

**DRAFT**

Minutes of the meeting of the  
**Woking JOINT COMMITTEE**  
held at 6.00 pm on 24 June 2015  
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 Ken Howard
- \* Cllr Beryl Hunwicks
- \* Cllr John Kingsbury (Vice-Chairman)
- \* Cllr Kevin Davis
- Cllr Anne Roberts
- \* Cllr Carl Thomson
- \* Cllr Graham Chrystie

\* In attendance

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**Notes from Open Public Questions set out in Annex**

**15/15 APOLOGIES FOR ABSENCE [Item 1]**

Cllr Anne Roberts and Mr Will Forster gave apologies for absence.

**16/15 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes of the last meeting held on 4 March 2015 were agreed and signed.

**17/15 DECLARATIONS OF INTEREST [Item 3]**

Cllr Kingsbury declared a non-pecuniary interest in the item discussed during open public questions due to the fact that he owns garage 8 at Highclere Gardens.

Mr Hussain declared an interest in item 12 as he is landlord of Knaphill Library.

## 18/15 PETITIONS [Item 4]

There were four petitions received.

### **Petition A: Mitigate and establish accountability for the Vicarage Road Closure**

In accordance with Standing Order 14.1, the committee received this petition. The wording of the petition and the response is annexed to these minutes.

The petitioner was not present, but the following comment was noted:

- There are often good reasons why works cannot be carried out 24/7 including health and safety, environmental health and the need for materials to set etc.

### **Petition B: Provide a safer way for pedestrians to cross Littlewick Road in Woking**

In accordance with Standing Order 14.1 Mrs Kirsty Green presented this petition on behalf of local residents. The petition contained 197 signatures, and the wording and response is annexed to these minutes.

Mrs Green presented the petition and explained that residents on the common have to cross Littlewick Road. Residents feel isolated and at risk of being involved in an accident. There is poor visibility and a narrow pavement, and many people choose to drive short distances rather than risk walking.

The tabled response was noted. The following points were discussed:

- Officers will meet councillors on site to look to see if it is possible to clear back the vegetation from the footpath, look at the old crossing further up and review signage
- There are minimum standards for crossings, and officers will look to see what is possible in the location in terms of a centre island, but funding would need to be made available through committee.
- Horsell Common Preservation Society offered to join the site visit to see how they could assist with clearing undergrowth.

### **Petition C: Opposing Phase Two: The residential development of Rydens Way**

In accordance with Standing Order 14.1 Mrs Alison Tigwell presented this petition on behalf of local residents. The petition contained 502 signatures, and the wording and response is annexed to these minutes.

Mrs Tigwell presented the petition and explained that the middle section of the proposed development would be on a roundabout, and the section in front of the college is regularly used by the college, dog walkers etc. There has been an increase in accidents due to the changed road layout from the previous phase of the development, and residents are concerned that this may be an issue again. Residents feel that as the land is publically owned, it should only be used for highway purposes.

The response was tabled and Cllr Kingsbury explained that there has not yet been a planning application for this development. The committee noted the residents concerns, and confirmed that the residents should ensure that their concerns are fed in to Woking Borough Council Planning Department should a planning application be submitted.

A resident raised a question about the condition of the roads in Rydens Way. It was noted that highway network is regularly inspected. The area near Shackleford Road was highlighted and it was agreed that a response would be given to the petitioner. At the request of Mr Carasco, it was agreed that the response would also include any evidence of an increase in road accidents if possible.

#### **Petition D: Objections to through traffic in Arnold Road, Woking**

In accordance with Standing Order 14.1 Cllr Tahir Aziz presented this petition on behalf of local residents. The petition contained 78 signatures, and the wording and response is annexed to these minutes.

Cllr Aziz explained that the petition was a follow up from the one presented last year due to the lack of response to that one. Residents felt that the speed surveys previously done were done at the wrong time, and the passing traffic was resulting in a high level of fumes. Residents would like road humps, red surfacing on the junction of the road, 20mph speed limit and except for access signs.

The committee sought clarification from the petitioner regarding the petition and whether this petition superseded the previous one. It was agreed that a detailed response would be brought to the next meeting of the committee which would address the issues presented in both petitions, and apologies were given to the petitioners on the length of time it has taken to provide a response.

#### **19/15 WRITTEN PUBLIC QUESTIONS [Item 5]**

Two public questions were received and tabled. A copy of the questions and answers are annexed to these minutes. The supplementary questions and responses are recorded below:

##### **Question 1:**

Mr Stubbs asked why the footpath could not be opened until the 148<sup>th</sup> dwelling was completed, and whether it would be possible to open it sooner. A written response would be provided outside the meeting.

##### **Question 2:**

Mr Daniell asked whether it would be possible to put in kerbside bollards. A written response would be provided outside the meeting.

#### **20/15 WRITTEN MEMBER QUESTIONS [Item 6]**

Four member questions were received and tabled and are annexed to these minutes. The supplementary questions and responses are set out below:

**Question 3:**

It was noted that Highways are working with Affinity Water to locate the source of the water, but it is difficult to locate. Cllr Kingsbury would be kept up to date with any progress.

**Question 4:**

Mr Carasco would like to see some action taken.

**21/15 WOKING LOCALITY HUB (FOR INFORMATION) [Item 7]**

Lisa Compton, Operations Director for Locality Hubs gave a presentation to members of the committee about the Locality Hub proposals and updated members on progress towards the first Locality Hub in Surrey, which will be based in Willow Ward at Woking Community Hospital.

GP-led multi-disciplinary health and social care teams will use Locality Hubs to significantly improve the quality of care in the community for frail and elderly patients.

Locality Hub provision will include a particular focus on early diagnosis and intervention for patients with a wide range of potentially serious conditions, which will reduce complications and help them stay out of acute care.

Locality Hubs will ensure more effective management of the growing number of frail elderly patients in our communities, helping them to stay as healthy and independent as possible.

During Phase One, it is likely that there will be up to 1,000 patients, rising up to 5,000 when fully up and running, with final numbers depending on staffing capacity.

**22/15 SURREY HALF MARATHON (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 8]**

Geoff McManus introduced the report which sought the committees agreement for Woking to host the Surrey Half Marathon in 2016.

Members were supportive of the event taking place again in 2016, but asked for greater engagement with local businesses, as well as residents, likely to be affected.

**RESOLVED**

Woking Joint Committee agreed that:

The Surrey Half Marathon is supported to take place on Sunday 17 April 2016.

## **23/15 PUBLIC FOOTPATH NO.4 (WOKING) PUBLIC PATH DIVERSION ORDER 2014 (OTHER COUNTY COUNCIL FUNCTION) [Item 9]**

Debbie Prismall introduced the report which asked the committee to consider whether to refer the Diversion Order for Public Footpath No 4 (Woking) to the Secretary of State for determination.

For many years, Footpath 4 (Woking) has been off-line. Surrey County Council in agreement with the landowners processed a Diversion Order to divert the footpath onto the route that has been used on the ground.

Officers explained that:

- The definitive line through the field is waterlogged for much of the year.
- The landowner grazes cattle in the field and walkers do not always want to go through fields with livestock in.
- The width of the proposed footpath is 4m. The minimum normally required is 2m.
- There is barbed wire on the path facing side of the proposed route, but as the width of the path is 4m, and there are rails on the fence jutting out further than the wire, officers do not consider this to be a 'nuisance'.
- The proposed route is the path that has been used on the ground by the public for many years and is a wide surfaced track.
- Reinstating the definitive line of the footpath would require the County Council to install a new footbridge at public expense a few metres from the bridge that is currently being used by the public.

Members noted that they had been invited to a site visit and that the Diversion Order made sense.

### **RESOLVED**

Woking Joint Committee agreed that:

The Surrey County Council Footpath 4 (Woking) Public Path Diversion Order 2014 be referred to the Secretary of State for determination and that the Council should support the order.

## **24/15 HIGHWAYS UPDATE (FOR INFORMATION) [Item 10]**

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

The following points were raised by members and discussed:

- Officers would confirm to Mr Wilson whether funding has been paid to Runnymede Borough Council for Rive Ditch.

- A request was made to address the issue of vegetation on Heath House Road, Clodd House Hill junction and Robin Hood Road which is affecting sightlines
- A request was made for an update on Operation Horizon both now and at the next meeting
- Officers were asked to work up an estimate of potential costs for a road safety scheme outside Horsell Junior School for consideration in 2016/17
- The Committee requested that their congratulations were passed to Chris Higgs on his promotion. Vacant posts are being filled in Highways. Members were asked to raise non-urgent issues via the website or the councillors email.
- Contingency schemes for 2015/16 would be presented to committee in September 2015.

## **RESOLVED**

Woking Joint Committee agreed to:

- (i) Note the progress with ITS highways and developer funded schemes, and revenue funded works for the 2015/16 financial year
- (ii) Note progress with budget expenditure
- (iii) Note that a further Highways Update will be brought to the next meeting of this Committee.

### **25/15 UPDATE ON PROPOSED TRAFFIC SIGNALS UPGRADE AT ANCHOR HILL, WOKING TO REMEDY AIR QUALITY MANAGEMENT AREA (AQMA) (FOR INFORMATION) [Item 11]**

Andrew Milne introduced the report which updated the committee on the upgrade to the traffic signals operation at the junction of Anchor Hill and High Street Knaphill. It was noted that MOVA operation of the Traffic Signals at this junction will better alleviate vehicle congestion and waiting times, hence also improving the air quality at this location.

#### **Public Comments:**

- This work was welcomed given the pollution caused by traffic flow, volume and exhaust gases. There was a slight caution that the improved traffic flow may lead to an increase in volume of traffic going through the village, especially with the bollards currently out of action.
- It would be useful if a no waiting box could be added to the junction of Lower Guildford Road and Victoria Road.
- It was noted that the lights at the Garibaldi Crossroads would also have improved detection.

- Regarding pavement parking by the shops in Knaphill, it was noted that if bollards were installed, it would be likely that the issue would be moved further along the road.

**Member Comments:**

- Members welcomed the updated proposed for Anchor Hill.
- An update was requested on the situation regarding the bollards at the Vyne.
- Officers were asked to see if there were any further projects that could be funded through this budget in Woking.

**RESOLVED**

Woking Joint Committee agreed to note:

The update on the proposal to upgrade the Traffic Signals operation at the junction of Anchor Hill and High Street, Knaphill to 'MOVA' (Microprocessor Optimised Vehicle Actuation) to mitigate Air Quality issues.

**26/15 LIBRARY SERVICE REVIEW 2015 (EXECUTIVE FUNCTION) [Item 12]**

Under standing order 26, Cllr Hussain declared an interest in this item due to the fact that he was landlord of the library.

Kelly Saini Badwal introduced the report which set out the revised opening hours for Knaphill and West Byfleet libraries. It was noted that customer feedback showed that it is easier for residents to remember standardised hours across libraries. There was positive feedback after introducing standardisation at Group A and B libraries in 2008. The recommended changes to opening hours reflect how local residents are now using these libraries.

**Public Comments:**

Concern was expressed that some staff have had to accept reduced hours and others have found new jobs. There was also concern that fewer people will use the branches with changed hours, and this could lead to a lack of footfall and closure. In response it was noted that the objective was to keep all the library network open, and officers would look into the issues raised about effect of staff outside the meeting. The review process allowed staff to express preferences, and there were a number of options for them.

**Member Comments:**

- The local member welcomed the opening of West Byfleet library on a Monday.
- Officers confirmed that all the changes have been discussed with staff
- It was requested that the sensors at Woking library are checked as the doors open when people walk past outside.

**RESOLVED**

Woking Joint Committee agreed that:

- (i) the opening hours for Knaphill and West Byfleet libraries as set out in Annexe 2 and paragraphs 3 and 9 of this paper be changed.

**27/15 APPOINTMENT TO JOINT COMMITTEE SUB-COMMITTEES AND TASK GROUPS (EXECUTIVE FUNCTION) [Item 13]**

Sarah Goodman introduced the report and noted that the terms of reference of the Community Safety Sub Committee had been slightly amended to allow five councillors to be members of the Sub-Committee.

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

**RESOLVED**

Working Joint Committee agreed:

- (i) The terms of reference for the following (as set out in Annex 1):
1. Health and Wellbeing Sub-Committee
  2. Community Safety Sub-Committee as amended
  3. Parking Task Group
  4. Youth Task Group
  5. Future Transport Planning Task Group
  6. Infrastructure Working Group
- (ii) The County Councillor and Borough Councillor appointments to the following:
1. Health and Wellbeing Sub Committee (2 County and 2 Borough)
    - Liz Bowes (C)
    - Ben Carasco (C)
    - Beryl Hunwicks (B)
    - John Kingsbury (B)
  2. Community Safety Sub Committee (5 members including at least one Borough Councillor and one County Councillor)
    - Beryl Hunwicks (B)
    - Graham Chrystie (B)
    - John Kingsbury (B)
    - Anne Roberts (B)
    - Will Forster (C)
  3. Parking Task Group (2 County and 2 Borough plus Chairman and Vice Chairman)
    - Richard Wilson (C)
    - Colin Kemp (C)
    - Paul Smith (B)
    - Liam Lyons (B)
    - Liz Bowes



- John Kingsbury
4. Youth Task Group (2 County and 2 Borough)
    - Saj Hussain (C)
    - Colin Kemp (C)
    - Beryl Hunwicks (B)
    - Kevin Davis (B)
  5. Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)
    - Richard Wilson (C)
    - Saj Hussain (C)
    - Kevin Davis (B)
    - Will Forster (B)
    - Liz Bowes
    - John Kingsbury
  6. Infrastructure Working Group (One County, One Borough)
    - Will Forster (C)
    - John Kingsbury (B)

**28/15 MEMBERS' ALLOCATIONS 2014/15 OVERVIEW - ANNUAL SUMMARY (FOR INFORMATION) [Item 14]**

Sarah Goodman introduced the report. Members Allocation is intended to enhance the wellbeing of residents and make the best possible use of the funds. Greater transparency in the use of public funds is achieved with the publication of what Members' Allocation funding has been spent on.

**RESOLVED**

Woking Joint Committee noted:

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

**29/15 FORWARD PROGRAMME (FOR INFORMATION) [Item 15]**

**RESOLVED**

Woking Joint Committee agreed to:

- (i) Note and comment on the forward programme contained in this report. Additional reports on Arnold Road and Project Horizon were requested for the September meeting.

Meeting ended at: 8.55 pm

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**Chairman**

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### Notes Open Public Questions

#### **Question 1: Mr Stubbs**

Could the signage and road surface be reviewed along the lower part of Anchor Hill to the roundabout with Littlewick Road and Lockfield drive, as there have been numerous accidents?

Andrew Milne explained that Surrey Highways work closely with Surrey Police on individual sites in the County to see if there is a need to take any remedial action.

#### **Question 2: Mrs Marshall**

Could Officers look at the diversion route by Brookwood Crossroads from Guildford and the diversion on the island for turning right as the signage was very confusing.

It was noted that the layout for wording of diversion signage is laid out by legislation. A fuller written response would be provided outside the meeting.

#### **Question 3: Cllr Melanie Whitehand**

Residents are concerned that the lack of parking at Highclere Gardens is adding to antisocial parking resulting in antisocial behaviour in the vicinity. Cars park by the garages which has resulted in criminal damage at Knaphill Scouts. Could the parking situation be reviewed again?

A written response would be provided outside the meeting.

#### **Question 4: Mrs Morales**

Has there been any progress on the changed priorities in Rydens Way?

It was noted that this is being looked at and Officers have met members on site.

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## WOKING JOINT COMMITTEE

**DATE:** 24 JUNE 2015  
**LEAD OFFICER:** KEVIN ORLEDGE, STREET WORKS MANAGER (SCC)

**SUBJECT:** RESPONSE TO PETITION: VICARAGE ROAD, KINGFIELD

**AREA:** KINGFIELD AND WESTFIELD

### SUMMARY OF ISSUE:

1.1 A petition containing 273 signatures has been submitted for consideration at the Woking Joint Committee regarding utility works on Vicarage Road, Kingfield.

1.2 **Wording of the petition:**

On Tuesday 11/11/14 Thames Water closed Vicarage Road for a period of 26 weeks to upgrade sewage infrastructure for the Kingsmoor Park development. The closure has already caused rush hour havoc for local residents, commuters travelling through the area, and children on their way to the area's various schools; with reported delays on Westfield Avenue of up to 40 minutes. The closure was effected with little to no consultation of residents, insufficient prior notification of the full extent of the closure and poor efforts to mitigate the impacts.

We petition the Council to reconsider how the closure may be shortened or mitigated to reduce impact.

We also petition the Council to bring to account all departments and persons involved in the closure, to:-

(1) Show that such blatant disregard for residents' wellbeing is not considered acceptable by Surrey County Council,

(2) Ensure that similarly misjudged closures do not occur again in the future.

<b>RESPONSE:</b>
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## 2.0 Legislative Background

Under the section 1 of the Highways Act 1980, *“the Council of a County are the Highway Authority for all highways in the County”*. In Surrey this is Surrey County Council.

Works carried out by Statutory Undertakers under section 48 of the New Roads and Street Works Act (NRSWA) 1991 are defined as Street Works.

Under the relevant enabling Act, Statutory Undertakers have the right to carry out Street Works in “highway maintainable at the public expense” (generally known as adopted or public highway). The Highway Authority cannot stop this.

Under section 59 of the NRSWA the Highway Authority has a Duty to co-ordinate works. The Act stating:-

*A Street Authority shall use their best endeavours to co-ordinate the execution of works of all kinds in the streets for which they are responsible:-*

- (a) in the interests of safety,
- (b) to minimise the inconvenience to persons using the street (having regard, in particular, to the needs of people with a disability), and
- (c) to protect the structure of the street and the integrity of apparatus in it.

The Traffic Management Act (TMA) 2004 section 16 adds further to this with the statement:

*“It is the Duty of a local traffic authority to manage their road network with a view to achieving as far as is reasonably practicable the expeditious movement of traffic on the authority’s road network”*

## 2.2 Kingsmoor Park

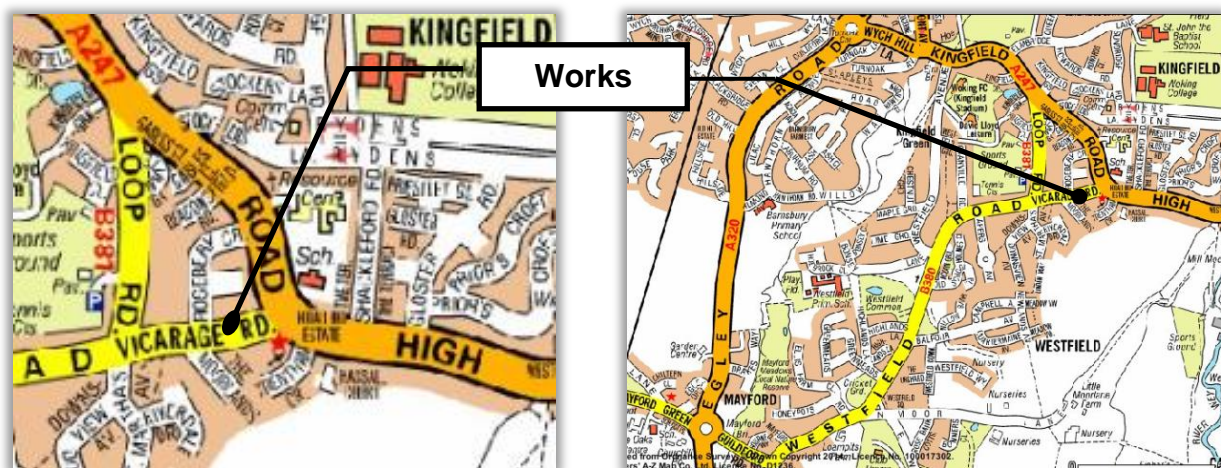
In support of the Woking Borough Council (WBC) Housing Strategy document 2011 – 2016, a mixed-tenure housing development of 371 new homes was approved under Planning Application PLAN/2013/0081. This Development, by a partnership between WBC, Kier and Thames Valley Housing is in the Westfield area of Woking and is known as Kingsmoor Park. The requirement for the Development was tested under an Examination in Public for the current Approved Woking Core Strategy October 2012 which identifies the site for the provision of some 440 dwellings

Consultation for the Kingsmoor Development formed part of the Planning Application. (PLAN/2013/0081).

## 2.3 Background to Works Requirement

Thames Water is the utility company responsible for waste water in the Woking area.

Thames identified that to support the building of the Kingsmoor Park Development it would be necessary to upgrade the local waste water capacity with a sewerage attenuation system taking the form of a gravity fed holding tank. As such this became a Condition of the Planning Approval. The most suitable site for this storage facility was identified by Thames as the B380 Vicarage Road, Kingfield between the junction with The Moorlands and the A247 Kingfield Road.



## 2.4 SCC – Thames Water Interactions

An initial meeting was held between Thames Water and SCC Officers on the 22 May 2014. At this meeting Thames advised the necessity for the project, showed the likely design of the holding tank and consequently the impact on the highway was first indicated.

To create the required capacity, over sized pipe work of an external diameter of 1150 millimetres was required for a length of approximately 125 metres.

A series of project review meetings followed this with various attendees including SCC and WBC Local Councillors, Surrey Police Road Traffic Safety and Woking Borough Council.



## 2.5 Timing and Duration of Works

It is recognised that the timing of the works was undesirable with regard to available daylight hours and potential for disruptive weather patterns. The required completion date of the project was determined by the projected occupancy dates of the properties on Kingsmoor Park. The effect of this being that the project could not be deferred until a potentially more suitable time of year.

Initial discussions indicated a potential start date for the project to be late August 2014. Difficulties within Thames Water delayed this to the 11 November 2014.

The duration of the works was estimated at six months. The works represented a significant civil engineering project unlike normal pipe laying and the duration could only be approximated at the outset.

Extended working hours were instructed which included Saturday working to expedite the works. (The time of year and associated day light hours ultimately restricting this, although flood lighting was used whenever work type permitted).

It was necessary for Affinity Water, the provider of fresh water in the area, to relocate their underground supply pipe work before Thames could begin excavation to create sufficient space for the holding tank. This represented a two week period at the start of the works before the Thames excavation could commence.

Towards the latter stages of the project, issues arose regarding the discovery of an uncharted gas supply pipe in the line of excavation. Initial thoughts indicated the pipe to be redundant however further investigation revealed it to be live and supplying property.

The works to arrange an alternative gas supply point and remove the obstructing pipe unfortunately prevented the project being finished ahead of schedule.

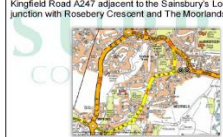
## 2.6 Publicity / Notifications

The task of publicising any works on the highway is the responsibility of the works promoter, in this case Thames Water.

With significant projects, SCC augments this by the release of Street Works Information Sheets. These are distributed electronically to a variety of stakeholders including SCC Members, Woking Borough Council Members, emergency services, local commerce, local community groups, local schools, local churches and contacts that can be established by a reasonable investigation using an internet search engine, with a request to pass on to interested parties.

SCC released information in this format on six occasions; 16 August 2014, 7 November 2014, 1 December 2014, 1 February 2015, 14 April 2015 and the 28 April 2015.

www.woking.gov.uk  
www.surreycc.gov.uk/woking

Surrey Highways External Information	
Advanced Information on Street Works	
Road Name and Number	Vicarage Road B380 -, Kingfield, Woking
Utility Company	Thames Water
Reason for Works	Thames Water require to install a sewerage attenuation system related to the Moor Lane housing development. It is needed due to the marginal capacity of the current foul water system and will take the form of an underground storage area created by significantly increasing the volume of the existing pipe work.
Additional Information	Works will be in the carriageway and will require the road to be closed for the duration of the project. There will be no vehicular access through the site. <b>Rosebery Crescent will also be closed</b> at its junction with Vicarage Road. <b>Loop Road will also be closed</b> at the southern end for the initial period of the works. Advance warning signs have been erected at suitable locations. A "drop in" information session was held and a letter drop was undertaken to local residents. <b>Buses (34) will be diverted via Westfield Avenue</b> with new stops sited in Westfield Road adjacent to the Westfield Avenue junction and at the northern end of Westfield Avenue before the junction with Kingfield Road. <b>New parking restrictions</b> are being introduced at the northern end of <b>Westfield Avenue</b> for the duration of the project.
Extents of Works	The works will be in Vicarage Road, Kingfield extending from the junction with Kingfield Road A247 adjacent to the Sainsbury's Local store through to the junction with Rosebery Crescent and The Moorlands. 
Highway Impact	A diversion route will be signed via the A247 Kingfield Road, A320 Wych Hill Lane, the A320 Egley Road and the B380 Westfield Road <b>Significant traffic impact with delays can be expected</b>
Works Duration	Work will start on the 10 <sup>th</sup> of November and is expected to continue for up to six months.
SCC Contact Number	0300 200 1003 SCC Street Works contacts Natasha Haider
Thames Contact Number	0800 316 9800 Date Issued: 07 11 2014
Type of Works	Major Issue number: 002



Thames Water were instructed to undertake a letter drop to include Riverdale Drive, Linden Way, St Marthas Avenue, Downsview Avenue, Loop Road, Rosebery Crescent, The Moorlands, the parade of shops on Kingfield Road and Westfield Road, Apers Avenue and Granville Road.

**Thames Water have confirmed this instruction from SCC was not fully complied with resulting in a smaller area having been included in a letter drop than had been requested.**

Multiple advanced warning signs were instructed to be positioned by Thames Water on the approaches to the section of Vicarage Road to be closed, two weeks prior to the actual closure being invoked.

**Thames Water did not comply fully with this request compromising advanced warning of the works.**

Thames Water did undertake an open public “drop in session” at the New Life Church at the junctions of Vicarage Road and Kingfield Road on the 8 October 2014.



In line with statute, (Road Traffic Act 1984), legal Notices were placed in the local press (Woking News and Mail) on the 23 October and the 6 November 2014 advising of the forthcoming road closures and Notices of the closure were placed on site. (These take the form of laminated A4 sheets attached to suitable street furniture such as lamp or sign posts).

Further to this on the 31 October 2014 the local newspaper, the Woking News and Mail, ran an article detailing the closure. An item also featured in the Woking Advertiser and a local political party included information in a leaflet distributed to all homes in Kingfield, Westfield and Barnsbury.

## 2.7 Bus Services

The closure of Vicarage Road made redundant bus stops on Westfield Road, Vicarage Road and Kingfield Road for the 34 Guildford / Camberley service

The Passenger Transport department within Surrey County Council are responsible for liaison with bus operating companies. Initial views from Passenger Transport were to use Loop Road for the redirected service with parking restrictions invoked on the west (playing field) side. Due to reasons detailed below, the use of Loop Road was not deemed a suitable option. In conjunction with the operator Arriva buses, Westfield Avenue was selected as the alternative route for the 34 service with temporary stops being established at both ends. (A review of passenger numbers indicated a relatively low take up from the stops decommissioned).

Consideration was given to restructuring the route of the 462 / 463, Woking to Guildford service which runs along Old Woking High Street, taking in Rydens Way and the Elmbridge estate to provide a service along Kingfield Road. This was advised as not being viable financially for the operator.

Under the legislation relating to Street Works activities, there are no powers afforded to the Highway Authority to instruct costs for any alternative public transport provision be borne by the works promoter. Surrey County Council has no budget provision to support an alternative service.

A Woking Borough Council initiative provided a shuttle bus service to support local residents who found themselves without means to access town centre commerce.

## 2.8 Diversion Route

In line with criteria defined by the Department for Transport, the B380 Vicarage Road is categorised as a Traffic Sensitive road. Local knowledge is available that substantiates this with particular reference to the morning and evening commuting and school run periods.

With the absolute need for the works, the requirement to close the road for the duration unequivocal and traffic volumes understood, consideration had to be given to managing the displaced traffic.

The Traffic Signs Manual Chapter 8 section D3.15.3 states that diversions should be planned with the Highway Authority taking account of the suitability of the diversionary route for the expected traffic flows. Best practice within the industry indicates that where ever possible diversions should be on similar or higher category roads. 'A' road to 'A' road, 'B' road to 'B' or 'A' road etc. In addition, use of residential roads is avoided wherever possible.

Consequently the diversion route was set and signed using the B380 Westfield Road, the B380 Guildford Road, the A320 Woking Road, the A247 Wych Hill and the A247 Kingfield Road. (And vice versa).

Whilst selecting and signing an official diversion route, it is recognised that there is no obligation for this to be followed by road users.

Rosebery Crescent (directly adjacent to the closure) was considered unsuitable as a diversion route, being both a small residential road and road category 'D'. It also served as an appropriate location for the necessary site compound including material storage, site office and welfare unit.

Extensive discussion was undertaken regarding the potential use of Loop Road for diverted traffic. This road is a category 'B' road however it is residential and can be highly parked primarily on its western side. The eastern side at the top end represents the first location for parking outside of the Controlled Parking Zone and is also subject to significant parking on Woking Football Club match days. In addition it is the coach pick up point for St John the Baptist School, coaches parking in the lay by area at the northern end of the road to pick up students.



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

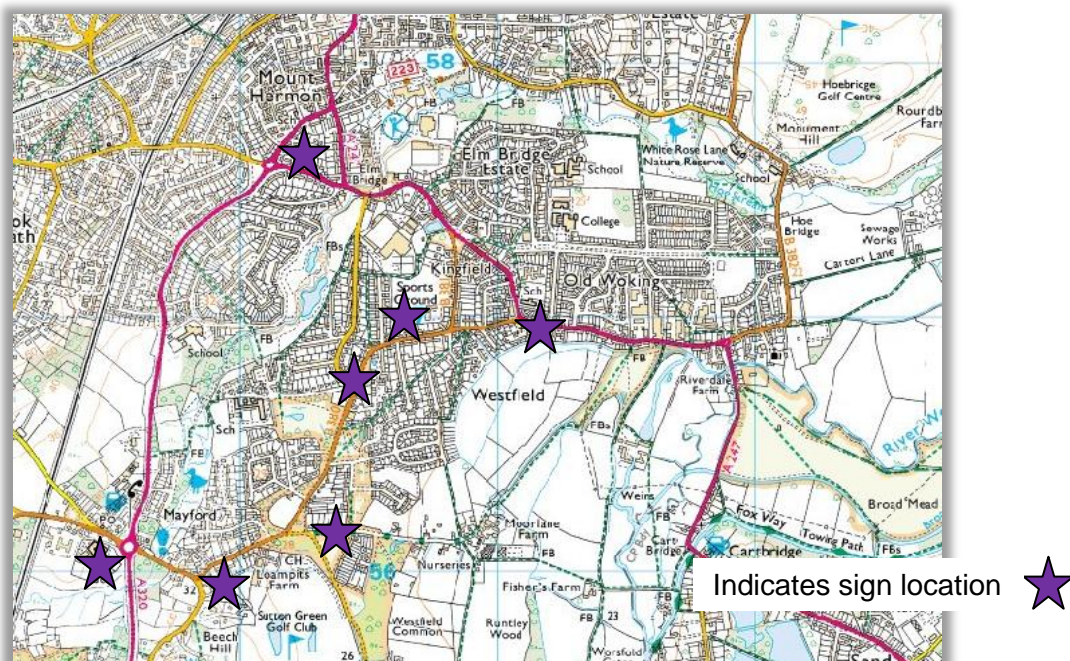
Suspension of parking in Loop Road was reviewed and considered unfavourable to the local community.

As a consequence of the above factors Loop Road was not selected for use as a diversion.

The viability of using Westfield Avenue was also considered. This is a category 'D' road and is residential. It had also been selected by Arriva buses as the alternative route for the number 34 service. Hence it was also not considered suitable for the official diversion. In addition traffic was not encouraged to use this road to avoid an unduly disruptive effect on the bus service.

The requirement for Road Closure and Diversion signage is detailed in the Traffic Signs Manual, specifically Section D3.15 Diversions/Road Closures and sub sections D3.15.14 and D3.15.15 refer. Road Ahead Closed, Road Closed and Diversion signage was placed in line with the requirements of the Manual.

In addition to the legislative requirements, large supplementary signage specifically referencing Vicarage Road was positioned at prominent locations on roads leading to the site, indicated on the illustration below.



In addition Businesses Open as Usual signage was positioned to support local commerce affected by the loss of passing traffic.

It has to be stated that the initial Road Closure sign layout by Thames Water was inadequate and one week into the project the supplier of the signage was changed.



## 2.9 Loop Road Closure

Following consultation with Surrey Police, the decision was taken to close Loop Road at the southern end junction with Westfield Road for the initial start up period of the works. The decision was based on the high possibility of this road becoming grid locked by displaced traffic not following diversion signage. It was assessed this would be a highly undesirable situation with potential safety issues arising.



Due to a continued disregard for the signage advising of the road closure and of the diversion signage, it was considered the closure could not be lifted and Loop Road remained closed for the duration of the works. Residents of Loop Road were written to individually initially to advise of the situation and subsequently when the decision was taken for the road to remain closed.

## 3. CONCLUSION

- 3.1 The six months duration was estimated based on the enormity of the works. The lack of similar works for reference and the potential for unknown factors were included in this timescale. Expectations with unhindered progress had been for an early completion. Due to factors contained in the report the project did not complete early but to planned timescale.
- 3.2 Extensive planning for the project was undertaken as detailed in the body of the response, resident issues being considered throughout, however no viable alternatives existed with regards to the works themselves or the management of displaced traffic.

- 3.3 The closure was not misjudged. Appropriate actions were taken by Officers at Surrey County Council at all times.

#### 4. COMMENT

- It is noted that Vicarage Road had previously been closed between the 14 and 17 April 2014 to enable Thames Water to undertake the digging of trial holes to establish the location of other underground services. This period was selected to coincide with the school Easter holiday vacation when traffic volumes are known to be reduced.
- The responsibility for notification of works lies with the works promoter, in this case Thames Water. Their non compliance with requests from Surrey County Council with regard to pre event publicity was unhelpful. SCC will review this situation with a view to establishing greater influence in similar future scenarios. In addition the geographical area to be included in future requests to a utility company will be reconsidered.
- Information on proposed and actual works can be found on the Surrey County Council web site and also on the national web site [www.roadworks.org](http://www.roadworks.org)

#### RECOMMENDATIONS

**Woking Joint Committee is asked to agree the response provided.**

**Contact Officer:**

Kevin Orledge, Street Works Manager: 0300 200 1003.

**Consulted:** N/A

**Annexes:** N/A

**Sources/background papers:**

New Roads and Street Works Act 1991

<http://www.legislation.gov.uk/ukpga/1991/22/contents>

Traffic Management Act 2004

<http://www.legislation.gov.uk/ukpga/2004/18/contents>

Highways Act 1991

<http://www.legislation.gov.uk/ukpga/1980/66>

Department for Transport Street Works web page

<https://www.gov.uk/government/publications/street-works-faq>

Street Works Coordination Code of Practice

<https://www.gov.uk/government/publications/street-works-co-ordination>

Safety at Street Works and Road Works a Code of Practice

<https://www.gov.uk/government/publications/safety-at-street-works-and-road-works>

Kingsmoor Park web site

<http://kingsmoorpark.com/>

Woking Borough Council web site

<http://www.woking.gov.uk/housing/newdevelopmentsstrategies/priorityhomes>

Planning Application reference - PLAN/2013/0081

Decision Notice

<http://kingsmoorpark.com/wp-content/uploads/2013/11/Planning-Conditions.pdf>

Woking News and Mail

<http://www.wokingnewsandmail.co.uk/?p=8566>

Thames Water

[http://www.thameswater.co.uk/thameswaterlive/index.htm?k=qu22\\_9bt](http://www.thameswater.co.uk/thameswaterlive/index.htm?k=qu22_9bt)



## WOKING JOINT COMMITTEE

**DATE:** 24 JUNE 2015

**LEAD OFFICER:** ANDREW MILNE, AREA HIGHWAYS MANAGER

**SUBJECT:** PETITION – PROVIDE A SAFER WAY FOR PEDESTRIANS TO CROSS LITTLEWICK ROAD

**DIVISION:** KNAPHILL AND GOLDSWORTH WEST

### **SUMMARY OF ISSUE:**

1.1 A petition containing 197 signatures has been submitted for consideration at Woking Joint Committee.

**Wording of the petition:**

1.2 We the undersigned petition Surrey County Council to provide a safer way for pedestrians to cross Littlewick Road in Woking between Littlewick Common and the Goldsworth Park estate.

Residents of Littlewick Common have to cross Littlewick Road to reach local amenities such as schools, shops and parks. There is also a pre-school on Littlewick Common so many parents of young children are crossing at peak traffic times. The road is 40mph and it can very difficult to find a big enough gap to cross, particularly for those with young children or the elderly. We feel it is only a matter of time before someone is seriously hurt and we want the council to consider ways to make it safer to cross e.g. a pedestrian crossing, a refuge island, wider pavements for waiting, or better signs to warn drivers that people are trying to cross. We would really appreciate your support, thank you.

### **OFFICER COMMENT**

3.1 Following a public question received in the December 2014 Woking Joint Committee meeting, the Committee were advised that a similar request to

that made by this petition was the subject of a previous petition received in 2007.

- 3.2 In response to the 2007 petition a detailed report was presented to Committee for consideration. This outlined the factors, such as road speed, road character, pedestrian volumes, and cost, that are considered when deciding on appropriate pedestrian facilities.
- 3.3 The report advised that a number of alternative crossing options had been considered. It was noted that a zebra crossing would be inappropriate at this location due to the existing speed limit, and that there was insufficient road width to accommodate a pedestrian island.
- 3.4 A signalised crossing was also considered. Although this could be potentially be provided, the cost, which would be in the region of £120,000, could only be justified if there were significant numbers of pedestrians using the facility.
- 3.5 However, pedestrian numbers at this location were found to be exceptionally low (8 people per day), and therefore the level of investment could not be justified on the basis of public benefit.
- 3.6 In the response provided to Committee in December 2014, Committee were advised that consideration would be given to improving signage along Littlewick Road.
- 3.7 The Traffic Engineer for the Woking area has conducted a review of signage along Littlewick Road and will be arranging for signage improvement works to be carried out during the course of this financial year

#### **RECOMMENDATION**

- 4.1 It is recommended that Surrey Highways continue with implementing signage improvements in Littlewick Road and that the Woking Joint Committee are asked to note the content of this response.

**Contact Officer:**

Andrew Milne, Surrey Highways  
03456 009009





## WOKING JOINT COMMITTEE

**DATE:** 24 JUNE 2015

**LEAD OFFICER:** RAY MORGAN, CHIEF EXECUTIVE, WOKING BOROUGH COUNCIL

**SUBJECT:** OPPOSING PHASE TWO: THE RESIDENTIAL DEVELOPMENT OF RYDENS WAY

**DIVISION:** WOKING SOUTH/WOKING SOUTH EAST

### **SUMMARY OF ISSUE:**

1.1 A petition containing 502 signatures has been submitted for consideration at Woking Joint Committee.

**Wording of the petition:**

- 1.2 We are the concerned residents of Old Woking and believe that the plans: phase two (to build ten new dwellings on the open land close to the Community Centre and Woking College) will result in traffic congestion and over – development of a small area.
- 1.3 William Lacey Group and Woking Borough Council are planning to take away the last remaining pieces of green space along Rydens Way. These small greens are used by children to play games, local residents who walk their dogs and even parking for college students as an overflow from Woking College as well as local residents parking; it is clear that the area serves as a multi- functional use.
- 1.4 The developers have stated that they will create a parking area for twenty cars, on what is now considered a roundabout, considering that the average household has two cars each, twenty spaces for local residents and the college students are not enough, and will be made worse with ten new homes, where will the local residents and college students be able to park?.
- 1.5 We are also concerned about the sewers in the area, some of the pipes have broken in places as they are old and this will only be worse by these ten new houses, adding to the pressure.

- 1.6 Old Woking residents oppose the development of phase two. We ask that you support us and not allow your open space to be built on.

<b>OFFICER COMMENT</b>
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- 3.1 This note has been prepared to help the Joint Committee consider the petition before it. In this matter the Joint Committee has a very limited role in any decision in relation to a potential planning application. This note seeks to explain the process and where appropriate representations, for or against any development, may be made.
- 3.2 SCC is a statutory planning consultee in its role as the local highway authority and this function is currently exercised by officers via the Transport Development Planning (TDP) service under powers delegated to the Head of Planning & Development. This function does not fall to the Joint Committee.
- 3.3 Much of the land which may be the subject of a planning application is owned by Surrey County Council (SCC) as publically maintainable highway. It would be a decision for the County's Estates and Property Management service (EPM) to recommend whether or not to sell or develop any SCC owned land. The proposal by the William Lacey Group has involved its own land and that of Woking Borough Council (WBC) as well as the land owned by SCC with a view to securing more homes and, in its view, improving the highway layout of the area. Accordingly its highway status and the securing of highway improvements will be a significant consideration in any decision made by SCC in either its highway or estates capacity. These decisions are not within the remit of the Joint Committee.
- 3.4 The proposed development requires highway land. To remove public rights from the highway there will need to be an application to the Secretary of State under s 247 of the Town and Country Planning Act 1990, just as was necessary for the earlier development of Rydens Way. William Lacey Group undertook the public engagement exercises to see if it were possible to generate enough value to secure highway improvements and deliver additional homes. Its proposals indicate that, in its view, some ten family homes could be developed and substantial highway improvements secured, subject to planning consent. Local residents and others will be able to make representations about any planning application that is submitted to Local Planning Authority (WBC) in the normal course of business.
- 3.5 If planning consent is secured, and subject to appropriate agreements with SCC and WBC, an application to stop up the highway will be made. This will enable representations, by residents and other interested parties, to be made to the Secretary of State and then he/she will decide whether to grant or refuse the Developer's application.
- 3.6 Although the Joint Committee does have a role to engage in issues of concern to local people and seek to influence the respective Councils in light of local needs, in respect of potential planning applications, the Joint Committee should exercise caution about expressing any views which may be considered to amount to pre-determination.

- 3.7 It is therefore suggested that the Joint Committee acknowledge receipt of the Petition and advises the Petitioners that it cannot take a position on this matter and that their concerns should be address to WBC should a planning application be made.

**RECOMMENDATION**

- 4.1 Woking Joint Committee are asked to note the officer comments and acknowledge receipt of the petition.

**Contact Officer:**

Ray Morgan, Chief Executive, Woking Borough Council

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## WOKING JOINT COMMITTEE

**DATE:** 24 JUNE 2015

**LEAD OFFICER:** ANDREW MILNE, AREA HIGHWAYS MANAGER

**SUBJECT:** OBJECTIONS TO THROUGH TRAFFIC IN ARNOLD ROAD, WOKING

**DIVISION:** WOKING NORTH

### **SUMMARY OF ISSUE:**

1.1 A petition containing 78 signatures has been submitted for consideration at Woking Joint Committee.

**Wording of the petition:**

1.2 We the undersigned residents of Arnold Road do urgently request Surrey County Council Highways Agency to grant a Prohibition of Traffic Order to prevent through traffic coming from Albert Drive on grounds of pollution, noise and congestion. A sign 'Prohibition of motor vehicles except for access' should be erected at the junction with Albert Drive.

1.3 It is well known that traffic fumes are the cause of more ill health than alcohol and drugs combined. Diesel cars certified under EU rules as the cleanest yet built, give toxic exhaust emissions at up to 9.9 times the legal maximum (Sunday Times investigation May 2015) and produce key toxins which attack the lungs and organs causing up to 50,000 premature deaths a year. The tests, done in a laboratory and not on the road, seriously underestimate real road conditions. In view particularly of these health hazards, we request that all through traffic should access Monument Road via the new by-pass.

### **RECOMMENDATION**

2.1 A response will be presented to the next meeting of the Woking Joint Committee

**Contact Officer:**

Paul Fishwick Programme Manager (LTS and Major schemes) Transport Policy

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

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## **WOKING JOINT COMMITTEE**

**DATE:** 24 JUNE 2015  
**SUBJECT:** WRITTEN PUBLIC QUESTIONS  
**DIVISION:** WOKING

### **1. Question from Phil Stubbs, Knaphill Residents Association**

A significant part of Brookwood Farm is to become an extension of the Country Park. The developer has constructed a new footpath from Brookwood Farm Road to the canal towpath but it remains closed.

Could the Committee share information as to when this footpath will be opened plus details of the multi-use games area and sports pitches.

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

The planning permission granted for the site includes a planning condition that requires the footpath to be constructed to the Canal before occupation of the 148<sup>th</sup> dwelling, although the footpath is mostly complete it is not yet open. The legal agreement under Section 106 also contained the following:

- multi-use games area to be provided by 7 September 2015.
- requires the junior pitches to be laid out and seeded by 30 April 2015.
- requires changing pavilion to be provided by 7 September 2015.
- requires play equipment at occupation of the 100<sup>th</sup> market dwelling.

As of May 2015 13 houses have been completed on site.

### **2. Question from Ross Daniell**

As part of the Licence and Planning review of 5 High Street, Knaphill can a new condition/restriction forbidding any vehicle movements across the footway adjacent to High Street be imposed? A contribution towards kerb side bollards to match the existing bollards elsewhere in the village would guarantee compliance to this condition.



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

The Parking Team at Woking Borough Council have contact with Mr Daniell regularly and continue to make enforcement visits to the Knaphill area, as part of their enforcement work around the borough. In many cases, the parking offences on the High Street can be short term parking and enforcement does not prove possible where a vehicle drives away before an observation period can be completed and a penalty charge issued.

The existing single yellow line along this length of road operates 08:30 - 18:00 Monday to Saturday. A 'peak time' loading restriction is being introduced along this length of Knaphill High Street. It will operate between the hours of 08:30 - 09:30 and 16:30 - 18:00 Monday to Friday. The signage and associated kerb markings for this should be installed within the next few weeks which should assist enforcement of the area, as penalty charges can be issued instantly if vehicles are parked in restricted areas during the loading restriction times.

Physical protection of the footpath with bollards remains an option to consider in the future.

Regarding planning, it is not possible to add anything further that may restrict deliveries etc as these issues would have already been considered as part of the planning process. As the unit is question is not yet open, the existing parking issues cannot be attributed to it.





**WOKING JOINT COMMITTEE**

**DATE:** 24 JUNE 2015  
**SUBJECT:** WRITTEN MEMBER QUESTIONS  
**DIVISION:** WOKING

**1. Question from Cllr John Kingsbury, Surrey County Council**

With the increasing demand for pedestrian crossings across the borough, and bearing in mind the shortage of funding for such conventional schemes, can officers identify any other options to provide appropriate safe crossings at a lower cost than the current estimate of £100k per crossing?

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

Pedestrian crossing facilities fall into 4 main categories. The first, and cheapest of these, is a pair of dropped kerbs, one opposite the other, which enable all pedestrians to leave and gain access to raised pedestrian pavements, without the difficulties that can be caused by kerb upstands. The cost of these varies but is typically around £5000 including provision of tactile paving.

If the road is sufficiently wide, dropped kerbs can be complemented by the provision of a pedestrian refuge island, which allows pedestrians to cross half of the road at a time in safety. Ideally, such islands should be no less than 1.8m in width, because the narrower an island is, the more vulnerable pedestrians can feel when waiting on it.

The third category of crossing is the Zebra crossing, which, at around £50,000, is significantly cheaper than a signal controlled crossing. There are limitations on where zebra crossings can be placed, and they are only appropriate in 30mph speed limits where there is good compliance with the limit.

The final category of crossings are signal controlled crossings which can be of several different types such as puffin (pedestrian use only) and toucan (suitable for pedestrians and cyclists). Signalised crossings will typically cost between £100,000 - 120,000.

The design, installation and operation of zebra crossings and signal controlled crossings is covered by strict regulations and unfortunately there is no legal provision for implementing one element of a crossing in isolation, such as the use of just black and white stripes across the road which is commonly seen in France, for instance. If

such an approach was taken without a change to the present regulations, the crossing would be non-compliant and could make the highway authority liable should any accident occur when using it.

Installing the correct form of crossing for individual circumstances is extremely important for the safety of pedestrians. Pedestrian crossings need to be accessible and although simple dropped kerbs and pedestrian refuge islands can provide a suitable facility for many pedestrians, the additional priority and control afforded by the more expensive crossings can be vital for users with sight or mobility impairment where they can be justified.

**2. Question from Cllr John Kingsbury, Surrey County Council**

Following the excellent resurfacing of St Johns Road through the Village, when will the area of subsidence near the bottom of St Johns Hill Road be reinstated?

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

The Maintenance Engineer for Woking, Chris Higgs, met with a Streetworks Officer and a representative from Affinity Water on 1st June 2015. The subsidence at the bottom of the hill is located in an old Affinity Water excavation, and it was agreed that Affinity will carry out a listening survey to ascertain if there were any leaks in their system. As soon as the results from this survey are available, it is likely that repairs will be carried out by Affinity Water. Unfortunately it is not possible to confirm a timescale for these repairs at the time of providing this Committee response.

**3. Question from Cllr John Kingsbury, Surrey County Council**

Following several visits by Affinity Water to repair the leak opposite Woodend Close on St Johns Hill Road, what is the current position as the water flow has increased considerably in the last few weeks?

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

It is believed that there is a clean water leak in this vicinity, but it has so far proved difficult to locate. Affinity Water have carried out investigations and stated that they cannot find a leak and that there is nothing more they can do. However, Affinity have confirmed that they will carry out a sounding survey at this location, at the same time as carrying out further investigation work in St Johns Hill Road. Further actions will depend upon the results of this survey, but Surrey Highways will continue to work with Affinity Water until this matter is resolved.

**4. Question from Mr Ben Carasco, Surrey County Council**

Could we clarify, for the public, the legal status of the one way traffic sign below the canopy at the Railway station. What steps can be taken to avoid the frequent and occasionally serious disruption that non-compliance produces.

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

The County Council is aware of issues in relation to enforcement at this site and every effort is being made to resolve outstanding issues in relation to compliance.