surrey Fire and Rescue Service (SFRS) teams based at Woking Fire Station.

The report contains information on the various activities undertaken by the Borough team to reduce the risk from fire, water and road traffic incidents to the residents of Woking Borough, including direct contact, public education programmes and campaigns.

RECOMMENDATIONS:

Woking Joint Committee is asked to:

- (i) Recognise the achievements of the borough teams within Woking Borough and support their commitment to improve initiatives to reduce risk and make Woking Borough safer through the delivery of the borough/station plan
- (ii) Note the targets and initiatives set within the Woking Borough plan for 2014/15 and support the Fire and Rescue Service in the delivery of this plan

REASONS FOR RECOMMENDATIONS:

SFRS dedicate a great deal of time in supporting the safety of members of Woking. It is important to appreciate that need and themes of initiatives will change to meet targeted need throughout the year for which continued support throughout the year is essential to allow maximum effect.

1. INTRODUCTION AND BACKGROUND:

1.1 Surrey Fire and Rescue Service report annually to the Woking Joint Committee. The annual report for 2013/14 is appended as Annex 1.

2. ANALYSIS:

2.1. The report contains information on the various activities undertaken by the Borough team to reduce the risk from fire, water and road traffic incidents to the residents of Woking Borough, including direct contact, public education programmes and campaigns. The report shows that Woking has succeeded in achieving targets throughout the year with the exception of one indicator. It is unfortunate that the one indicator is that of a fatal fire. Following analysis of incidents there can be no specific trends or patterns found.

3. OPTIONS:

3.1 This report is for information.

4. CONSULTATIONS:

4.1 The internal management team of Surrey Fire and Rescue are consulted on the Woking Station Plan.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 The work is undertaken within mainstream resources.

6. RISK MANAGEMENT:

6.1 Surrey Fire and Rescue Service aim to minimise risk to the population within all areas of their role. This report is for information.

7. LOCALISM:

7.1 SFRS will continue to identify areas of vulnerable people, carrying out Home Fire Safety Visits with the aim of reducing fires and increasing awareness of actions to take in the event of fire.

7.2 We will continue to work with community leaders to improve our awareness of cultural needs, improving partnership working

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

8.1 SFRS will always support the Equalities Act 2010

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 There has been continued positive work by the Surrey Fire and Rescue Service in Woking. The Joint Committee are asked to:

- (i) Recognise the achievements of the borough teams within Woking Borough and support their commitment to improve initiatives to reduce risk and make Woking Borough safer through the delivery of the borough/station plan
- (ii) Note the targets and initiatives set within the Woking Borough plan for 2014/15 and support the Fire and Rescue Service in the delivery of this plan

11. WHAT HAPPENS NEXT:

11.1 Surrey Fire and Rescue Service will continue to keep members updated through the Community Safety Sub-Committee.

11.2 Demolition of the new site for the fire station should be completed by the end of December 2014. The building works for the new fire station are expected to commence in January 2015 with completion expected by April 2016.

Contact Officer:

Steve Dean, Woking Borough Commander – 01737 242444

Consulted:

Surrey Fire and Rescue Officers.

Borough Portfolio Holder:

N/A

ITEM 7

County Council Cabinet Member:

Mrs Helyn Clack

Annexes:

End of year report 2013/14 including Surrey Fire and Rescue Service – Woking Station Plan 2014/15

Sources/background papers:



MISSION

To provide a professional and well supported Fire and Rescue Service which reduces community risk in order to save lives, relieve suffering, protect property and the environment

*Surrey Fire and Rescue
Joint Committee Report*

April 2013 – March 2014

Completed by

Assistant Group Commander Steve Dean

Borough Manager

Woking

Contents

MISSION	1
KEY ISSUE	3
SUMMARY	3
OFFICER RECOMMENDATIONS	3
WORKING STATISTICS.....	4
REPORTING AGAINST IDENTIFIED TARGETS	5
NUMBER OF FATALITIES DUE TO PRIMARY FIRES	5
FIRE SAFETY PROTECTION ACTIVITIES.....	5
COMMUNITY FIRE PREVENTION	5
SAFEGUARDING REFERRALS	6
VOLUNTEERS SERVICE	6
COMMUNITY RISK REDUCTION	7
COMMUNITY ENGAGEMENT	7
WHAT HAPPENS NEXT	9

KEY ISSUE

- 2.1 This report outlines the major strands of activity being undertaken within Woking area by the Surrey Fire and Rescue Service (SFRS) teams based at Woking Fire Station.

SUMMARY

- 3.1 The report contains information on the various activities undertaken by the Borough team to reduce the risk from fire, water and road traffic incidents to the residents of Woking Borough, including direct contact, public education programmes and campaigns.

OFFICER RECOMMENDATIONS

The Woking Joint Committee is asked to:

- 4.1 Recognise the achievements of the borough teams within Woking Borough and support their commitment to improve initiatives to reduce risk and make Woking Borough safer through the delivery of the borough/station plan.
- 4.2 Note the targets and initiatives set within the Woking Borough plan for 2014/15 and support the Fire and Rescue Service in the delivery of this plan.

WOKING STATISTICS

Within Service/Borough Target		
Close to Service/Borough Target		
Above Service/Borough Target - Action Required		
Key Performance Indicators for 2013/14	2013/2014	2012/2013
Percentage of Fires attended in dwellings with no smoke detection fitted	Service Target < 38%	Service Target < 38%
	13%	7%
No of fatalities due to primary fires	Service Target 7	Service Target 7
	1	1
No of injuries arising from accidental dwelling fires	Borough Target 4	Borough Target 4
	3	6
No of false alarms caused by AFA's (automatic fire alarms)	Borough Target 125	Borough Target 125
	107	95
No of calls to malicious false alarms attended	Borough Target 14	Borough Target 14
	8	10
No of deliberate Primary & Secondary Fires (excluding vehicles)	Borough Target 93	Borough Target 93
	46	53
No of deliberate vehicle fires	Borough Target 14	Borough Target 14
	2	3
No of calls to fires attended - primary	Borough Target 117	Borough Target 117
	91	99
No of calls to fires attended - Accidental fires in dwellings	Borough Target 51	Borough Target 51
	38	49
Percentage of accidental dwelling fires confined to room of origin	Borough Target >91%	Borough Target >91%
	97%	94%
No of fires in non domestic premises	Borough Target 17	Borough Target 17
	14	18
No of HFSVs (Home Fire Safety Visits) Visits to Risk Households	Service Target % at Risk >60%	Service Target % at Risk >60%
Total Visits	129 (69%)	152 (57%)
	187	266

REPORTING AGAINST IDENTIFIED TARGETS

Number of Fatalities Due To Primary Fires

- 6.1 Unfortunately in this reporting period there was one fire fatality within the Borough. This was an incident in Meadow Way, West End on 03.02.2014. (Incident number 0021114)
- 6.2 The fatality was a male aged 56 who sadly died of his injuries in hospital on 05.02.2014. The individual lived alone at the premise. The cause of the fire was attributed to a candle. There was no smoke alarm fitted in this premise.
- 6.3 This was the one accidental dwelling fire not confined to the room of origin during the reporting period.

FIRE SAFETY PROTECTION ACTIVITIES

7.1

Figures for 2013/14	
Prosecutions	0
Prohibition Notice - Formal	0
Enforcement Notice - Formal	0
Licensing Consultations	21
Building Regulation Consultations	122

COMMUNITY FIRE PREVENTION

- 8.1 We will undertake intelligence-based Home Fire Safety Visits (HFSV), in the areas most in need of this service, using the provided data and local knowledge to target this work. Currently a target of 60% is expected for our crews to reach vulnerable people and the most at risk from fire in our communities. SFRS will work closely with Adult and Social Care teams to ensure the following are targeted.
- Adults over the age of 65 (Worse at 75)
 - Individuals who live alone
 - Individuals with Mental Health illnesses, including Dementia & Memory Loss
 - Individuals with disability and mobility difficulties
 - Individuals who are either Alcohol or Drug dependant
 - Individuals who smoke (The above will be compounded if coupled with smoking)

8.2

2013/2014	2012/2013
Service Target % at Risk >60%	Service Target % at Risk >60%
129 (69%)	152 (57%)
187	266

SAFEGUARDING REFERRALS

9.1 The Service works in collaboration with Social Services to ensure vulnerable adults/children are identified and care action plan is formulated.

2013/2014	2012/2013
Totals	Totals
30	19

VOLUNTEERS SERVICE

10.1 Our Volunteers assist firefighters in prevention and education activities. The volunteers work alongside the firefighters delivering crucial safety information to the general public at a wide variety of events, from Open Days to Public Events, and also delivering Home Fire Safety visits to the general public. Our volunteering scheme has proved to be highly successful and we have a high number of volunteers out in the community assisting our firefighters in delivering safety information, as a result we have managed to reach more households and importantly, more vulnerable people. Within the Woking borough volunteers have supported fire station open day which also raised funds for the firefighter's charity. They have played a supportive role with the targeted HFSVs ensuring that the most vulnerable individuals are approached to ensure they are safe in their homes from fire related issues.

10.2 If you know of anyone who would be interested in becoming a volunteer for the service please can you provide this link for them which gives you all the information you need to know about being a [Surrey Fire Volunteer](http://www.surreyfirevolunteer.org). (www.surreyfirevolunteer.org)

COMMUNITY RISK REDUCTION

Community Fire Prevention

- 11.1 Woking operational firefighters have played an active part in the reduction of wildfire incidents within the Borough, working closely with Land Management Companies, Range Wardens & other stakeholders to reduce the risk of wildfires.
- 11.2 This included wildfire and water awareness days and operational patrolling in areas such as Horsell Common, Sheets Heath Common & Pirbright Ranges at high risk times, including bank and school holidays to assist the rangers in busy periods. Additional work is being carried out across the Service with a dedicated Wildfire Officer to improve wildfire procedures, policies and training.
- 11.3 Despite welcomed lower operational activity, internal work has still been prioritised to update fire plans of commons and to identify tracks suitable for certain fire service vehicles. This information is gathered and placed onto the mobile data terminals on each appliance to give the operational crews access to the most up to date information on each particular risk.
- 11.4 Woking crews have attended various mini targeted campaigns identifying streets where the residents are deemed to be at a higher risk of fires.
- 11.5 Woking crews engage with local businesses to reduce the risk of arson related incidents. Regular visits to premises within the Borough identify any issues relating to poor housekeeping and potential opportunities for an arsonist.

COMMUNITY ENGAGEMENT

Education

- 12.1 The Services education team currently attends Special Educational Needs schools to deliver fire safety advice.

Number of Schools	Number of Pupils
2	48

Junior Citizens

- 12.2 Woking Borough continues to support the Junior Citizens initiative.

Number of Days	Number of Pupils
12	967

Firewise Scheme

12.3 The Service has a successful referral scheme aimed at young people who have shown an interest in fire setting. Firewise advisors work with the young, with their parents or guardians present, to make them aware of the potential consequences of their actions. Through education, the advisors aim to address fire setting behaviour and reduce the likelihood of the young experimenting with fire in the future.

Woking Borough	
Number of Referrals	3 referrals, 7 visits to premises

Youth Engagement Scheme

12.4 Youth Engagement Scheme is an innovative scheme run by the Service with support from partners such as the Youth Support Service, Brooklands College. (Public service tutors) The aim of the scheme is to divert young people from anti-social behavior and youth crime.

Woking Borough	
Total Number of Referrals	1
Total Number Started	1
Total Number Graduated	1

Safe Drive Stay Alive

12.5 The Services main aim has always been to reduce the injuries and deaths of young people aged 16-25. This is achieving through various activities, mainly Safe Drive Stay Alive.

Woking Borough	
Number of Pupils	669 attended

WHAT HAPPENS NEXT

13.1 Members asked to support the Station(s) plan for 2014/2015 (appendix 1)

Members asked to recognise good performance by Woking personnel in 2013/2014

LEAD OFFICER: Paul Kenny, Group Commander

TELEPHONE NUMBER: 01737 242444

E-MAIL: paul.kenny@surreycc.gov.uk

CONTACT OFFICER: Steve Dean, Assistant Group Commander

TELEPHONE NUMBER: 01737 242444

E-MAIL: Steve.dean@surreycc.gov.uk

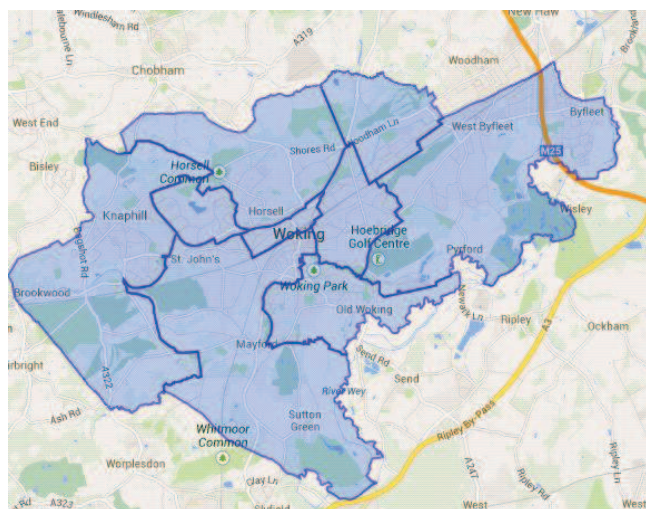
BACKGROUND PAPERS: Woking Borough Plan 2012/2013
SFRS Public Safety Plan.
Web: www.surrey-fire.gov.uk

File Ref: Woking Borough Report April 2013 - March 2014	Owner: Steve Dean Assistant Group Commander Woking
Date of Issue: 29/09/2014	Version Number: 4
Consulted: Yes	

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Woking



Our Mission:

To provide a professional and well supported Fire and Rescue Service which reduces community risk in order to save lives, relieve suffering, protect property and the environment. *Russell Pearson – Chief Fire Officer*

Our Priorities for 2014/15

- To communicate clearly with our staff and the public to ensure our plans, aims and objectives are clearly understood and we deliver the highest possible quality of service
- To ensure that our personnel are able to provide the best service possible to the public in an emergency situation by ensuring that sufficient focus is placed upon maintaining and improving operational competence / skills
- To make our communities safer through a range of community safety initiatives, working in partnership wherever possible
- To optimise the use of our resources by targeting them appropriately based on analysis of all the information available to us
- To ensure our personnel project the professional image that SFRS requires and the public expects

How We Will Make This Happen

Woking station personnel will support the Surrey Fire and Rescue mission through the delivery of their local station plan. These will include:

- *Ensuring all personnel are well briefed and informed*
- *Following a risk based approach we will target demographic groups or geographic areas to reduce fires in the home*
- *Making the most vulnerable people in Woking safer*
- *Reducing the risk of arson in business premises*
- *Reducing the number of water related deaths and injuries*
- *Educating young people to make them safer from fire*
- *Engaging with partners and the community to deliver improved community cohesion and sharing of facilities; focussing on consolidating core fire-fighter skills, command competence and gathering effective risk information in order to make our firefighters safer when responding to operational incidents*

Page 41

What difference will this make by 2015?

- Through joint prevention initiatives we will have provided early intervention and contributed towards reducing the number of incidents we attend
- We will have delivered community fire prevention advice to “at risk” groups (people over 65, and people with mental health, alcohol, drug, mobility difficulties or people who smoke) and vulnerable adults to support them to live in their community more independently for longer. Our staff will be better informed about dementia and domestic abuse.
- We will have increased the ownership of smoke detectors. People will be more aware of the need to have the correct type of detector in the right location. Our communities will be more informed of the risks from fire, specifically around cooking and electrical safety.
- Our full time and part time fire-fighters will be supported by Surrey Fire Volunteers to deliver community fire safety initiatives.
- Operational surveys will have provided information to support decision making by incident commanders to resolve incidents more effectively. Operational surveys will also support safe systems of work on the incident ground to reduce the risk of injury to emergency responders and the public.
- By working flexibly our teams will have contributed to deliver a balanced budget.
- We will have completed skills checks to provide assurance that the core skills of our teams provide them with the competence and confidence to deliver high quality services. Our teams will have participated in training events, exercises and table top scenarios to test their operational readiness and command competence.
- Our workplaces will be safer and our workforce healthier. By promoting safe behaviours and safe habits our people will be healthier and our workplaces safer. This will result in
 - A reduction in the overall number of workplace safety events and associated days lost,
 - A reduction in the number of vehicle collisions,
 - 80% of all safety event investigations completed within the agreed timescales
- We will have provided support to managers and staff to return to work and reduce the amount of time lost to sickness.

2013/14 Performance Information

- Service performance against the response standard*:
critical incidents **80.76%** non-critical incidents **97.21%**
- Total number of calls (West Area)*:
AFD – **2359** dwelling fires - **331** other property fires - **13**
non property fires - **131** road traffic collisions - **488**
special services – **665**
- Number of fire deaths and injuries (Countywide)*: **170**
- Number killed or seriously injured in RTCs (Countywide): **213**
- Number of community safety visits (Countywide)*: **3357**
Progress against % at risk groups*: **69%**
- Number of operational surveys undertaken(West Area): **339**
- Number of days lost to absence(West Area):
Short term – **747**
Long term - **2051**
- Number of workplace safety events (Service): **138**
- The number of Service vehicle collisions: **34**
- Safety event investigations completed within the agreed timescales(Service): Target – 80%, Q1,Q2,Q3 – **46%**

*2012/13

ITEM 7

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WOKING JOINT COMMITTEE

DATE: 3 DECEMBER 2014
LEAD OFFICER: ANDREW MILNE, AREA TEAM MANAGER

SUBJECT: COMMON CLOSE, HORSELL – PETITION RESPONSE

AREA: HORSELL EAST & WOODHAM WARD / WOKING NORTH

SUMMARY OF ISSUE:

A petition was received by the Woking Joint Committee at its meeting on 24 September 2014 asking for the speed limit on the A3046 Chobham Road, in the vicinity of its junction with Common Close, to be reduced from 50mph to 30mph. The petition contained 59 signatures.

A number of personal injury collisions have occurred at the junction and residents find it difficult to turn right out of the road.

RECOMMENDATIONS:

Woking Joint Committee is asked to note the report.

REASONS FOR RECOMMENDATIONS:

This length of road has been included in a package of speed limit assessments that will form part of the Joint Committee's ITS work programme during the 2015/16 financial year. The speed limit will be assessed with a view to reducing it if appropriate.

A scheme for enhanced signing along this length of Chobham Road has been ordered and should be in place before the end of the calendar year.

1. INTRODUCTION AND BACKGROUND:

1.1 The A3046 Chobham Road runs north from Woking towards Chobham. The first 1300m, between its junction with Victoria Way and a point just north of the mini-roundabout junction with Shores Road is subject to a 30mph speed limit. From the mini-roundabout to beyond the borough boundary, the speed limit is 50mph.

1.2 Chobham Road is a busy road and gaps in traffic to allow vehicles to exit Common Close can be limited, particularly for vehicles wishing to turn right.

1.3 Before submitting their petition, a number of residents had written to the Local Highway Team as a result of which a scheme for improved signing in the vicinity of

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www.surreycc.gov.uk/woking

ITEM 8

Common Close was drawn up. There was previously no proposal for a reduction in the speed limit, although this was added to the ITS work programme following receipt of the petition. This item is ranked 18th out of 65 schemes on the programme.

1.4 This report is for information only.

2. ANALYSIS:

- 2.1 No speed survey has yet been undertaken in the vicinity of Common Close to determine current vehicle speeds on Chobham Road and no assessment has been carried out against the County Council's speed limit policy.
- 2.2 Since the beginning of 2011, ie the last 3 full years plus the current year to date, there have been 2 personal injury collisions at the Chobham Road / Common Close junction. These resulted in a total of 5 slight injuries, 4 of which occurred in the collision on 27 March 2013 that is referred to the petition. Both collisions involved vehicles turning right into Common Close and being hit from behind.
- 2.3 In the same period one other personal injury collision took place near the junction with Cheapside and involved a single pedal cycle and no other vehicle.
- 2.4 All other collisions in the vicinity took place within the 30mph limit apart from one, which took place in Shores Road opposite the access to Sandy Track Car Park.
- 2.5 The number of damage-only collisions is unknown as only those collisions that result in personal injury are recorded.

3. OPTIONS:

- 3.1 A scheme for enhanced signing in the vicinity, including yellow backed junction warning signs with distance plates, has been ordered and should be in place by the end of the calendar year.
- 3.2 The ITS work programme for next year includes a package of speed limit assessments in a number of roads in Woking Borough. The length of Chobham Road from the point where the 50mph limits starts near Shores Road to the roundabout junction with Littlewick Road is one of the roads to be assessed. The road will need to be assessed against the County Council's speed limit policy before it is known whether a 30mph speed limit is appropriate.
- 3.3 If a 30mph limit is appropriate, the necessary legal procedure to introduce the lower limit will be carried out. However, it is important to note that because Chobham Road is illuminated by a system of street lighting, no 30mph speed limit repeater signs could be erected. Other than the 30mph limit entry signs at the end of Shores Road and adjacent to the Littlewick Road roundabout, no additional signs would be permitted. It is also worth noting that where the same situation occurs along Kettlewell Hill, there are ongoing issues with compliance with the 30mph limit.

4. CONSULTATIONS:

- 4.1 No consultation has yet taken place. Consultation will be undertaken as part of the traffic order making process if the speed limit assessment suggests that a lower limit is appropriate.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The package of speed limit assessment that will form part of next year's work programme is estimated to cost £40-£50,000, which allows for the speed limit assessments in the various roads plus the cost of making any traffic orders and the necessary signing amendments.
- 5.2 Next year's budgets are not yet known and no specific budget for the speed limit assessments has yet been allocated but it is intended that this scheme will be funded from the ITS budget.

6. RISK MANAGEMENT:

- 6.1 Due to the volume of traffic using Chobham Road, it is likely that turning out of Common Close will continue to be problematic, irrespective of the speed limit. Likewise, there may continue to be collisions involving traffic turning right into Common Close.
- 6.2 The enhanced signing will help to highlight the junction.

7. LOCALISM:

- 7.1 The community most directly affected by this proposal are the residents of Common Close and Cheapside.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 There are no Equalities and Diversity implications relating to this issue.

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 length of Chobham Road between its junctions with Shores Road and Littlewick Road and which is subject to a 50mph speed limit is one of a number of roads that are due to have speed limit assessments undertaken during the next financial year. Although next year's budgets have yet to be agreed, it is intended to package a number of roads together, undertake speed surveys and assess them against the County Council's speed limit policy. If appropriate the speed limit reductions will be advertised and the relevant traffic regulation orders made, assuming that any objections can be satisfactorily resolved.

10.2 A scheme of enhanced signing on Chobham Road in the vicinity of Common Close has been ordered and should be in place before the end of the calendar year.

11. WHAT HAPPENS NEXT:

11.1 No actions will be taken regarding the speed limit until the new financial year when a speed survey will be undertaken and a speed limit assessment carried out to determine if a 30mph speed limit is appropriate on this length of Chobham Road.

Contact Officer:

Kevin Patching, Traffic Engineer (Woking)

Consulted:

No consultations have yet been carried out.

Borough Portfolio Holder

-

County Council Cabinet Member

John Furey

Annexes:

None.

Sources/background papers:

- Petition received by the Woking Joint Committee, 24 September 2014
- Surrey County Council Policy – Setting Local Speed Limits, July 2014



WOKING JOINT COMMITTEE

DATE: 3 DECEMBER 2014
LEAD OFFICER: ANDREW MILNE, AREA TEAM MANAGER

SUBJECT: WHITE ROSE LANE PETITION RESPONSE

AREA: MOUNT HERMON EAST WARD / WOKING SOUTH EAST DIVISION

SUMMARY OF ISSUE:

A petition was received by the Woking Joint Committee at its meeting on 25 June 2014 asking for a 20mph speed limit to be introduced on what is perceived to be the most dangerous section of White Rose Lane, this being at the eastern end of road where there is no footway and few frontagers.

The petition contained 41 signatures.

RECOMMENDATIONS:

Woking Joint Committee is asked to note the contents of this report.

REASONS FOR RECOMMENDATIONS:

Speed surveys were carried out in White Rose Lane at locations agreed with the petitioners. The recorded speed data indicates that there is good compliance with the existing 30mph speed limit but that speeds are too high to allow a signed-only 20mph limit to be introduced. It is recommended that no further action is taken with regard to reducing the speed limit to 20mph.

1. INTRODUCTION AND BACKGROUND:

- 1.1 White Rose Lane runs between Old Woking Road and Oriental Road and as a result gives direct access from Old Woking to Woking railway station and so is heavily used.
- 1.2 A footpath runs between the Elm Bridge Estate / St John the Baptist School and Ashwood Road / Heathfield Road and is heavily used by school pupils. This path crosses White Rose Lane between its junctions with Rose Wood and Barrens Close.
- 1.3 A traffic calming scheme was introduced in 2003/4 to manage vehicle speeds in the road, particularly where the footpath crosses the road and another path emerges from Woking Park and which is also heavily used by students.

ITEM 9

- 1.4 Residents are concerned about White Rose Lane being dangerous on the section where there is no footway. They acknowledge that the construction of a footway would be expensive and would like consideration being given to the introduction of a 20mph speed limit along the road. This is the basis of the petition.
- 1.5 There is no vertical traffic calming in the section of road without a footway but there is a "priority give way" feature a short way in from Old Woking Road. There is a similar feature at the other end of the calmed area, just to the south of Ockenden Road.
- 1.6 In response to the petition, an undertaking was given was given to carry out speed surveys along the road and officers met with the petitioner to determine the location for them.

2. ANALYSIS:

- 2.1 Speed surveys were undertaken in two locations in the section of road without any footway. These locations were agreed with residents and data was collected between Saturday 13 September and Friday 19 September 2014.
- 2.2 A summary of the speed data and a plan showing the survey locations is shown at Annex A.
- 2.3 The recorded mean speeds are in the region of 29mph in both directions at each location.
- 2.4 The County Council's speed limit policy has been developed with reference to national policy issued by central government "Setting Local Speed Limits, Department for Transport Circular 01/2013".
- 2.5 Circular 01/2013 emphasises that research into signed-only 20 mph speed limits shows that they generally lead to only small reductions in traffic speeds. Signed-only 20 mph speed limits are therefore most appropriate for areas where vehicle speeds are already low. If the mean speed is already at or below 24 mph on a road, introducing a 20 mph speed limit through signing alone is likely to lead to general compliance with the new speed limit.
- 2.6 Where the existing mean speeds are above 24 mph then a 20 mph scheme with traffic calming measures (known as a 20 mph zone) will be required. Consequently, a signed-only 20mph limit is inappropriate for White Rose Lane.
- 2.7 Speed surveys were not undertaken in the length of road where there is a footway and vertical traffic calming. It is not, therefore, known if a signed-only 20mph limit would be appropriate over that section of road.
- 2.8 The recorded speeds indicate good compliance with the existing 30mph speed limit.
- 2.9 In the last 3 full years plus the current year to date, two personal injury collisions have taken place in the length of road between the two priority give way features.. Each resulted in one slight injury and in neither was excessive speed cited as a contributory factor. No pedestrians were involved.

3. OPTIONS:

- 3.1 The recorded speeds are too high to permit a 20mph speed limit to be introduced by signing only. In the length of road where there is no footway and no vertical traffic calming, there is a system of street lights, so speed cushions or speed tables could be introduced. However, there is good compliance with the existing 30mph limit, only one of the recorded personal injury collisions has taken place in this length of road and the nature of the road is not of the urban type in which Circular 01/2013 encourages 20mph limits and zones to be introduced.
- 3.2 Some of the existing vertical traffic calming features elsewhere in the road appear to be in a poor state of repair and will be reconstructed when budgets allow.
- 3.3 If sufficient budgets are available in the next financial year, conspicuous, yellow backed signs warning of the lack of footway / pedestrians in the carriageway could be erected.

4. CONSULTATIONS:

- 4.1 The only consultation that has taken place was with the petitioner to determine the speed survey locations.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 There are no financial implications in respect of the 20mph limit. Any reconstruction of the existing traffic calming features or the provision of enhanced warning signs will be funded via the appropriate revenue budget during the next financial year.

6. RISK MANAGEMENT:

- 6.1 There are no specific risk related issues. Although there is the potential for a personal injury collision to occur anywhere on the highway network, there is nothing to suggest that there is any greater risk to pedestrians in White Rose Lane than in other roads where there are no footways.

7. LOCALISM:

- 7.1 The residents of White Rose Lane and the roads off of it will be most affected by the proposed decision / recommendation.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 There are no equalities and diversity implications.

9. OTHER IMPLICATIONS:

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

ITEM 9

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 recorded speeds in the section of White Rose Lane that has no footway indicate good compliance with the existing 30mph speed limit but are too high to permit a signed-only 20mph limit.
- 10.2 Two personal injury collisions have taken place on White Rose Lane between the two priority give way features. One took place in the length where there is a footway and vertical traffic calming and one where there is neither a footway nor physical calming. Excessive speed was not listed as a contributory factor in either of them and no pedestrians were involved.
- 10.3 It is recommended not to pursue a 20mph limit but to consider the reconstruction of some of the existing speed cushions that are in a relatively poor state of repair and to enhance the signing along the section without a footway as funds become available in the next financial year.

11. WHAT HAPPENS NEXT:

- 11.1 No action will be taken regarding a 20mph speed limit. Budgets will be identified in the next financial year to allow the reconstruction of the existing speed cushions and the provision of enhanced signing.
- 11.2 The petitioner will be advised.

Contact Officer:

Kevin Patching, Traffic Engineer (Woking)

Consulted:

The petitioner was consulted with regard to the position of the speed surveys. No other consultations have been carried out.

Borough Portfolio Holder

-

County Council Cabinet Member

John Furey

Annexes:

Annex A – summary of speed data and survey locations.

Sources/background papers:

- Surrey County Council Policy – Setting Local Speed Limits, July 2014
- Department for Transport Circular 01/2013 - Setting Local Speed Limits
- Petition received by the Woking Joint Committee, 25 June 2014

ANNEX A

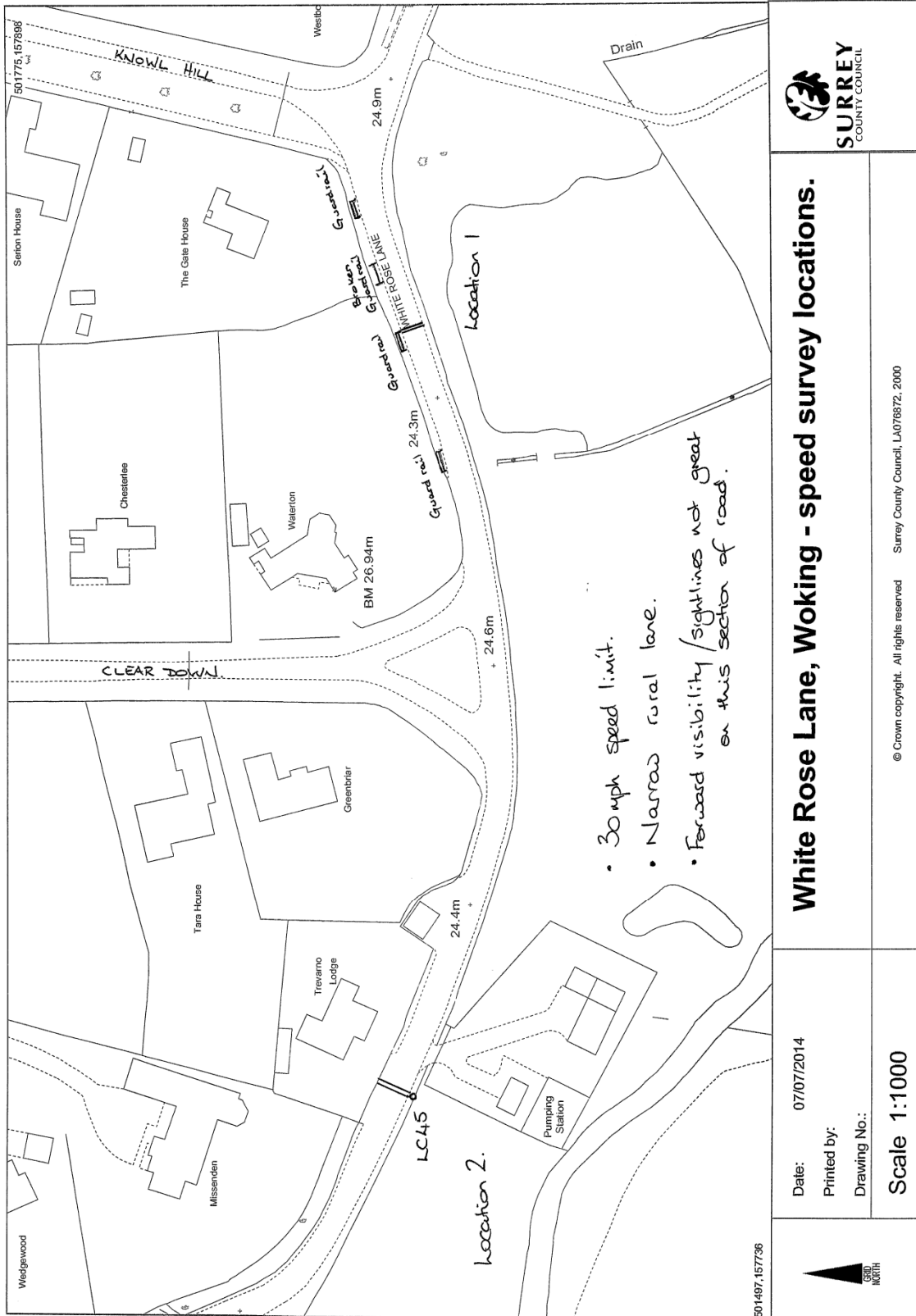
WHITE ROSE LANE - SUMMARY OF SPEED DATA

Location 1 – adjacent to guardrailing;

17855 WOKING										
SEPTEMBER 2014										
Site	Location	Direction	Start Date	End Date	Posted Speed Limit (PSL)	Total Vehicles	5 Day Ave.	7 Day Ave.	85%ile Speed	Mean Speed
Site No: 17855001	Site 1, White Rose Lane, Woking (Railings) TQ 01699 57819	Channel: Eastbound	Sat 13-Sep-14	Fri 19-Sep-14	30	8619	1420	1231	34.3	29.5
		Channel: Westbound	Sat 13-Sep-14	Fri 19-Sep-14		10472	1747	1496	33.5	28.8

Location 2 – Lamp Column 45, near pumping station;

17855 WOKING										
SEPTEMBER 2014										
Site	Location	Direction	Start Date	End Date	Posted Speed Limit (PSL)	Total Vehicles	5 Day Ave.	7 Day Ave.	85%ile Speed	Mean Speed
Site No: 17855002	Site 2, White Rose Lane, Woking (LC) TQ 31857 56909	Channel: Eastbound	Sat 13-Sep-14	Fri 19-Sep-14	30	8602	1418	1229	33.8	29.1
		Channel: Westbound	Sat 13-Sep-14	Fri 19-Sep-14		10280	1716	1469	33.9	29.0





WOKING JOINT COMMITTEE

DATE: 3 DECEMBER 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 agree the capital works programme for 2015/16.

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 ITS highways and developer funded schemes, and revenue funded works for the 2014/15 financial year
- (ii) Note progress with budget expenditure
- (iii) Agree the proposed capital works programme for 2015/16
- (iv) 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 ITS programme for 2014/15

2.1.1 The Committee 2014/15 ITS capital budget for Woking was set at £146,081. Due to a limited overspend of £38,000 during the 13/14 financial year, this balance is reduced to £108,081, but further funding sources have been identified of £23,997 which have reduced the impact of the overspend, enabling an overall budget of £132,078. Table 1 below records the schemes agreed during the Woking Local Committee held on 4 December 2013 for delivery in the 2014-15 financial year.

Project	Budget (£)	Details
Albert Drive part scheme completion	37,873	Substantially completed. Some minor works and safety audit review to follow.
Delivery of Pembroke Road traffic calming	40,000	Initial public consultation completed. Strongly contrary views. Design modified and due to commence formal consultation prior to delivery of works in Jan-March 2015.
Blackhorse Road junction safety improvements	75,000	Design completed. Awaiting final price from contractor and programme dates for delivery. Expected Jan or Feb 2015 commencement.
Prey Heath Road pedestrian improvements	50,000	Design completed. Some communication issues with Network Rail. Anticipated delivery date Jan 2015.
Barleymow Lane traffic management measures	0	No further works required. TRO and signs delivered in 2013/14. Scheme complete.
Warbury Lane traffic management modification	10,000	Initial design complete. Have asked for design revisions.
Total	212,873	

Table 1 – ITS programme for 2014/15

2.1.2 All costs shown are estimated, and the programme value 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.

2.1.3 In the event of any ITS schemes not being deliverable, or being unable to proceed for other reasons, a standby list of LSR works was also approved for use on a

contingency basis to ensure that budgets are effectively utilised. These works are shown in the shaded part of Table 2 of this report.

2.2 Capital Maintenance programme for 2014/15

2.2.1 During the Woking Local Committee held on 4 December 2013, the programme of localised structural repair work (LSR) shown in Table 2 of this report, was agreed for delivery, subject to receipt of £146,081 anticipated capital funding:

Road Name (Number)	Limits	Area	Cost (£)	Progress
Paxton Gardens	Area by Roundabout, O/S No 5	Paxton Gardens BC	44,164	Awaiting delivery date confirmation.
Woodside Close	Whole Road	Knaphill SH	0	Works completed. Funded by central capital budget.
Royston Road	Access to industrial Estate	Byfleets RW	0	Works completed. Funded by central capital budget.
Vicarage Road Including The Moorlands Bellmouth	Change in surface close to R/B with Kingfield to house called Humbledon	Woking WF (Kingfield)	0	Works on hold due to conflict with utility works. Possible deferral to 2015/16. Estimated £23,542
Warbury Lane	Bottom section, to the width restriction, and Top section, Boundary of Borough to first house after width restriction	Woking SH	0	Delivered through central capital budget. Completed.
Kingfield Road Footway	Behind Kingfield Arms	Woking WF	10,726	Completed.
Sopworth Drive R/B	Whole R/B	Byfleet RW	17,259	Awaiting programme date.
Contractor overhead and profit			22,000	Estimated
TOTAL			94,149	
Queen Elizabeth Way	Concrete section to end of road	Woking WF	40,204	
Dartnell Ave	Redwing Grdns to Parvis Road	Byfleet RW	20,300	
Lych Way	Whole Road	Woking Horsell CK	31,460	
Old Guildford Road	Footway between Bourne Way to Old Barn Drive on one side and jct with Egley Road to	Woking WF	8,240	

ITEM 10

	Buckingham Service Station			
Woodlands	Whole Close	Woking WF	15,440	Completed through revenue funding.
Dartnell Park Road	Wild Acres to Holland House	Byfleet RW	11,550	
Woodmancote Gardens	Whole Road	West Byfleet RW	7,280	
Maitland Close	Whole Road	Woking RW	9,660	
Cavenham Close	Whole Close	Woking WF	14,261	
Dartnell Close	Whole Road	Byfleet RW	6,520	
Guildford Road	Opposite junction to Constitution Hill	Woking WF	1,802	

Table 2 – 2014/15 capital maintenance and contingency works programme

2.2.2 Capital maintenance works for 2014/15 are un-shaded in the table above. Due to good progress with securing funding for Local Committee nominated sites through central capital budgets, the originally agreed programme value of £135,805 has been reduced to £94,149.

2.2.3 The overall capital programme for ITS and capital maintenance is set to fully utilise the capital budgets, and no overspend is anticipated.

2.3 Revenue maintenance allocations and expenditure 2014/15

2.3.1 The 2014/15 revenue maintenance allocation for Woking is £220,420. Table 3 shows how these funds have been allocated, and the spend progress to date.

Item	Allocation (£)	Spend to date (£)
Drainage / ditching	60,000	31,417
Carriageway and footway patching	60,000	87,838
Vegetation works	60,000	81,288
Signs and markings	30,420	3,450
Low cost measures	10,000	5,872
Kier OHP	*	12,350 * (included in allocation figures)
Total	£220,420	£209,869 committed

Table 3 – 2014/15 Revenue Maintenance Expenditure

2.4 COMMUNITY ENHANCEMENT FUND

2.4.1 The total 2014/15 Community Enhancement allocation for Woking is £35,000. Committee have previously determined to divide this fund equally between County Councillor Committee Members.

2.4.2 A summary of spend progress is shown in Table 4.

Member	Allocation (£)	Spend to date (£)
Liz Bowes	5,000	5,000
Ben Carasco	5,000	550
Will Forster	5,000	3,617
Saj Hussain	5,000	1,053
Richard Wilson	5,000	4,691
Colin Kemp	5,000	2,785
Linda Kemeny	5,000	5,000
Total	35,000	22,697

Table 4 – Community Enhancement Fund spend progress

2.5 Other highways related matters

2.5.1 Customer enquiry responses

Following the extremely high volume of enquires in the first part of the year, the second and third quarters have seen a steady reduction. This is to be expected given the time of year but overall volumes remain high with over 118,000 enquiries received for the calendar year to date, giving an average of approximately 13,100 per month, down from 14600 in the second quarter.

For Woking specifically, 6,287 enquiries have been received since January of which 3,274 were directed to the local area office for action, and 94% of these have been resolved. This response rate is slightly below the countywide average of 95%. Although the response rate remains fairly high, we are working hard in conjunction with our contractors to improve the service we provide. This includes the launch of a new customer enquiry and works scheduling system and revised customer service KPIs.

Through the Customer Service Excellence project we are also seeking to improve the accessibility of information and advance notification of roadworks. As part of this we have recently moved our roadwork information to a new website; www.roadworks.org that also contains information on work being undertaken by utility companies. Customers can sign up to receive alerts and provides a fuller picture of the work in an area.

Although there has been a reduction in customer contacts, complaints have remained high with 308 at Stage 1 for the 9 months to the end of September compared to 208 for the first half of the year. The North West area including Woking have received 44. The main reasons for complaints are communication and the failure to carry out works to either the expected standard or timescale. In addition, 11 complaints have been escalated to Stage 2 of which we were found to be at fault

ITEM 10

in three. Seven complaints have been made to the Local Government Ombudsman about the Service, none of which have been upheld.

2.6 Proposed capital works programme for 2015/16

2.6.1 Following a request made in the previous Woking Joint Committee, the capital works programme, which was informally discussed and agreed in principle at the private meeting held on 22 October 2014, is now presented as a combined programme of ITS and capital maintenance works for approval.

2.6.2 It has been assumed that the same level of capital funding will be available in the 2015/16 financial year as for 2014/15, and should there be any change to this capital allocation of £292,162, it is proposed that the works are funded in the order presented in Table 5 below.

2.6.3 All costs shown are estimated, and it is suggested that should scheme costs vary from the estimates shown, that Committee support a flexible approach that enable the matching of schemes as best as can be achieved to the available budget.

Scheme Name	Detail/Limits	Area	Estimated Cost (£)
A245 junction with Camphill Road reconfiguration assessment	Highest ranking scheme on our list of prioritised ITS improvements. Site has suffered from turning collisions and has been repeatedly raised as a road safety issue. Scheme is to assess options for reconfiguration and also consider improving pedestrian facilities. Design only.		15,000
Speed limit assessments/reductions	A320 Chertsey Road (Anthony's) – review of speed limit due to resident request and collision history (presently 10 th on list) A3046 Chobham Road near Common Close – raised in last formal Committee requesting review of speed limit (presently 18 th on list) Burdenshott Road – raised by residents and collision history – suggested review of speed limit (presently 3 rd on list) Lock Lane/Wisley Lane, Pyrford – resident requests but no collision history. Present 60mph limit is not considered appropriate for location – need to review (presently 50 th on list) Warbury Lane – to compliment revisions to width restrictions introduced in 2014/15 financial		40-50,000

	<p>year. Review of speed limit (not ranked on list). Smartsheath Road – raised by local Member and Surrey Police. Review of speed limit.</p> <p>Design and construction as appropriate in 2015/16.</p>		
Signals review and crossing upgrades	Not yet ranked but anticipated to score highly. Programme of traffic signal timing reviews and pedestrian crossing upgrades led by Members to reduce congestion and support the local economy across the Borough. Programme size can be adjusted to available budget.		Up to £50,000
Oyster Lane, Byfleet – Re-sign railway bridge	This scheme is presently in 25 th place on our prioritised ITS list. Signs were replaced on Runnymede side and on bridge structure to show both metric and imperial units. Woking signs are not consistent with this and need revising.		10,000
Vale Farm Road – revoke part of 1 way system	This scheme is presently in 36 th place on our prioritised ITS list. Traffic from Wilbury Road often drives against the 1 way system. This is to regularise this situation and ease pressure on Vale Farm Road itself. NB: This could be funded from Parking surplus monies.		15,000
Vicarage Road, Old Woking – pedestrian crossing near junction with Loop Road	This scheme is presently in 19 th place on our prioritised ITS list. Subject to funds being released by WBC, this crossing could be funded from developer monies. There is no pedestrian crossing in this vicinity, and this improvement would link two bus stops, is close to a footpath running into the Balfour Avenue Estate and the new Moor Lane development.		120,000
Weybarton	Capital maintenance (LSR)	Byfleet	21,000
Maitland Close	Capital maintenance (LSR)	West Byfleet	11,000

ITEM 10

Cavenham Close	Capital maintenance (LSR)	Woking	9,324
Woodmancote Gardens	Capital maintenance (LSR)	West Byfleet	6,100
Knowle Gardens	Capital maintenance (LSR)	West Byfleet	11,100
Elveden Close	Capital maintenance (LSR)	Pyrford	20,500
Palmerston Close	Capital maintenance (LSR)	Horsell	10,000
Maybury Avenue	Capital maintenance (LSR)	Maybury	14,400
Total			411,000

2.6.4 The total estimated costs of the proposed programme is £411k. This is affordable subject to the release of developer funding from Woking Borough Council for the Vicarage Road pedestrian crossing.

2.6.5 Contingency planning - In the event of any of ITS schemes not being deliverable, or being unable to proceed for other reasons, it is proposed that a standby list of LSR works is used on a contingency basis to ensure that budgets are effectively utilised.

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.

6. RISK MANAGEMENT:

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

7. LOCALISM:

- 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.
- 10.3 The Committee is asked to approve the proposed capital works programme for 2015/16 together with the recommended contingency mechanism.

11. WHAT HAPPENS NEXT:

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

Contact Officer:

Andrew Milne, Area Highways Manager NW

Consulted:

As identified in report.

Borough Portfolio Holder

N/A

County Council Cabinet Member

John Furey

Annexes:

None

Sources/background papers:

-



WOKING JOINT COMMITTEE

DATE: 3 DECEMBER 2014
LEAD OFFICER: PAUL FISHWICK PROJECT MANAGER, TRANSPORT POLICY
SUBJECT: LOCAL SUSTAINABLE TRANSPORT FUND (WOKING AREA)
AREA: WOKING

SUMMARY OF ISSUE:

This paper is in three parts, a) providing an update for members on the remaining capital programme of the LSTF (Woking), b) bus corridor clearway proposals on the "Mayford/Westfield" and "Sheerwater/Byfleet" corridors, c) business travel forum applications.

- a) Capital programme update is for information (annex A)
- b) Bus corridor clearway proposals: Bus stop clearways are proposed at the existing bus stops along the improved quality bus corridors of "Mayford/Westfield" (bus routes 34, and 35), as specified in annex B1 and B2 and along the "Sheerwater / Byfleet" corridor as specified in annex B3 and B4.

The bus stop clearway restriction is to be "no stopping at any time except buses". The proposed restrictions recommended for approval follow Department for Transport guidance that they should be 'appropriate to the operating times of the bus service.

It should be noted that many of the bus stops currently include the proposed road markings and the approval of this committee will allow officers to complete the legal process to enable them to become enforceable.

- c) Business travel forum applications; As part of the Local Sustainable Transport Fund (LSTF) for Woking, the Business Travel Forum generates a number of project ideas each financial year to be carried out within their agreed budget of £50,000.

Due to a small under spend in 2013, the total budget for 2014 is £91,000, of which £62,000 has already been allocated. The aims of these projects are to encourage more sustainable forms of transport and/or enhance the local economy.

The purpose of this paper is to present the latest project proposals (annex c) to the Joint Committee for approval. There are four proposed projects comprising a mixture of capital and revenue improvements totalling £26,600.

RECOMMENDATIONS:

Woking Joint Committee is asked to:

- (i) To note the LSTF (Woking) capital programme for the remainder of 2014/15 (annex A)
- (ii) Approve bus stop clearways for bus stops on two further LSTF quality bus corridors: the Mayford/Westfield and Sheerwater/Byfleet corridors as indicated in annexes B1, B2, B3 and B4
- (iii) Approve £26,600 to be allocated to the proposed projects for 2014 from the existing LSTF Business Engagement budget (annex C) as set out below:
 - a. Pool bike scheme (£12,000)
 - b. Cycle maintenance stations (£8,000)
 - c. Dr Bike and mobile maintenance classes (£3,000)
 - d. Wet weather cycle and walking clothing (£3,600)

REASONS FOR RECOMMENDATIONS:

Bus stop clearways

There are four key reasons why bus stop clearways are required;

- 1. Buses require parallel alignment to the kerb to deploy ramping and kneeling equipment to allow step-free access for wheelchair users and those with mobility problems, and easier boarding/alighting for all passengers.
- 2. Parked vehicles within bus stops prevent this access.
- 3. Reliability of buses is increased if the vehicles are able to approach, stop and depart bus stops without hindrance, improving accuracy of scheduled bus stopping times and encouraging usage of sustainable transport
- 4. Bus stop clearways enable Borough enforcement officers to issue penalty charge notices on offending vehicles thereby discouraging inconsiderate parking.

Business travel forum

All of the proposed projects meet the LSTF objectives and will increase the number of people using more sustainable forms of transport through improved facilities and information.

The total funding required falls within the agreed LSTF business engagement budget for 2014/15.

1. INTRODUCTION AND BACKGROUND:

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,

LSTF (Woking) capital programme

1.3 Annex A attached to this paper provides an update on the remaining schemes to be delivered by 31 March 2015.

Bus stop clearways

1.4 Surrey County Council, as the Highway Authority, has powers under the Road Traffic Regulation Act 1984 and the Traffic Sign Regulations and General Directions 2002 to create bus stop clearways.

1.5 A bus stop clearway is a parking restriction at a bus stop that can be enforced by the Borough Councils Civil Enforcement Officers as they would waiting restrictions. They are, however, more onerous than waiting restrictions because the clearway also prohibits stopping and loading/unloading over the length of the bus stop.

1.6 Unlike waiting restrictions there is no mandatory statutory consultation process in order for a highway authority to implement a bus stop clearway. Consequently it is Surrey Highways policy that these measures are approved by the Joint Committee to ensure that there is some local consultation prior to their implementation.

Business Travel Forum

1.7 The Woking Business Travel Forum is made up of a group of 8-12 representatives from local businesses. Current members include William Lacey, Arcom IT and WWF.

1.8 The Forum is allocated £50,000 each year from the Woking LSTF budget, split evenly between capital and revenue. An under spend in 2013/14 has rolled over to 2014/15 giving a total budget of £91,000.

1.9 All projects are presented to the Woking Joint Committee for final approval.

1.10 All proposed projects must meet at least one of the core LSTF objectives of promoting sustainable transport options and/or enhancing the local economy.

1.11 Projects are delivered by a team of Surrey County Council Officers working in partnership with Parsons Brinkerhoff.

1.12 Projects in 2013/14 included new cycle parking at Woking train station and a new travel information screen at The Peacock Centre.

2. ANALYSIS;

LSTF (Woking) capital programme

2.1 The capital works programme is shown in Annex A and is on target to be completed by the end of March 2015.

Bus stop clearways

2.2 As described above in the reasons for recommendation and paragraphs 1.4 to 1.6, there are very good reasons to introduce bus stop clearways in certain locations to assist bus travel and passengers.

2.3 The bus operators have been consulted and agree with the proposals. If the restrictions are approved the residents of affected frontages will be informed by letter.

2.4 In some cases there is already yellow bus cages marked on the road. However these are not approved clearways and therefore are not enforceable. Approving clearways will ensure that existing and amended bus cages are enforceable.

2.5 Bus stops on the Mayford/Westfield quality bus corridors have been improved, or are shortly to be improved, by raising the kerbs adjacent to the bus stop flags.

2.6 The correct height kerb enables passengers to benefit from step free access to buses and for access ramps to be deployed for wheelchair access. Ease of boarding and alighting speeds bus operation and assists bus operators maintaining schedules and reliability. These improvements cannot be realised unless buses can access and stop parallel to the kerb at bus stops. Inconsiderate parking prevents ease of access for buses to stopping positions. Such parking can be discouraged through bus stop cages with stopping clearways.

Mayford/Westfield and Sheerwater/Byfleet Bus Corridors

2.7 Annexes B1 and B3 contains a table listing the bus stops on this corridor, the street name, the length of bus cage recommended and the properties outside which the bus cage will be located. Associated with each table is a plan, identifying each bus stop, annexes B2 and B4. These proposals have been presented to the LSTF and Future Transport Task Group.

2.8 At present each bus stop on this corridor has a bus cage with clearway road markings and red surface dressing, but no clearway plate on the bus stop flag pole confirming the clearway controls. It is proposed to retain each bus cage road marking as currently marked, as these are currently operating satisfactorily. However, to ensure consistency across our quality bus corridors, the clearway plate needs to be erected to ensure that the clearway controls are legally enforceable.

2.9 As the bus services supporting both these quality bus corridors operate every day into the evening until nearly midnight, the correct clearway control is a 24hr continuous prohibition of stopping or parking, by all vehicles other than schedules bus local services.

2.10 Letters will be sent to residents or commercial premises in the immediate vicinity of proposed clearways informing residents that the joint committee has approved a bus stop clearway and that it is now enforceable. If the bus cage and clearway marking is already in place the letter will state that the bus cage clearway will become immediately

enforceable. If the bus cage is still to be marked out then the cage will become enforceable once implemented.

2.11 The bus stops clearways would be enforced by Woking Civil Enforcement Officers.

Business Travel Forum

2.12 The Business Travel Forum have put forward four proposals which are attached Annex C. These proposals have been presented to the LSTF and Future Transport Task Group.

3. CONSULTATIONS:

3.1 Residents living adjacent to the bus stops on the two quality bus corridors would be notified by letter about the Council's intention to implement the bus stop clearways

4. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

4.1 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.

Bus stop clearways

4.2 The instruction and making the bus stop clearways enforceable was included within the bus priority and corridor improvements budget element, and for these two corridors has been estimated at no more than £10,000.

Business travel forum

4.3 The total cost of the four projects is £26,600 and falls within the agreed funding for the Business Travel Forum.

5. RISK MANAGEMENT:

5.1 There is a Risk Log associated with the 2014/15 programme and currently there are no high level risks identified for the Woking Programme.

Delivery Risks

5.2 Due to the cessation of the LSTF project in March 2015, there is a risk of non-delivery should the projects overrun.

5.3 In the case of the Business Travel Forum, this risk will be mitigated by ensuring delivery agents are in place before March 2015.

6. LOCALISM:

6.1 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

7. EQUALITIES AND DIVERSITY IMPLICATIONS:

7.1 Equality Impact Assessments have been developed for the Travel SMART project and individual schemes will be assessed against these during the programme

8. 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.

8.1 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.

9. CONCLUSION AND RECOMMENDATIONS:

Bus stop Clearways

9.1 There is a clear need to introduce enforceable bus stop clearways on the bus corridors within Woking, as set out in the annexes B1 to B4, and for the four key reasons provided within the reasons for recommendation and in paragraphs 1.4 to 1.6.

Business Forum

9.2 The proposed projects align closely with the LSTF programme objective and will provide health and environmental benefits for the employees and residents of Woking. It is therefore recommended that the Joint Committee approve funding for these projects.

10. WHAT HAPPENS NEXT:

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

10.2 The approval of the Joint Committee allows officers to proceed to introduce the bus stop clearways as legally enforceable, and this would include a letter informing local residents and business.

10.3 Should the project funding for the Business Forum proposals be approved, the schemes will be delivered by a project team consisting of Travel SMART staff and their consultants, Parsons Brinkerhoff.

Contact Officer:

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

Consulted:

Andrew Milne, David Ligertwood, Chris Parry, Alison Houghton, Neil McClure, Nick Meadows, Ernest Amoako and Matt Peachey (Woking Borough Council)

County Council Cabinet Member

John Furey

Annexes:

Annex A – Capital programme

Annex B1 to B4 – Bus stop clearway schedules and plans

Annex C – Business Travel Forum applications (4 schemes)

Sources/background papers:

- Local Sustainable Transport Fund bids Key Component and Large Bid.
 - LSTF and Future Transport Member Task Group November 2014.
-

Annex A

Local Sustainable Transport Fund (Woking) – capital update

Quality Bus corridor improvements

Corridor	Status	Comments
Route 91	'civils' completed	Bus stop clearways to be introduced
St Johns	'civils' completed except St Johns village	On completion of 'civils' works, bus stop clearways to be introduced
Mayford and Westfield	'civils' grant funding completed	On completion of 'civils' works, bus stop clearways to be introduced
Maybury-Sheerwater-Byfleet	'civils' started	On completion of 'civils' works, bus stop clearways to be introduced
Audio on bus (Route 91)	Planning stage	Planned introduction winter 2014/15.
5 additional real time information displays	Planning stage	Planned introduction winter 2014/15
Media screens town centre – Mercy Walk (4 no)	Awaiting installation date.	Screens will show live bus and rail times plus other transport information.
St Peters Hospital media screens	Installed	Screens show live bus information and shortly live rail times along with other transport information.

Cycling

Route/trail	Status	Comments
Earth Trail (Mayford to Hillview Road (Woking))	Substantially completed.	Kier instructed to recommence; awaiting notification from Kier on start date.
Mercury Trail (Chertsey Road Byfleet to West Byfleet (Camphill Road) adjacent to A245 Parvis Road)	Completed (but see below)	
Mercury Trail (Parvis Road to West Byfleet railway station)	Detailed design completed.	Woking Borough Council now given 'go ahead'. Works to be programmed.
A318 Barnes Wallis Drive/Oyster Lane	Detailed design completed.	Kier instructed to commence; awaiting notification from Kier on start date. Traffic signal kit purchased
A3046 Chobham Road	Detailed design completed.	Kier instructed to commence; awaiting notification from Kier on start date. Traffic signal kit purchased
Woking railway station Cycle Hub	Completed	Officially opened 11 September. Partnership works between Department for Transport, Cycle Rail Working Group, Woking Borough Council, Surrey County Council and South West Trains.
Media screen	Kit all ready for install.	Awaiting final install date.
Lining and signing		All signs and lines to be completed at end of programme.

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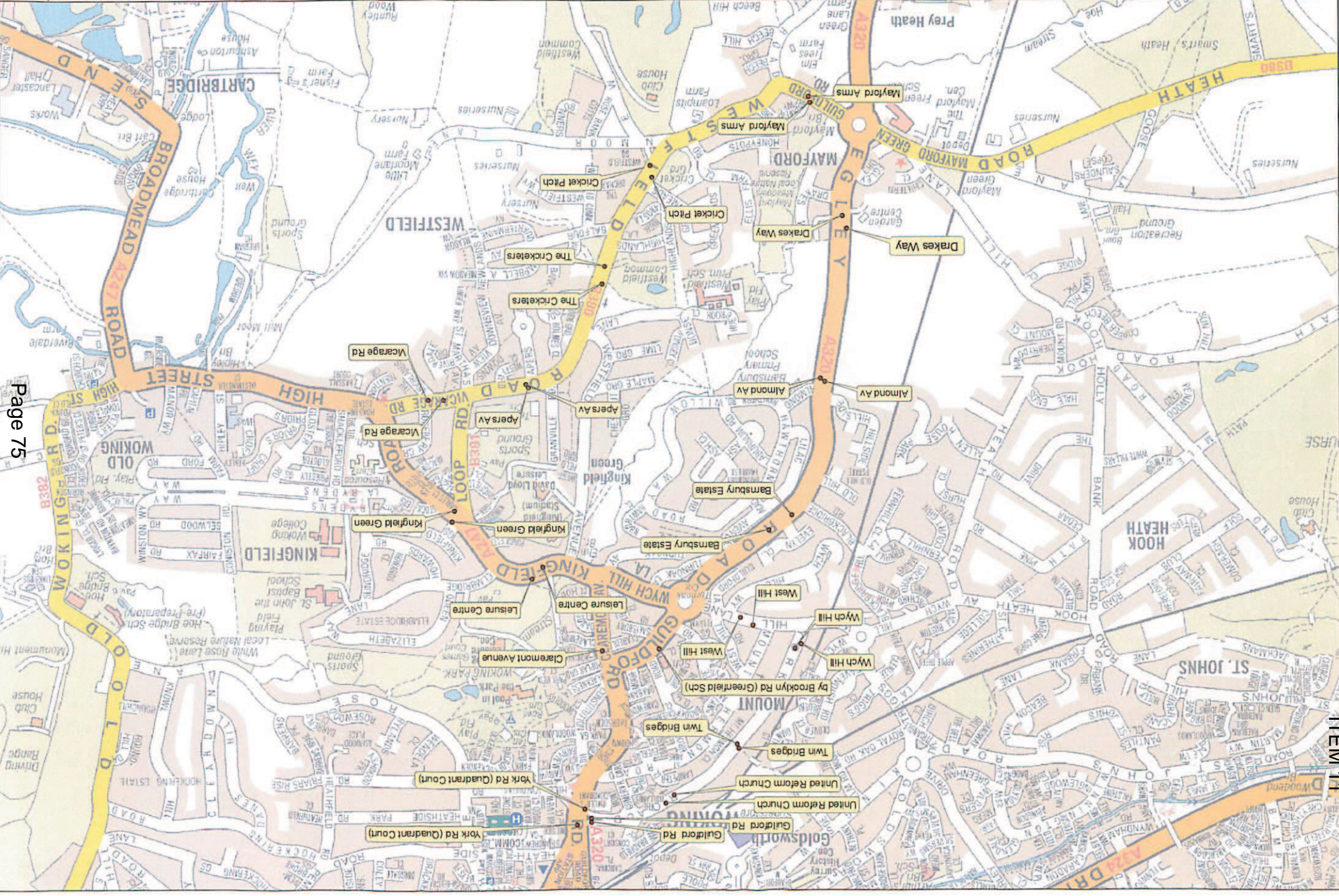
LSTF PROGRAMME FOR WOKING

Quality Bus Corridor Improvements : Mayford and Westfield Corridor Bus Stop Clearways
(Egley Rd, Wych Hill Lane, York Rd, Kingsfield Rd, Vicarage Rd, Westfield Rd)

Annex B1

Bus Corridor	Road Name	Corridor ID	BS Name	Bus Cage?	Proposed Bus Cage Action	In front of properties
35, 81	York Rd	MW -001	Guildford Rd towards Woking	No but stop protected by double yellow lines	No action	N/a
35, 81	York Rd	MW -002	Guildford Rd towards Mayford	No but stop protected by double yellow lines	No action	N/a
35	York Rd	MW-003	United Reform Church towards Woking	No but stop protected by single yellow line (within 9.30 to 11.30am CPZ)	Proposed 25m bus cage with 24/7 clearway (but existing adjacent parking bays retained)	Nos 39 & 41 York Rd
35	York Rd	MW-004	United Reform Church towards Mayford	No but stop protected by single yellow line (within 9.30 to 11.30am CPZ)	Proposed 25m bus cage with 24/7 clearway(no adjacent parking bays)	Nos 28 to 32 (even) York Rd
35	York Rd	MW-005	Twin Bridges (footpath) towards Woking	Yes with clearway markings (within 9.30 to 11.30am CPZ)	Retain and lengthen bus cage to 23m with 24/7 clearway	No 109 York Rd
35	York Rd	MW-006	Twin Bridges (footpath) towards Mayford	Yes with clearway markings (within 9.30 to 11.30am CPZ)	Retain and lengthen bus cage to 21m with 24/7 clearway	Nos 72 & 74 York Rd
35	York Rd	MW-007	Wych Hill towards Mayford	No but stop protected by single yellow line (within 9.30 to 11.30am CPZ)	Proposed 19m bus cage with 24/7 clearway (no adjacent parking bays)	Nos 120 & 122 York Rd
35	York Rd	MW-008	Wych Hill towards Woking	No but stop protected by single yellow line (within 9.30 to 11.30am CPZ)	Proposed 25m bus cage with 24/7 clearway (but existing adjacent parking bays retained)	Nos 167 & 169 York Rd
35, 81, 520	Wych Hill Lane	MW-009	West Hill toward Mayford	No	Proposed new 27m bus cage with 24/7 clearway	Morningside', Wych Hill Lane
35, 81, 520	Wych Hill Lane	MW-010	West Hill toward Woking	Yes with clearway markings	Retain and lengthen bus cage to 23m with 24/7 clearway	Bulldogs' and 'Silverue', Wych Hill Lane
35, 81, 520	Egley Rd	MW-011	Barnsbury Estate (Acacia Av) towards Mayford	No	Provide new 27m bus cage with 24/7 clearway	open space
35, 81, 520	Egley Rd	MW-012	Barnsbury Estate (Acacia Av) towards Woking	No	Provide new 27m bus cage with 24/7 clearway	open space
35, 520	Egley Rd	MW-013	Almond Av towards Woking	No	Provide new 27m bus cage with 24/7 clearway	Barnsbury School playing field
35, 520	Egley Rd	MW-014	Almond Av towards Mayford	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	open space
35, 520	Egley Rd	MW-015	Drakes Way towards Mayford	Yes with clearway markings	Retain and lengthen bus cage to 23m with 24/7 clearway	open space
35, 520	Egley Rd	MW-016	Drakes Way towards Woking	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	'Bird in Hand' PH
35	Guildford Rd	MW-017	Mayford Arms towards Woking	No	Retain bus cage as existing with 24/7 clearway	'Gabriel' and 'Bridge' Cottages
35	Guildford Rd	MW-018	Mayford Arms towards Guildford	No	Retain bus cage as existing with 24/7 clearway	car park
34, 462, 463, 520	Guildford Rd	MW-021	York Rd (Quadrant Court) towards Westfield	Yes with clearway markings	Retain and lengthen bus cage to 27m with 24/7 clearway	open space (wide highway verge)
34, 462, 463, 520	Guildford Rd	MW-022	York Rd (Quadrant Court) towards Woking	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	Quadrant Court
520	Guildford Rd	MW-023	by Brooklyn Rd (Greenfield Sch)towards Woking	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	Greenfield Sch
34, 462, 463	Claremont Av	MW-024	Claremont Avenue towards Westfield	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	Northfleet Lodge Apartments
34, 462, 463	Kingfield Rd	MW-025	Leisure centre towards Woking	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	open space (wide highway verge)
34, 462, 463	Kingfield Rd	MW-026	Leisure centre towards Westfield	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	open space (wide highway verge)
34	Kingfield Rd	MW-027	Kingfield Green towards Westfield	Yes with clearway markings	Retain and lengthen bus cage to 19m	open space
34	Kingfield Rd	MW-028	Kingfield Green towards Woking	Yes with clearway markings	Retain and lengthen bus cage to 19m with 24/7 clearway	open space
34	Vicarage Rd	MW -029	Vicarage Rd towards Woking	No	Provide new 19m bus cage with 24/7 clearway	No 13a and 15 Vicarage Rd
34	Vicarage Rd	MW -030	Vicarage Rd towards Westfield	No	Provide new 19m bus cage with 24/7 clearway	No 18 and 20 Vicarage Rd
34	Westfield Rd	MW-031	Apers Av towards Westfield	No	Provide new 27m bus cage with 24/7 clearway	Nos 21 and 23 Westfield Rd
34	Westfield Rd	MW-032	Apers Av towards Woking	No	Provide new 23m bus cage with 24/7 clearway	Nos 34, 36 and 38 Westfield Rd
34	Westfield Rd	MW-033	The Cricketers towards Woking	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	open space
34	Westfield Rd	MW-034	The Cricketers towards Guildford	Yes with clearway markings	Retain bus cage as existing with 24/7 clearway	open space
34	Westfield Rd	MW-035	Cricket Pitch towards Woking	No	Provide new 19m bus cage with 24/7 clearway	open space
34	Westfield Rd	MW-036	Cricket Pitch towards Guildford	Yes but no clearway bar	Retain bus cage as existing with 24/7 clearway	open space

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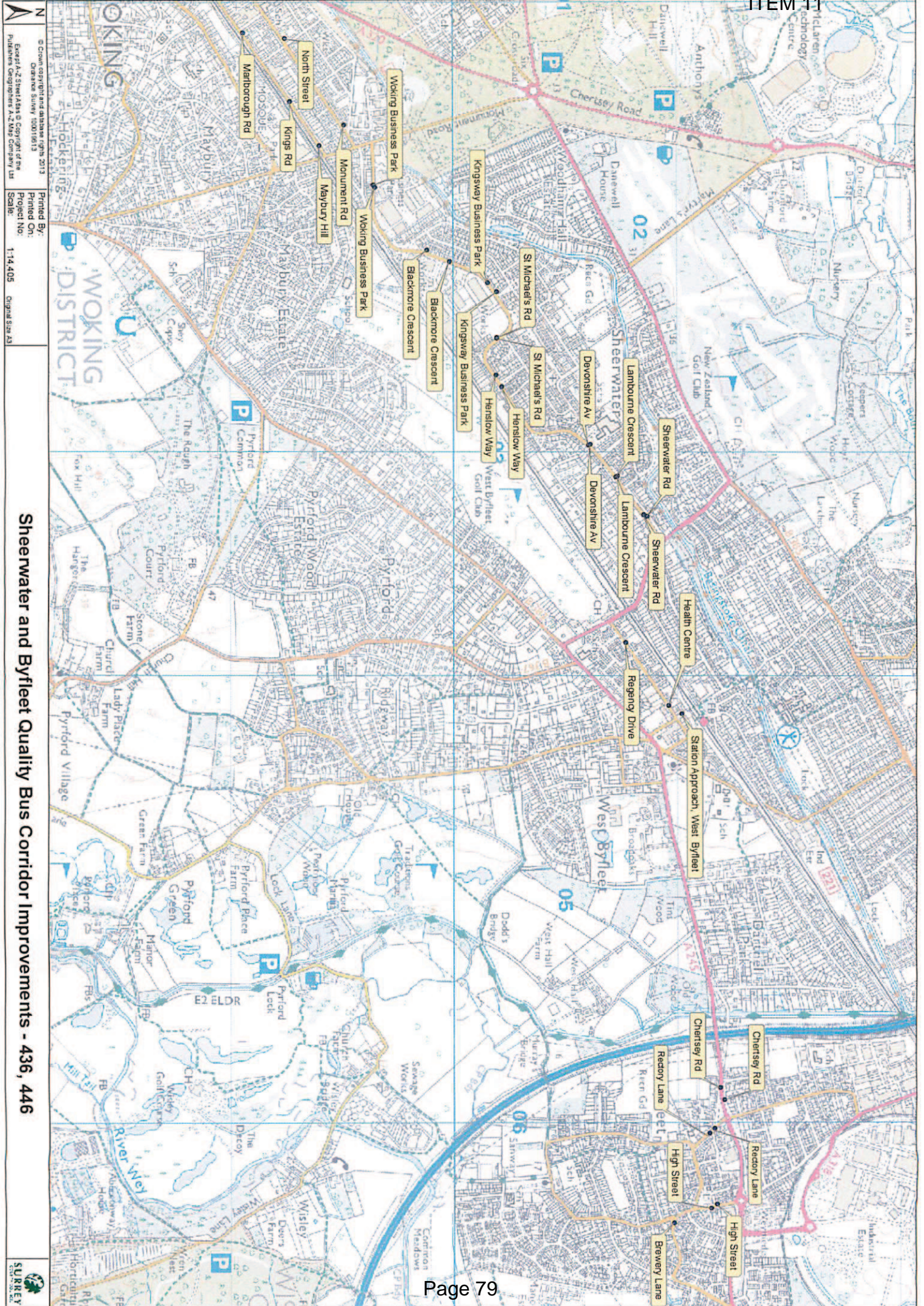
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LSTF PROGRAMME FOR WOKING

**Quality Bus Corridor Improvements : Sheerwater and Byfleet Corridor Bus Stop Clearways
(Maybury Road, Albert Drive, Maderia Rd, Parvis Rd, High Street Byfleet, Rectory Lane)**

Bus Corridor	Road Name	Corridor ID	BS Name	Direction	Bus Cage?	Proposed Bus Cage Action	In front of properties
436, 446, 459	Maybury Rd	SB-001	Marlborough Rd	w/b	No but stop protected by single yellow line	Proposed 27m bus cage with 24/7 clearway	Railway embankment
436, 446, 459	Walton Rd	SB-002	North Street	e/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway	Flats set back from footway
436, 446, 459	Maybury Rd	SB-003	Kings Rd	w/b	No but stop protected by single yellow line	Proposed 27m bus cage with 24/7 clearway	Railway embankment
436, 446, 459	Maybury Rd	SB-004	Maybury Hill	w/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway and extend to 27m	Railway embankment
436, 446, 459	Walton Rd	SB-005	Monument Rd	e/b	No but stop protected by single yellow line	Proposed 27m bus cage with 24/7 clearway	Flats set back from footway
436, 446, 459	Albert Drive	SB-006	Woking Business Park	w/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway	Commercial property
436, 446, 459	Albert Drive	SB-007	Woking Business Park	e/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway	Private Garages
436, 446, 459	Albert Drive	SB-010	Blackmore Crescent	e/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway throughout bus lay-by	Nos 17 to 21 (odd) Albert Drive
436, 446, 459	Albert Drive	SB-011	Blackmore Crescent	w/b	Yes with clearway markings	Confirm existing bus cage with 24/7 clearway and extend to 27m	Commercial property
436, 446, 459	Albert Drive	SB-012	Kingsway Business Park	w/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway throughout bus lay-by	Commercial property
436, 446, 459	Albert Drive	SB-013	Kingsway Business Park	e/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway and extend throughout bus lay-by	No 81 & 83 Albert Drive
436, 446, 459	Albert Drive	ASDA1	St Michael's Road	w/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway	Superstore
436, 446, 459	Albert Drive	ASDA2	St Michael's Road	e/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway	No 117 Albert Drive
436, 446, 459	Albert Drive	SB-014	Henslow Way	e/b	Yes with clearway markings	Retain existing bus cage with 24/7 clearway	Nos 153 to 157 (odd) Albert Drive
436, 446, 459	Albert Drive	SB-015	Henslow Way	w/b	Yes with clearway markings	Retain and lengthen bus cage to 27m with 24/7 clearway	Flats set back from footway
436, 446, 459	Albert Drive	SB-016	Devonshire Av	e/b	Yes with clearway markings	Retain bus cage with 24/7 clearway	Bishop David Brown School Field
436, 446, 459	Albert Drive	SB-017	Devonshire Av	w/b	Yes with clearway markings	Retain bus cage with 24/7 clearway	Nos 202 & 204 Albert Drive
436, 446, 459	Albert Drive	SB-018	Lambourne Crescent	e/b	Yes with clearway markings	Retain bus cage with 24/7 clearway	car park
436, 446, 459	Albert Drive	SB-019	Lambourne Crescent	w/b	Yes with clearway markings	Retain bus cage with 24/7 clearway	open space (wide highway verge)
436, 446, 459	Albert Drive	SB-020	Sheerwater Rd	e/b	Yes with clearway markings	Retain bus cage with 24/7 clearway	open space (wide highway verge)
436, 446, 459	Albert Drive	SB-021	Sheerwater Rd	w/b	Yes with clearway markings	Retain bus cage with 24/7 clearway	Nos 276 & 278 Albert Drive
436, 446	Maderia Drive	SB-022	Regency Drive	w/b	No	None. Parking bay adjacent which is retained	n/a
436, 446	Maderia Drive	SB-023	Health Centre	w/b	No but stop protected by single yellow line	Proposed new bus cage to 27m with 24/7 clearway	West Byfleet Health Centre
436, 446	Station Approach	SB-024	Station Approach, West Byfleet		No but stop protected by double yellow lines	Proposed new bus cage to 23m with 24/7 clearway	Nos 51 to 56 (inclusive) Station Approach
436	Parvis Rd	SB-029	Chertsey Rd		No	Proposed new lay-by bus cage	Kings Head PH
436	Parvis Rd	SB-030	Chertsey Rd		No	Proposed new lay-by bus cage	open space (wide highway verge)
436	High Street, Byfleet	SB-031	Rectory Lane		No but stop protected by single yellow line	Provide new 27m bus cage with 24/7 clearway	Nos 1-14 Ellis Court, High Street,
436, 451	High Street, Byfleet	SB-032	Rectory Lane		No but stop protected by single yellow line	Provide new 27m bus cage with 24/7 clearway	No 15 High Street (Lloyds Bank)
436, 451	High Street, Byfleet	SB-046	Brewery Lane		No	Provide new 19m bus cage with 24/7 clearway	Bus stop situated on island site
436, 451	Oyster Lane	SB-047	High Street		No but stop protected by single yellow line	Provide new 27m bus cage with 24/7 clearway	Nos 6 to 10 (even) Oyster Lane
436, 451	Oyster Lane	SB-048	High Street		No but stop protected by single yellow line	Proposed new lay-by bus cage	No 1 and 3 Oyster Lane

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Sheerwater and Byleet Quality Bus Corridor Improvements - 436, 446

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Annex C

Local Sustainable Transport Fund

Business Travel Forum (BTF) Proposal Application 2014/15

1. Summary

Location: Woking
Scheme Name: Pool bike scheme
Capital / Revenue: Revenue
Approximate cost: £12,000 (max £3,500 per organisation)

2. Scheme Overview

This proposal seeks to provide a pool bike scheme for interested businesses in the Woking area. Businesses will be free to choose from a range of bikes including hybrid bikes, Brompton folding bikes, and electric bikes. We recommend businesses have at least one bike per 100 staff. Electric bikes cost £950 pa to lease (including servicing and maintenance) and can be particularly attractive for those with limited mobility or simply those out of practice.

The provision of pool bikes will allow staff to undertake local journeys, including trips to the train station, in a sustainable manner targeting the 45% of business travel¹ currently undertaken by rail. Folding bikes can be carried on most train services and allow commuting staff to cycle both to the station and onto their final destination.

In order to qualify for the scheme, organisations must have or be willing to install a secure parking area for the bikes and operate a booking system which makes the bikes available for long and short hire at no cost.



Figure 1 Electric bike



Figure 2 Brompton folding bike

¹ Woking BTF staff travel surveys May 2013.

Surrey County Council working in partnership with other local organisations. Travel SMART funding is provided by the Department for Transport.

3. Location

The initiative will firstly be offered to members of the Woking Business Travel Forum. Should funds remain, it will be offered to all businesses in the Woking area.

4. Alignment with LSTF Objectives

The scheme will meet the following LSTF and LTP objectives:

Criteria	Alignment	Comment
Support local economy	Slight Positive Impact	The pool bikes will enable staff to travel to nearby shops
Increase cycling	Positive Impact	The pool bikes will enable staff to travel to meetings by bike, without having to own a bike themselves.
Increase walking	N/A	
Increase public transport	N/A	
Reduce carbon emissions	Positive Impact	Due to the pool bike scheme, less short journeys will be carried out by car.
Reduce single occupancy vehicle trips	Positive Impact	Due to the pool bike scheme, less short journeys will be carried out by car.

5. Links to other projects

Staff who utilise the pool bike scheme will be targeted to receive Travel SMART discounted cycle training.

6. Risks and Opportunities

N/A

7. Action required

The Joint Committee is asked to approve the request for £12,000 of revenue funding for the above project.

Local Sustainable Transport Fund

Business Travel Forum (BTF) Proposal Application 2014/15

8. Summary

Location:	Woking
Scheme Name:	Cycle Maintenance Stations
Capital / Revenue:	Capital
Approximate cost:	£8,000

9. Scheme Overview

This proposal is to install at least four cycle maintenance stations at businesses, schools, further education establishments and secure public areas in Woking. The scheme idea was derived from the BTF schemes competition and was discussed at the Woking BTF meeting where it received a high number of votes.

A maintenance station is already in operation at the rail station cycle hub where it has received excellent feedback.

Each cycle maintenance station is expected to consist of the following items:

- **Fixed bike pump** - This heavy duty public bicycle pump is a modern piece of street furniture that can be installed anywhere to provide cyclists with a convenient facility to pump up deflated tyres. The pump features a robust stainless steel pump handle and an armoured air hose, designed to withstand constant public use.
Unit Cost: £500 + installation



- **Cycle workstand** - This Public Bike Repair Stand provides a stable mount for any bike and a range of eight tools to make adjustments and repairs on the spot. Eight bicycle tools, including tyre levers, adjustable spanner, multi-tool and torx screwdriver are tethered by aircraft cable. Universal bike mounting – ‘hang by seat’ mount.
Unit Cost: £800 + installation



10. Locations

The stations will be offered to all town centre businesses that have cycle parking facilities and actively encourage cycling as a means of commuting. In partnership with Woking Borough Council, locations close to public cycle parking facilities will also be investigated.

Several schools have been put forward by local councillors including Purford, Woking High and Bishop David Brown however funds will be offered to all organisations in the Woking area on a first come first served basis.

WWF have already expressed an interest in implementing a cycle maintenance station and at least one more participating business will be identified. Secure parking facilities, preferably camera monitored will be a prerequisite.

11. Alignment with LSTF Objectives

The scheme will meet the following LSTF and LTP objectives:

Criteria	Alignment	Comment
Support local economy	High positive impact	Increase health of the workforce resulting in a reduction of the number of sick days.
Increase cycling	High positive impact	Cycle maintenance stations will encourage more cyclists as they will be able to make any necessary repairs.
Increase walking	No impact	
Increase public transport	No impact	
Reduce carbon emissions	Positive impact	Modal switch from cars to cycles will reduce the carbon emissions.

CHOICES THAT HELP CUT CARBON, CALORIES AND COST

Surrey County Council working in partnership with other local organisations. Travel SMART funding is provided by the Department for Transport.

Reduce single occupancy vehicle trips	Positive impact	Increased cycling will reduce the number of car trips
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12. Links to other projects

This project supports the cycle infrastructure upgrades carried out in Woking over the last 3-5 years.

13. Risks and Opportunities

N/A

14. Action required

The Joint Committee is asked to approve the request for £8,000 of revenue funding for the above project.

Local Sustainable Transport Fund

Business Travel Forum (BTF) Proposal Application 2014/15

1. Summary

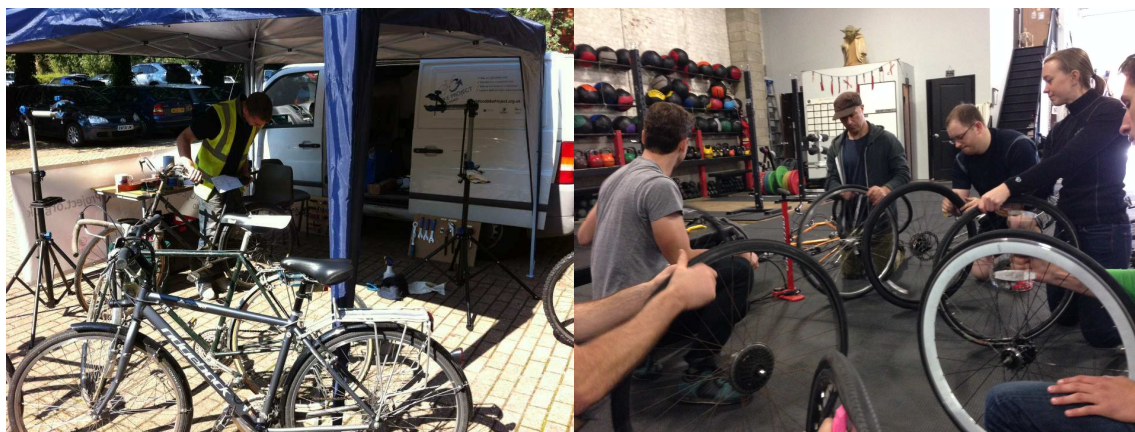
Location:	Woking
Scheme Name:	Dr Bike & mobile cycle maintenance classes
Capital / Revenue:	Revenue
Approximate cost:	£3,000

2. Scheme Overview

This proposal is to provide cyclists in Woking with Dr Bike sessions and mobile maintenance classes. These sessions will encourage people to use a bike that is currently gathering dust at the back of a shed or to have the confidence to quickly fix their bike should it require a repair. The classes will also be of interest to those wishing to learn a new skill.

Dr Bike sessions give cyclists the opportunity for a trained mechanic to check everything on their bike including wheels, brakes, gears and tyre pressure and make minor repairs. Local suppliers, including the Woking bike project will be used to provide this service.

Cycle maintenance classes typically cover topics such as safety checking, puncture repairs, cleaning, oiling and adjustments to gears and brakes.



3. Locations

The Dr Bike and cycle maintenance sessions will initially be offered to the employees of members of the BTF however it is proposed to open sessions to young people from local further education establishments.

Suitable town centre locations will be identified to minimise travel.

CHOICES THAT HELP CUT CARBON, CALORIES AND COST

Surrey County Council working in partnership with other local organisations. Travel SMART funding is provided by the Department for Transport.

4. Alignment with LSTF Objectives

The scheme will meet the following LSTF and LTP objectives:

Criteria	Alignment	Comment
Support local economy	High positive impact	Increase health of the workforce resulting in a reduction of the number of sick days.
Increase cycling	High positive impact	Dr Bike and cycle maintenance training will encourage more cyclists to cycle to work.
Increase walking	No impact	
Increase public transport	No impact	
Reduce carbon emissions	Positive impact	Modal switch from cars to cycles will reduce the carbon emissions.
Reduce single occupancy vehicle trips	Positive impact	Increased cycling will reduce the number of car trips

5. Links to other projects

The Dr Bike and cycle maintenance sessions represent an opportunity to promote initiatives such as cycle training.

6. Risks and Opportunities

N/A

7. Action required

The Joint Committee is asked to approve the request for £3,000 of revenue funding for the above project.

Local Sustainable Transport Fund

Business Travel Forum (BTF) Proposal Application 2014/15

1. Summary

Location:	Woking
Scheme Name:	Wet weather cycle and walking clothing
Capital / Revenue:	Revenue
Approximate cost:	£3,600

2. Scheme Overview

This proposal is to provide Woking based employees with high visibility wet weather cycle clothing to enable them to continue to cycle to work in dark and wet winter conditions. Staff travel surveys suggest that 6% of those staff surveyed indicated that their travel habits change between summer and winter from walking and cycling to either bus or private car.

This proposal will encourage these people to continue cycling in the winter months and potentially encourage staff to start cycling. The provision of high visibility clothing will also enable cyclists to be seen by other road users at a time of year where the casualty rate in terms of miles travelled is higher.

All staff in receipt of the clothing will be asked to pledge to walk or cycle a minimum of 20 business journeys before March 2015 and required to complete an evaluation survey. In order to ensure this offer reaches employees unlikely to cycle in the winter, a pre-offer survey will be carried out to investigate current travel patterns.

The funds will provide clothing for at least 50-100 staff depending on interest in trousers. Whilst cheaper cycling gear is available, it is recommended to invest in higher quality jackets and trousers to provide a quality user experience.

High visibility cycle jackets
Unit Cost: £40-50



High visibility cycle trousers
Unit Cost: £30



3. Locations

The wet weather cycling jacket and trousers will be provided to the members of the BTF to distribute to staff. Should funds remain, it will be offered to all businesses in the Woking town centre area.

4. Alignment with LSTF Objectives

The scheme will meet the following LSTF and LTP objectives:

Criteria	Alignment	Comment
Support local economy	High positive impact	Increase health of the workforce resulting in a reduction of the number of sick days.
Increase cycling	High positive impact	Wet weather cycle gear will encourage more cyclists to cycle in wet and dark conditions.
Increase walking	No impact	
Increase public transport	No impact	
Reduce carbon emissions	Positive impact	Modal switch from cars to cycles will reduce the carbon emissions.
Reduce single occupancy vehicle trips	Positive impact	Increased cycling will reduce the number of car trips

5. Links to other projects

The clothing presents an opportunity to promote Travel SMART brand via laminated panels.

6. Risks and Opportunities

N/A

7. Action required

The Joint Committee is asked to approve the request for £3,600 of revenue funding for the above project.

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WOKING JOINT COMMITTEE

DATE: 3 DECEMBER 2014
LEAD OFFICER: JENI JACKSON, HEAD OF PLANNING SERVICES, WOKING BOROUGH COUNCIL

SUBJECT: COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE ARRANGEMENTS
AREA: WOKING

SUMMARY OF ISSUE:

This matter was deferred by the Joint Committee on 24 September to allow further consideration of the consultation with Members to be undertaken by the officer working group. The report has been updated to reflect changes to the proposed arrangements and to add in details of how infrastructure might be prioritised. The Terms of Reference has also been amended.

Woking Borough Council has prepared its Community Infrastructure Levy (CIL) Charging Schedule and a Regulation 123 list. The Community Infrastructure Levy is a charge on new floor space arising from developments in residential or retail use and the monies collected can be used to deliver new infrastructure which is needed to support new development in the Borough. The schemes which might be used for spending the money collected are set out in the Regulation 123 list.

The Council adopted the CIL Charging Schedule on 24 October 2014. It is important that appropriate governance arrangements are put into place in order that the Joint Committee may determine how the monies collected are spent against the Regulation 123 List. This will necessitate co-ordinated working arrangements at officer level of the Borough and County Council and also working with external partners.

The report sets out how those governance arrangements would work in practice.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree:

- (i) the terms of reference for the Member/Officer Infrastructure Working Group;
- (ii) the appointment of one county councillor and one borough councillor (to be one from each main political party) to the Infrastructure Working Group;
- (iii) that the Infrastructure Working Group will make recommendations to the Joint Committee in future about how monies collected using the Levy will be spent

in accordance with the published Regulation 123 list;

(iv) that the Infrastructure Working Group will utilise the infrastructure prioritisation criteria set out within the report; and

(v) that the neighbourhood portion will be given further consideration post 2016 changes to the Ward boundaries.

REASONS FOR RECOMMENDATIONS:

The Borough Council is seeking to implement its CIL Charging Schedule from 1 April 2015. It is likely to take some time for money to come in as a result of applications being commenced which have to pay the charge. When money is accrued this will have to be spent against the agreed Regulation 123 list which sets out the schemes to be delivered but does not prioritise those schemes. A mechanism will need to be in place for the priorities to be agreed to best serve future residents in those new developments in terms of infrastructure provision.

1. INTRODUCTION AND BACKGROUND:

1.1 In the past the impact of new development on services, amenities and infrastructure has been mitigated through the collection of financial contributions for specific works or through provision of facilities/infrastructure on development sites. All of these have been secured using Section 106 of the Planning Act through a formal legal agreement linked to the planning permission. Negotiations to secure 106 agreements have been on a case by case basis with the local planning authority having to make the case to developers that the requirements are linked in scale and kind to the development being proposed. Councillors will previously have received monitoring reports in relation to spending of those monies for the specific purposes set out in the legal agreements. It would not be unusual for monies to be collected in a 'pot' from several sites before enough money has accrued to delivery that piece of infrastructure and in 2008 Government decided to introduce a different way of doing this through a Community Infrastructure Levy that would offer more certainty to developers of the monies to be paid and be more transparent in what they would go towards.

1.2 The Community Infrastructure Levy (CIL) Regulations made in 2010 (and subsequently amended) require that the Council has a CIL Charging Schedule adopted and in operation by 1 April 2015 in order to continue to pool contributions for new infrastructure related to the delivery of five or more planning permissions consenting new development. This requires the Council to set out what Infrastructure is needed to support new development in the area and to show the likely costs of that infrastructure and any funding gap. The Regulations have been amended on a number of occasions and recent further amendments exclude self builders from the levy. Affordable housing is already excluded from being charged CIL. The Council's Charging Schedule sets out the levy on new floorspace coming forward as part of development in specific use classes; Woking's Charging Schedule is appended to this report. It was adopted by Full Council on 24 October 2014.

1.3 Section 106 agreements would continue to be used to secure the delivery of affordable housing or contributions towards the delivery of affordable housing by another party. Section 106 would also continue to be used to delivery highway improvements, in association with section 278 or section 38 of the Highways Acts,

and potentially for other specific infrastructure requirements that arise solely from that development being consented and are not included on the Council's Regulation 123 list. A Regulation 123 list sets out those items of infrastructure for which the Council is collecting money through CIL. Woking's Regulation 123 list is appended to this report.

1.4 Woking Borough Council intends to have the CIL charging schedule in operation on or before 1 April 2015. In implementing the charging schedule the Council has to ensure that it has all the practical requirements met internally within the Planning Service and associated services and also that the appropriate governance arrangements are in place. The Council will be required to publish an annual report on money collected and what it has been used on. In essence, so that the priorities for spending the money collected can be determined openly and transparently and in accordance with the published Regulation 123 list.

1.5 This item is for decision.

2. ANALYSIS:

- 2.1 This report seeks to achieve approval for governance arrangements for determining the priorities for spending CIL monies collected within Woking Borough and in accordance with the published Regulation 123 list. These arrangements would be undertaken by a Joint Member and Officer working group which would report to Joint Committee and make a recommendation having consulted with Borough Ward Councillors, County Divisional Councillors, Neighbourhood Fora (as necessary) and infrastructure providers, including utility companies.
- 2.2 The Regulation 123 list is published by Woking Borough Council and is based on the Infrastructure Delivery Plan which accompanied the Core Strategy and was subject to examination in 2012. This plan was developed with wide ranging consultation including with County officer colleagues and with infrastructure providers. The Council is committed to review the IDP as is necessary in the light of future development proposals, the IDP not having to be reviewed for decisions to be made; the Regulation 123 list informing the decisions of the Joint Committee and the joint working group.
- 2.3 The terms of reference for the working group are attached to this report for decision, this has been drafted in consultation with SCC colleagues. It is important to emphasise that the group cannot project manage but will seek to programme manage as set out in section 4) under objectives. Over time the membership of the group may need to change as it evolves and the terms of reference may be reviewed accordingly and be the subject of a future report to the Committee. In time the working group may act as a role model for other areas to follow.
- 2.4 It will be important to ensure that additional infrastructure capacity is timed to coincide with the expected delivery of new development in a particular area. The spending of CIL will therefore need to be carefully planned and managed. Given that there is a significant funding gap of over £53 million, infrastructure priorities will need to be agreed and a means of prioritising which infrastructure is to be delivered should be agreed. CIL receipts must be spent on capital projects; it can be used to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support new development.

ITEM 12

2.5 In addition to understanding the infrastructure needs to support the planned growth within the Borough, as well as the costs and funding requirements, it will be important to understand the phasing of growth. This may include the need for phased funding and delivery of infrastructure. The housing development trajectory will be key evidence which will assist with prioritisation.

2.6 Once the likely level of available CIL is known stakeholders will be invited to 'bid' for funding towards their projects. To be given consideration schemes should meet a number of the following criteria:

2.7 Table 1: Infrastructure Prioritisation Criteria

Criteria	Yes/No
Be included in the Infrastructure Delivery Plan	
Be included in the Regulation 123 list	
Deliver specific policies of the Core Strategy (and, in due course, the delivery DPD)	
Contribute to the delivery of other approved Council strategies, e.g. open space	
Contribute to the delivery of the Council's Corporate Priorities	
Contribute towards the delivery of infrastructure by a provider where it can be satisfactorily be demonstrated that the infrastructure would not otherwise be delivered i.e. that all other possible funding sources are insufficient	
Address a specific impact of new development beyond that which has been secured through a section 106 obligation or a section 278 agreement	
Lever in other funds that would not otherwise be available e.g. need to match or draw grant funding	
Offer wider as well as local benefits	
Be deliverable in the year that the funding is being programmed i.e. justified by	
(i) a project plan including a timetable and resources available to meet the timetable	
(ii) consultation summary report to indicate stakeholder support; and	
(iii) arrangements for ongoing maintenance	

2.7 The Regulation 123 list refers to types of infrastructure but will not always specify regarding particular schemes or projects and reference back to the Infrastructure Delivery Plan will therefore be necessary. In essence infrastructure will be

categorised to assist the process of prioritisation to distinguish which projects are critical to enabling development and those that which mitigate the effects of the development compared to those that are important to deliver place making. The categories and descriptions are set out below:

Table 2: Categories of infrastructure priority

	Category	Description
1	Critical	Infrastructure that must be provided to enable growth and without it development cannot be allowed to proceed e.g. major utilities infrastructure
2	Essential	Infrastructure that is considered essential and necessary to support and/or mitigate the impact arising from development. The timing and phasing of these projects e.g. school places and public transport projects are usually linked to the occupation of development sites.
3	Deliverable	Infrastructure that is required to support wider strategic objectives, to build sustainable communities and to make places. This type of infrastructure is influenced more by whether a person chooses to use the facility e.g. community facilities. The timing is not critical and is usually linked to completion of development.

3. OPTIONS:

3.1 There are a number of possible options for taking forward CIL governance. However, the terms of reference for the Joint Committee included the fact that it would be the vehicle for governing CIL and this is the basis for the report, it not considered appropriate that this is governed by an ad hoc arrangement.

3.2 It is considered most appropriate that the working group made up of representatives from the borough and the county at officer and member level and with other stakeholders or infrastructure bodies being required to attend meetings as appropriate. It is also deemed appropriate that this remains under the leadership of the Local Planning Authority in which the levy is invested as regulatory authority, the final decision properly rests with the Local Planning Authority.

4. CONSULTATIONS:

4.1 Consultation has taken place with colleagues at Surrey County Council in relation to the working group and also in relation to the collection of CIL, which is an operational matter for Woking Borough Council.

4.2 Consultation has also taken place with the WBC Portfolio Holder for Planning.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 The costs of the formation and operation of the working group will be met from existing budgets.

6. RISK MANAGEMENT:

- 6.1 In terms of risk management this is considered in the narrow focus of CIL Governance. The responsibility for CIL sits with the Borough Council as the local planning authority and it is a regulatory function. In the absence of any alternative governance model the Council would use the existing Executive and Council structure for decision making. In the event that the Joint Committee is not able to make a decision in relation to a working group recommendation or the recommendation is disputed the risk will be mitigated by that decision being referred to the appropriate decision making committee of the Borough Council.

7. LOCALISM:

- 7.1 The Community Infrastructure Levy Regulations set out how the operation of neighbourhood Community Infrastructure Levy (CIL) would take place. Local Planning Authorities operating CIL will pass on 25% of the money raised from development, within the neighbourhood plan area, to the community itself so it can decide how the money is to be spent. To qualify the neighbourhood plan would need to have been through referendum and adopted, the area would need to have a forum established and CIL would need to be in operation. Communities (Wards) that do not have a plan in place will receive 15% of CIL receipts (subject to a cap). The money would only be able to be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that the community has concerns with and which addresses demands that development places on an area.
- 7.2 In areas with parishes the money would automatically go to the relevant Parish or Town Council. As Woking is unparished the local authority must agree with the local community how the money should be spent. It is proposed as part of these governance arrangements that this would be undertaken in consultation with the neighbourhood forum, where one exists. It should be noted that ward boundaries and fora boundaries are not aligned.
- 7.3 Woking has a number of neighbourhood fora preparing neighbourhood plans: Brookwood and Bridley, Byfleet, Hook Heath, Pyrford and West Byfleet. Details of the area each forum covers are available on the Woking Council website: <http://www.woking.gov.uk/planning/policy/ldf/neighplg>.
- 7.4 Given that the ward boundaries within Woking's administrative area will change in 2016 it is recommended that the arrangements and governance in relation to the 'neighbourhood portion' be revisited after that change has occurred to ensure that they are fit for purpose. There will be issues where ward boundaries do not align with neighbourhood forum/plan boundaries – as at present – and a solution to how this will be equitably managed will need to be found. The IT system which will be used to support the CIL administration will retain the information as to the location of the development giving rise to the monies to allow for a full audit trail.

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)	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 Having concluded that the Council will now adopt the Levy it is important that appropriate governance arrangements are put into place in order that the Joint Committee may determine how the monies collected are spent in accordance with the Regulation 123 List. This will necessitate co-ordinated working arrangements both at officer and Member level of the Borough and County Council and also with external partners.
- 10.2 This would be undertaken by the infrastructure working group which would make recommendations to the Joint Committee having consulted with Borough Ward Councillors, County Divisional Councillors, Neighbourhood Fora (as necessary) and infrastructure providers, including utility companies.

11. WHAT HAPPENS NEXT:

- 11.1 Following the decision an inception meeting of the infrastructure working group would take place chaired by the Head of Planning Services, Woking BC. The attendees would be expected to communicate back to their organisations the process now in place and the appropriate channels for communication.
- 11.2 Members of the Borough and County Council Divisional Members with a ward falling within Woking Borough would be advised, through an email, which will update them on the governance arrangements and the appropriate communication.
- 11.3 In publicising its intention to adopt CIL the Borough Council will make the governance arrangements clear to relevant stakeholders and residents.
- 11.4 The Council will seek implementation of the Charge from 1 April 2015. All applications sitting with the local planning authority which have not been determined upon that date will potentially be subject to a charge as set out in the Schedule; in reality this will be a small number of retail and residential schemes. All applications which have a resolution to grant subject to a legal agreement may need to be reconsidered in the

ITEM 12

light of CIL. The monies are not due until the development has commenced so it is unlikely that the Council will be collecting monies until Summer 2015 and then it is predicted in small amounts. The earliest that the Joint Committee might expect to receive a report is Spring of 2016.

Contact Officer:

Jeni Jackson, Head of Planning Services, T.01483 743020

Consulted:

Ray Morgan, Chief Executive, WBC
Douglas Spinks, Deputy Chief Executive, WBC
Ernest Amoako, Planning Policy Manager, WBC
Tracey Haskins, Corporate Policy Manager, WBC

Trevor Pugh, SCC
Dominic Forbes, SCC
Paul Sanderson, SCC
Paul Druce, SCC
Paul Fishwick, SCC

Borough Portfolio Holder

Cllr Graham Cundy

Annexes:

Terms of reference for the Officer Working Group
Woking Borough Council Draft Charging Schedule with Proposed Modifications
Woking Borough Council Draft Regulation 123 list

Sources/background papers:

- Woking 2027 Core Strategy DPD
- Infrastructure Delivery Plan, Woking BC (2012)
<http://www.woking2027.info/corestrategy/cssubmission/borough/cs16>
- CIL Viability Study: <http://www.woking2027.info/infrastructure/cilviabilitystudy>
- Infrastructure Funding Gap Topic Paper:
<http://www.woking2027.info/test/infrastructure/cilinfrastructurefundinggap>
- CIL Inspectors Report:
<http://www.woking2027.info/infrastructure/cilexamination/cilexamrep>

Terms of Reference: Infrastructure Working Group

Annex 1

1) Remit	The infrastructure working group is a joint Member and officer consultative and working group set up to work jointly and collaboratively on infrastructure capacity, infrastructure requirements, infrastructure related to development and infrastructure delivery across the Borough, using CIL or other funding streams.
2) Membership of Group	<p>Portfolio Holder for Planning, WBC WBC Member representative SCC Member representative (the above to include representation from both main political parties also)</p> <p>Head of Planning, Woking BC Planning Policy Manager, Woking BC Promoting the Borough Manager, Woking BC Corporate Policy Manager, Woking BC</p> <p>For Surrey CC the following areas would be represented as required: Spatial Planning Transport Policy Infrastructure Agreements School Commissioning Economic Development Property Services</p> <p>The group will reserve the right to seek representation from other borough and county service areas as required.</p>
3) Meetings	Bi -monthly and more frequently as and when required.
4) Aim of the group	<ul style="list-style-type: none"> • To meet the challenge of aligning infrastructure delivery to development coming forward on the back of the Core Strategy, • To deliver the infrastructure requirements of the Core Strategy as amplified in the Infrastructure Delivery Plan. • To facilitate delivery of the schemes identified in the CIL Regulation 123 list. • To coordinate with other infrastructure providers including utility companies. <p><u>Objectives</u></p> <p>The working group objectives are:</p> <ul style="list-style-type: none"> • to provide a co-ordinated and consistent response to delivery of the infrastructure set out in policies of the Core Strategy; • to ensure that overarching infrastructure delivery mechanisms are secured; • to advise the Joint Committee on the Reg 123 List schemes and their priority, in delivery terms, to ensure maximum benefit to the community <p>To achieve the team will responsible for;</p> <ul style="list-style-type: none"> • Programme management • Coordination of projects Monitoring and delivery of project priorities

ITEM 12

	<p>and targets</p> <ul style="list-style-type: none"> • Performance chasing • Regular upward reporting to the Joint Committee both during and after delivery of each project • Working up of implementation plans • Identification of opportunities for using current and future council assets, co-location of services / facilities and influencing investment decisions to ensure high standard of infrastructure provision for all communities including those areas of major new development. • Identification of current and future infrastructure expenditure and funding streams. • Project timescale monitoring <p>To achieve this the group will:</p> <ul style="list-style-type: none"> • Receive and review regular project progress reports from Project Managers and Project Delivery Leaders internally and externally to the Council(s) • Report project progress updates to the Joint Committee • Feedback updates, changes and amendments to project plans from the Joint Committee to the Project Managers • Consult with relevant community and other groups
<p>5) Output</p>	<p>Bi Monthly project progress updates to Woking's Corporate Management Group Reports to Joint Committee on CIL priorities</p>



Woking Borough Council

**Community Infrastructure Levy – Draft
Charging Schedule**

Schedule of proposed changes

October 2013



Produced by the Planning Policy Team

For further information please contact:
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ITEM 12

- 1 The last sentence of paragraph 6.8 of the Community Infrastructure Levy – Topic Paper on Infrastructure Funding Gap should be amended to read ‘Sections 7 and 8 of the IDP also provides information regarding future education provision in Woking **but there have been further developments since the publication of this document**
- 2 The word ‘could’ in the second sentence of paragraph 6.9 of the Funding Gap Topic Paper should be changed to ‘will’.
- 3 The education section of Table 3 of the Infrastructure Funding Gap Topic Paper should be amended as follows:

Infrastructure	Infrastructure required	Total funding required	Existing from other sources	Funding gap
Education	19 primary school classrooms and ancillary spaces 13 secondary school classrooms and ancillary spaces Early year provision	£16,088,227	£0	£16,088,227

- 4 The same changes are requested to be made to the education section of Table 1 of the Draft Charging Schedule.
- 5 The total funding required for outdoor sports and the funding gap in Table 3 of the Infrastructure Funding Gap Topic Paper should change to £5,474,000. The same change is requested to be made in Table 1 of the Draft Charging Schedule to reflect up to date information by the Council.
- 6 The combined total funding for child play space and teenage play space and the funding gap as set out in Table 3 of the Infrastructure Funding Gap Topic Paper should change to £1,120,000. The same change is requested to be made in Table 1 of the Draft Charging Schedule. Consequential amendments should be made to Appendix 2 – Leisure and Recreation of the Infrastructure Funding Gap Topic Paper to reflect the new figures for outdoor sports and child and teenage play space.
- 7 The words ‘**and ancillary spaces**’ should be inserted between ‘classrooms’ and ‘over’ in the education section of paragraph 3.6 of the Draft Core Strategy.
- 8 The date for the delivery of Victoria Arch in the Regulations 123 list should be amended to **2015** (instead of 2017).

- 9 The A245 Old Woking Road outside Marist School crossing should be deleted from the Regulation 123 list. It is currently being delivered at a cost of £100,000.
- 10 The figures on education in Table 7 of the Draft Charging Schedule should be amended as set out above. The estimated cost should be **£16,088,227**, money secured should be **£0** and the funding gap should be **£16,088,227**.
- 11 The figures for open space provision as set out in Appendix C – Regulation 123 list should be amended as set out in paragraph 5 and 6 above.
- 12 The overall total funding required for all the identified infrastructure is now £56,890,621. The overall total for other sources of funding is £3,315,000 and the overall funding gap is £53,575,621 (instead of £98,570,394, £21,615,000 and £76,955,394 respectively). Tables 1 and 7 of the Draft Charging Schedule and Table 3 of the Community Infrastructure Levy – Topic Paper on Infrastructure Funding Gap should be amended accordingly.
- 13 The second sentence of the second paragraph of Appendix C of the Draft Charging Schedule should be amended to read as follows: The Regulation 123 list also gives an indication of the specific schemes or projects that will not be funded through Section 106 Agreements except where any of the schemes on the Regulation 123 list are also necessary to enable a particular development to come forward as a site specific requirement. In all cases, the Council will ensure that double counting is avoided.
- 14 The proposed Brompton bike hire dock should be deleted from the Regulation 123 list because the scheme is now implemented.
- 15 Cycle and pedestrian improvements is added to the list of A320 corridor improvements on the Regulation 123 list.

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Regulations 123 List

The Government expects charging authorities to set out at Examination a draft list of projects or types of infrastructure that are to be funded in whole or in part by CIL income. This list is termed the Regulations 123 list. The Preliminary Draft Charging Schedule and its accompanied Infrastructure Funding Gap Topic Paper includes a priority list of infrastructure which CIL income will be used to deliver. These were costed with other sources of funding identified. From this, a funding gap was derived. The Preliminary Draft Charging Schedule and the Infrastructure Funding Gap Topic Paper were a subject of a six weeks consultation. It should be emphasised that the Council has an Infrastructure Delivery Plan (IDP) that identifies the necessary infrastructure to support development proposals in the Core Strategy. The IDP has already been scrutinised at an Independent Examination. The broad lists of infrastructure that are identified to be funded by CIL are:

- Transport
- Thames Basin Heaths Special Protection Area (SANGs);
- Education;
- Open space.

The Regulations 123 list highlights the specific infrastructure projects within the above broad list of infrastructure. The Regulations 123 list also gives an indication of specific schemes or projects that will not be funded through Section 106 Agreements. The list is not in any order of priority. All the schemes cannot be delivered at the same time. At any given time, the Council will align available funding to deliver schemes that achieve maximum benefit to the community. The Regulations 123 list for the next 10 years is set out in table 1 below.

Table 1 – Regulations 123 list

Name of scheme	Indicative start date	Estimated cost	Money secured	Funding gap
TRANSPORT SCHEMES Minor local area road safety and accessibility schemes, including: Shared use of cycle route adjacent to A322 Reading Way – Basingstoke Canal. A324 Hermitage Road near Gorsewood Road – Toucan crossing. A324 Hemirmitage Road at Hermitage Bridge –pedestrian and cycle bridge crossing canal.	2015+	£1M - £2M		£2M -£2M
Victoria Arch capacity improvement	2015	£8M - £10M	£2.1M	£5.9M - £7.9M
Transport interchange hub at Woking railway station to include – plaza, bus interchange and taxi rank to south side of station, secure	2015+	£2.7	£1.04M	££1.66M

ITEM 12

bike parking area within station facilities on south side and improvements to bus interchange to north site of station.				
Devonshire Avenue/Albert Drive junction improvement. Improvements to the road junction layout and associated walking and cycle facilities	2013+	£1M		£1M
West Byfleet one-way system improvements, including pedestrian and cycle access to the station Bus stop locations around railway station and routeing of buses.	2015+	£1M - £2M		£1M - £2M
A245 cycle and pedestrian improvements, including cycle route A245 Parvis Road between West Byfleet and Byfleet A245 Sheerwater Road shared space	2013+	£1.1M	£60,000	£940,000
A320 corridor improvement – Road to Constitution Hill, including urban traffic control improvements and junction improvements and cycle and pedestrian improvements.	2019+	£5M - £10M		£5M - £10M
Pedestrian and cycle improvements in and on approach to Woking station, including Woking High School to Town Centre link (the Jupiter Trail0	2019+	£250,000		£250,000
Six Crossroads and environs – Six Crossroads roundabout – possible junction upgrade and improvement to side roads.	2019+	£3M - £5M		£3M - £5M
Sub Total				£19,850,000 - £30,850,000 (Average - £25,250,000)
Thames Basin Heaths (SANGs)				
Horsell Common SANG	2012 - 2022	£5,492,090		£5,492,090
Brookwood Country Park SANG				
White Rose Lane SANG				
Heather Farm SANG				
Sub Total				£5,492,090

EDUCATION				
19 primary school classrooms	2012 - 2022	£16,088,227	£0	£16,088,227
13 secondary school classrooms				
Early year provision				
Sub Total				£16,088,227
OPEN SPACE				
Outdoor sports	2012 – 2022	£5,474,000		£5,474,000
Allotments				£151,304
Child Play Space and Teenage Play Space		£266,304	£115,000	£1,120,000
		£1,120,000	£0	
				£6,745,304
OVERALL TOTAL FUNDING GAP				£53,575,621

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WOKING JOINT COMMITTEE

DATE: WEDNESDAY 3 DECEMBER 2014
LEAD OFFICER(S): SUE BARHAM (WOKING BC)/ JEREMY CROUCH (SURREY COUNTY COUNCIL)

SUBJECT: INTEGRATED YOUTH STRATEGY FOR WOKING

AREA: WOKING

SUMMARY OF ISSUE:

Woking Borough Council and Surrey County Council's Services for Young People have been working on behalf of the Joint Committee to develop an integrated youth strategy. It is anticipated that the strategy will be ready for Joint Committee approval at the first Committee meeting in 2015.

The Joint Committee is asked to approve the specific priorities of the Integrated Youth Strategy (Annex 1). This is to enable Surrey County Council's Local Prevention to be commissioned in line with these priorities.

RECOMMENDATIONS:

Woking Joint Committee is asked:

- (i) To approve the priorities of the Integrated Youth Strategy

REASONS FOR RECOMMENDATIONS:

Local Prevention has been in place across Woking since 1 April 2012. It has contributed significantly to the reduction in young people becoming Not in Education, Employment or Training (NEET). The current contract comes to an end on 31 August 2015. To re-commission local prevention within set timescales, it is necessary to hold the bidding process prior to the Joint Committee approval of the full integrated youth strategy.

The priorities for the integrated youth strategy (contained in Annex 1) have been developed, taking into account local data and after consultation with practitioners and young people.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Local Prevention is a SCC commission which aims to reduce risk factors and increase protective factors for young people who are identified as being most at risk of becoming Not in Education, Employment or Training (NEET). Local Prevention commissions preventative opportunities for young people in school years 8 to 11. The commission is delivered outside of core school hours all year round.
- 1.2 The current provider is Eikon as the lead organisation, in partnership with Reflex and Surrey Care Trust. The funding agreement ends on 31 August 2015.
- 1.3 The Integrated Youth Strategy for Woking will bring together all provision that contributes to the offer for young people. It will enable organisations to align resources, increase collaboration and reduce duplication.
- 1.4 The priorities for the Integrated Youth Strategy have been developed through wide consultation with providers and young people.
- 1.5 The Strategy together with a supporting delivery Action Plan will be brought to the Joint Committee in March 2015 for approval.
- 1.6 The timeline for re-commissioning will enable local prevention to take into account the priorities of the Integrated Youth Strategy.
- 1.7 The new services will be commissioned in a way that ensures it sits within and contributes to the Integrated Youth Strategy.

2. ANALYSIS:

- 2.1 SCC Services for Young People's strategic objective is for all young people to be employable. Local Prevention contributes to this by reducing risk factors that may lead to a young person becoming NEET.
- 2.2 The Joint Committee will agree the award of contract to the successful provider as proposed by the Youth Task group. To arrive at a decision on the preferred provider, bidders will be invited to present their proposals to the Youth Task Group.
- 2.3 To ensure that we comply with procurement timescales, so that the new Local Prevention commission can start on 1 September 2015, it is necessary to bring the decision for award of successful bidder to the Joint Committee in March.
- 2.4 In order to do this, the presentation event for bidders will need to be in January before the final version of the Integrated Youth Strategy has been brought to the Joint Committee for approval.
- 2.5 Incorporating the priorities of the youth strategy into the Local Prevention will ensure that it is consistent with the youth strategy. In order to do this it is necessary to bring the priorities to the Joint Committee for approval.
- 2.6 The priorities for the Integrated Youth Strategy have been developed through a process led by Woking Borough Council and facilitated by the National Youth Agency.

- 2.7 Engagement with local practitioners was undertaken through an event on 7 October 2014 looking at needs of young people in Woking and drawing from knowledge, experience and expertise of those who attended.
- 2.8 A similar event was held with young people, also on 7 October 2014, gathering views on their experiences and what they felt should be the priorities relating to developing the youth offer in Woking.
- 2.9 This information has been put alongside extensive data on the needs of young people in Woking to ensure there is a strong rationale for the integrated youth strategy.
- 2.10 The priorities in Annex 1 were agreed in principle by the Youth Task Group on 11 November 2014. In doing so it was acknowledged that the scope of the Strategy will be extended in a phased approach to secure the participation from a wider range of agencies and organisations that work with young people to deliver elements of the strategy. The ongoing review process will assist in identifying how the Strategy links with new and emerging county wide needs and objectives. The involvement of a wider range of partners will help to extend its scope, enhance the range of activities and increase its impact in supporting young people with complex or multiple needs.
- 2.11 In total, over 70 people have been directly consulted on the priorities for Woking.

3. OPTIONS:

- 3.1 The priorities in the Integrated Youth Strategy identify the key priorities for Woking to enable young people to achieve their full potential. Adopting a set of common priorities will enable all organisations to align their provision and, where possible, resources to ensure a collaborative approach and offer.

4. CONSULTATIONS:

- 4.1 Young people were consulted and engaged on priorities for Woking on 7 October 2014.
- 4.2 Local practitioners were consulted and engaged on priorities for Woking on 7 October 2014.
- 4.3 The priorities were taken to the Youth Task Group on 11 November 2014.
- 4.4 Over 70 people attended the event listed above
- 4.5 The Integrated Youth Strategy will be taken to SCC Services for Young People senior management in December.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The re-commissioning of existing SCC services addresses planned savings included in SCC's Medium-Term Financial Plan 2014-2019. The model also includes flexibility in the eventuality of future savings being required by SCC either for 2015-16 or in subsequent years. All contracts include standard break clauses and the ability to revise the level of funding if budget changes occur.
- 5.2 Developing an Integrated Youth Strategy allows greater collaboration which will reduce duplication; better co-ordination of services and the youth offer in general;

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www.surreycc.gov.uk/woking

and bringing practitioners together will enable more effective targeting of provision. These factors combined will deliver better value for money as well as improved outcomes for young people.

6. RISK MANAGEMENT:

- 6.1 Commissioning and prioritising locally, ensures that services will be more effective and efficient at meeting the needs of young people.
- 6.2 Developing and implementing an Integrated Youth Strategy will reduce the likelihood of duplication and allow organisations to co-ordinate delivery to best meet the needs of young people across Woking.

7. LOCALISM:

- 7.1 Local Prevention will be commissioned locally through the Joint Committee Youth Task Group. Scrutiny of Local Prevention and Community Youth Work will be through the Youth Task Group. The Youth Task Group will advise on the allocation of resources within Woking Borough.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 Woking’s devolved commissioning budget is targeted to groups who are vulnerable or at risk of becoming NEET.
- 8.2 An Equalities Impact Assessment (EIA) has been prepared for the new Services for Young People Commissioning model, and a separate EIA will be undertaken in respect of the Integrated Youth Strategy..

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
Evidence shows that young people who are participating in education, training, employment, and to a lesser extent, positive activities are less likely to commit crime.
- 9.2 Sustainability implications
Commissioning and 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. Health and Wellbeing are priorities in the Integrated Youth Strategy.

10. CONCLUSION AND RECOMMENDATIONS:

- 10.1 The priorities in the Integrated Youth Strategy have been developed in consultation with young people, practitioners and Youth Task Group to ensure that they best meet the needs of young people.

The Joint Committee is asked to:

- (i) Approve priorities of the Integrated Youth Strategy (Annex 1).

11. WHAT HAPPENS NEXT:

Re-commissioning of local prevention:

- 11.1 Officers will invite organisations to submit bids which will be short-listed by the Commissioning and Development Team.
- 11.2 Bidder presentations will take place where the short-listed providers will present their proposals to the Youth Task Group.
- 11.3 A recommendation to award Woking Local Prevention funding agreements will be brought to the Joint Committee in March 2015 for approval.
- 11.4 It is anticipated that the new provider(s) will be in place for 1 September 2015.

Integrated Youth Strategy:

- 11.5 Further to approval of the priorities in the Integrated Youth Strategy, further engagement will take place with young people and partners to finalise the strategy and develop a delivery Action Plan. The strategy and Action Plan will be submitted for approval to the Woking Joint Committee meeting in March 2015.

ITEM 13

Contact Officer(s):

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

WBC: Sue Barham, Strategic Director email: sue.barham@woking.gov.uk tel: 01483 743810

Consulted:

SCC and WBC Service users were consulted as part of the development of the priorities in the integrated youth strategy.

Borough Portfolio Holder

Cllr David Bittleston

County Council Cabinet Member

Linda Kemeny

Clare Curran – Associate Cabinet Member

Annexes:

Annex 1 – Integrated Youth Strategy Priorities

Sources/background papers:

**The Integrated Youth Strategy for Woking 2015-2020
Vision and Priorities**

Supporting young people to achieve their full potential

1.0 Our Vision

- 1.1 The vision that drives the Integrated Youth Strategy for Woking is ***support for young people to achieve their full potential***. Establishing a local Youth Offer, as part of wider early help and prevention arrangements, is an integral part of implementing the strategy. The Youth Offer consists of a wide range of provision and support for young people across the Borough. It provides all young people with access to positive activities and opportunities to engage in youth work. It also targets young people that need additional support. Therefore, some services are targeted in geographical areas that experience high levels of deprivation because of the link between poverty and poor outcomes. Services are also targeted at specific groups of young people, such as those in local authority care, those that have learning difficulties and disabilities and young carers, because research demonstrates that these factors can also result in poor outcomes.

2.0 Our Priorities for Action

- 2.1 The priorities for action were identified through reviewing data and information, drawing on the experience of practitioners and consulting young people. They address existing and emerging patterns of need across the borough and will guide commissioning and planning over the next five years. Each priority aligns with an outcome in Surrey Young People's Outcomes Framework. Monitoring, review and evaluation of the services funded or provided directly by Woking Borough Council and Surrey County Council, feedback from young people and practitioners and ongoing needs assessment will ensure that changing patterns of need are identified and addressed during the life of this strategy. The priorities are as outlined below:

Priority 1: Improving young people's emotional wellbeing and mental health

- 2.2 The Mental Health Foundation defines emotional wellbeing as, *'a positive sense of wellbeing which enables an individual to be able to function in society and meet the demands of everyday life.'* Improving young people's emotional wellbeing and mental health emerged as one of the top priorities in consultations with young people and practitioners along with a need to support young people to improve their confidence, self esteem, sense of achievement and aspirations. It was also identified as a local priority in Surrey County Council's One in Ten Needs Assessment and is closely connected to improving young people's resilience, one of the outcomes in the Surrey Young People's Outcomes Framework.
- 2.3 While there is currently no data on the scale and impact of this issue in Woking practitioners report that more young people are presenting with complex mental

health and emotional wellbeing needs. Surrey County Council's One in Ten Needs Assessment states that an estimated 10% of children and young people aged between 5 and 16 years old may have a clinically diagnosed mental health disorder. Research on the impact of poor emotional well being and mental health suggests that young people can develop protective factors during adolescence that reduce the risk and severity of emotional and behavioural disorders. These protective factors include a positive attachment to school, family and community; positive peer influence; opportunities to succeed; problem solving skills; and positive 'social capital' indicators, for example, friends, support networks, valued social roles and positive views on their neighbourhoods. National research indicates that the severity and duration of mental health problems can be reduced when young people have quick access to effective help and support. Engaging in positive activities, youth work and one to one support can assist young people to build on and develop protective factors and provide early access to effective help when necessary.

Priority 2: Reducing risky behaviour – substance misuse, smoking, anti-social behaviour and improving sexual health

- 2.4 Taking action to reduce risky behaviour involves supporting young people to make informed choices and decisions. This is an outcome in Surrey Young People's Outcomes Framework. Engaging in risky behaviour during adolescence can have a negative impact on young people's life chances and prevent them from fully participating in society. The young people consulted about the strategy say that they want to know the truth about issues such as sex and relationships and the risks and harms of misusing substances. They want to learn about these things in ways that are interesting and to have access to information about where to go for services and support in a variety of formats.
- 2.5 While there is no data on the prevalence of substance misuse in Woking, practitioners say that more young people are using legal highs and cannabis. National research indicates that most young people do not use illicit drugs or binge drink, and among those who do only a minority will develop serious problems. Surrey Joint Strategic Needs Assessment 2014 asserts that substance misuse in young people is associated with behavioural, physical and mental health problems. The majority of young people accessing specialist treatment services in Surrey are Alcohol and Cannabis users. However, smoking also has negative effects on long term health; a recent survey into the smoking habits amongst young people in Surrey showed that although most children had not tried smoking in year 7, by year 13 nearly 80% had tried smoking at least once with nearly 30% classed as a regular smoker.
- 2.6 Unplanned teenage pregnancy also has a negative impact on young people's life chances. Although the teenage pregnancy rate in Woking is well below the national average; the rate is much higher in neighbourhoods that experience high levels of deprivation. National research indicates that Sexually Transmitted Infections are more common among young people than any other group. Two-thirds of cases of Chlamydia are among young men and women aged 16-24 years. However, young people are the group least likely to access sexual health advice and treatment in traditional clinical

settings. This indicates a need to provide sexual health services for young people in community settings.

- 2.7 Woking Anti-social Behaviour Team recognises that public perception of young people's involvement in anti-social behaviour can be much worse than the reality. Never-the-less, being involved in anti-social behaviour puts young people at risk of entering the Juvenile Justice System which, in turn, has a negative impact on their chances of participating fully in society.

Priority 3: Meeting the needs of young people that require additional support in their transition from adolescence to adulthood

- 2.8 Most young people in Woking make a positive transition through adolescence into adulthood. However, a few young people need additional support to help them to participate in society. Practitioners identified the need to support young people with low level underlying issues that can escalate and prevent them from achieving their full potential. Young people consulted as part of the development of this strategy identified the barriers that some young people face and said that those who need additional support should have good access to it. Both groups are in favour of targeting provision in neighbourhoods that experience high levels of need.
- 2.9 There are a variety of factors that make a negative impact on young people's life chances. In Woking, research indicates that young people who grow up in poverty or in areas with high levels of need are more likely to require additional support. Data also indicates that factors such as speaking English as an additional language, having a learning disability or being a young carer can also affect young people's outcomes as they grow up. Other factors that make a negative impact on positive transitions through adolescence to adulthood include being looked after by the local authority, having a Gypsy, Roma Traveller heritage or facing the barriers experienced by young people who are Gay, Lesbian, bi-sexual or transgendered. Surrey Young People's Outcomes Framework identifies groups of young people that need targeted support to assist their transition into adulthood because of the barriers they face. These include young people who:
- Have special educational needs
 - Are looked after or are care leavers
 - Are on Child Protection Plans
 - Are identified as being at risk of becoming NEET
 - Are young parents
 - Have caring responsibilities
 - Are from Gypsy, Roma, Traveller communities
 - Have offended
 - Have protected characteristics including sexual orientation, gender reassignment, race, religion and belief where this results in them facing barriers to participation in society.

Priority 4: Improving young people’s experience of the local transport system – cost and safety

- 2.10 Young people have identified the cost of public transport as an important issue across the county. Those that were consulted as part of the development of this strategy said that the cost of public transport in and around Woking is too high, that it is unreliable and does not operate frequently enough. A few young people say that the cost of peak time travel in the morning is affecting their ability to arrive at school or college on time. Surrey Young People’s Outcome Framework identifies shortcomings in the transport system as one of the barriers that can prevent young people in participating in education, employment and training.
- 2.11 Young people also raised the importance of being and feeling safe when using public transport. This issue was particularly important for young people who are LGBT who say that they regularly experience abuse when walking around the town or using public transport.

Priority 5: Ensuring that facilities are accessible to young people and fit for purpose

- 2.12 Across Woking there are a multitude of facilities and assets provided by a range of statutory, voluntary and faith based groups where activity for young people takes place. In many cases these are shared built spaces for example community centres where youth activity takes place at certain times, although in some cases the facility / asset is predominately seen as a facility for young people to access i.e.: skate parks, climbing boulders and play areas. In addition there are a wealth of assets which may not be currently accessible for use by Young People but which could be if the appropriate ‘brokering’ for use of such asset takes place.
- 2.13 Irrespective of the type of asset there are associated costs with maintaining such and particularly in the case of built facilities many of our venues are in ageing-stock which will, in due course require significant investment. The development of the Integrated Youth Strategy gives us the opportunity to jointly assess the level, scope and offer of existing provision and to rationalise such provision as maybe appropriate after engaging with Young People on whether such provision is in the right place and offers the right configuration and offer to meet their needs. This opportunity will also help us to verify the opportunity and in certain cases validate the level of support for potential new infrastructure in Woking which Young people may wish to access eg: cultural music venue, a Youth Café or a Indoor Skate Park.

Priority 6: Promoting the Youth Offer

- 2.14 Promoting the Youth Offer effectively is important in ensuring that young people and practitioners know what is available in local areas. It is closely linked to supporting young people to make informed decisions about the use of their free time; one of the outcomes in Surrey Young People’s Outcomes Framework. The young people consulted as part of the development of this strategy say they want to know about all the activities that are available. Practitioners say that sharing information about

services and resources will help them to promote the Youth Offer, make effective referrals, signpost and improve collaborative working. Volunteers, in particular want to know more about services for young people across the borough.

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WOKING JOINT COMMITTEE

DATE: 3 DECEMBER 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 4 March 2015

1. Highways Update
2. Allocation of Woking Parking Surplus
3. Woking Town Centre Management Agreement
4. LSTF TravelSMART
5. Trading Standards Annual Report
6. Air Quality – Knaphill
7. Integrated Youth Strategy and Local Prevention Youth Re-commissioning
8. Sub-Committees update

Wednesday 24 June 2015

1. Highways Update
2. Youth provision in Woking – Annual Performance Review 2014/15
3. Joint Committee Sub-Committees and Task Groups
4. Members Allocation Annual Report

Wednesday 23 September 2015

1. Highways Update
2. Sub-Committees update

Wednesday 2 December 2015

1. Highways Update
2. Woking Parking Review
3. Woking Infrastructure Delivery Plan

Wednesday 2 March 2016

1. Highways Update
2. Trading Standards Annual Report
3. Woking Town Centre Management Agreement

3.2 The dates for future meetings of the two sub-committees are set out below for information:

Woking Joint Committee Health and Wellbeing Sub-Committee:

- 5.30pm on Wednesday 25 February 2015
- 5.30pm on Tuesday 16 June 2015

Woking Joint Committee Community Safety-Sub-Committee:

- 7.00pm on Wednesday 3 June 2015

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
