



Woking Joint Committee

Together shaping our Borough

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

6.00pm – 9.30pm
Wednesday, 24 June 2015

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 Ken Howard, Hermitage and Knaphill South
Cllr Beryl Hunwicks, Horsell West
Cllr John Kingsbury, St Johns and Hook Heath (Vice-Chairman)
Cllr Kevin Davis, Brookwood
Cllr Anne Roberts, Byfleet
Cllr Carl Thomson, Mount Hermon East
Cllr Graham Chrystie, Pyrford

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>Ben Carasco Ben.carasco@surreycc.gov.uk Woking North</p>	<p>Cllr Graham Chrystie Cllrgraham.chrystie@woking.gov.uk Pyrford</p>	<p>Cllr Kevin Davis Cllrkevin.davis@woking.gov.uk Brookwood</p>
				
<p>Will Forster Will.forster@surreycc.gov.uk Woking South</p>	<p>Cllr Ken Howard Cllrken.howard@woking.gov.uk Hermitage and Knaphill 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>Anne Roberts Cllranne.roberts@woking.gov.uk Byfleet</p>	<p>Cllr Carl Thomson Cllrcarl.thomson@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

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES OF PREVIOUS MEETING

(Pages 1 - 22)

To approve the minutes of the previous meeting 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.
- SCC Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests. WBC Members need to disclose all disclosable pecuniary interests and non-pecuniary interests, whether or not they have previously been recorded in the Register of Members' Interests.
- SCC Members must notify SCC's Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register. WBC Members must notify WBC's Monitoring Officer of any interests disclosed at the meeting which are not already recorded in the Register of Members' Interests.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 PETITIONS

To receive any petitions in accordance with Standing Order 14.1. Notice should be given in writing or by email to the Community Partnership and Committee Officer at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council or Woking Borough Council's e-petitions website as long as the minimum number of signatures (30) has been reached 14 days before the meeting.

Petitions received:

- a) Mitigate and establish accountability for the Vicarage Road closure
- b) Provide a safer way for pedestrians to cross Littlewick Road in Woking
- c) Opposing Phase Two: The Residential Development of Rydens Way

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 of Thursday 18 June 2015).

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 of Thursday 18 June 2015).

7 WOKING LOCALITY HUB (FOR INFORMATION)

(Verbal Report)

[Lisa Compton, North West Surrey CCG]
(Approximate starting time – 7.00pm)

The Operations Director for Locality Hubs will give a presentation to members about Locality Hub proposals and progress planned for Woking

8 SURREY HALF MARATHON (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)

(Pages 23 - 34)

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

To seek approval from the Joint Committee for the hosting, in Woking, of the Surrey Half Marathon in April 2016

9 PUBLIC FOOTPATH NO.4 (WOKING) PUBLIC PATH DIVERSION ORDER 2014 (OTHER COUNTY COUNCIL FUNCTION)

(Pages 35 - 54)

[Debbie Prismall]
(Approximate starting time – 7.40pm)

To consider whether to refer the Diversion Order for Public Footpath No.4 (Woking) to the Secretary of State for determination

- 10 HIGHWAYS UPDATE (FOR INFORMATION)** (Pages 55 - 62)
- [Andrew Milne]
(Approximate starting time – 8.10pm)
- To update the committee on highway schemes within the borough
- 11 UPDATE ON PROPOSED TRAFFIC SIGNALS UPGRADE AT ANCHOR HILL, WOKING TO REMEDY AIR QUALITY MANAGEMENT AREA (AQMA) (FOR INFORMATION)** (Pages 63 - 78)
- [Andrew Milne]
(Approximate starting time – 8.30pm)
- To update the committee on the upgrade to the traffic signals operation at the junction of Anchor Hill and High Street, Knaphill
- 12 LIBRARY SERVICE REVIEW 2015 (EXECUTIVE FUNCTION)** (Pages 79 - 92)
- [Kelly Saini Badwal/Rose Wilson]
(Approximate starting time – 8.50pm)
- To agree the opening hours for Knaphill and West Byfleet Libraries
- 13 APPOINTMENT TO JOINT COMMITTEE SUB-COMMITTEES AND TASK GROUPS (EXECUTIVE FUNCTION)** (Pages 93 - 108)
- [Sarah Goodman/Sue Barham]
(Approximate starting time – 9.10pm)
- To agree establishment, terms of reference and membership of sub-committees and task groups of the Joint Committee
- 14 MEMBERS' ALLOCATIONS 2014/15 OVERVIEW - ANNUAL SUMMARY (FOR INFORMATION)** (Pages 109 - 114)
- [Sarah Goodman]
(Approximate starting time 9.20pm)
- To set out how the Members' Allocation funding was spent in Woking during 2014/15.
- 15 FORWARD PROGRAMME (FOR INFORMATION)** (Pages 115 - 118)
- [Sarah Goodman]
(Approximate starting time 9.25pm)
- To note the forward programme of Woking Joint Committee

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DRAFT

Minutes of the meeting of the
Woking JOINT COMMITTEE
 held at 6.00 pm on 4 March 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 Graham Chrystie
- * Cllr Gary Elson
- * Cllr Beryl Hunwicks
- * Cllr Tina Liddington
- * Cllr Liam Lyons
- * Cllr John Kingsbury (Vice-Chairman)
- * Cllr Mazaffar Ali

* In attendance

Notes from Chairman and open public question set out in Annex 1**1/15 APOLOGIES FOR ABSENCE [Item 1]**

There were no apologies for absence.

2/15 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the last meeting held on 3 December 2014 were agreed and signed.

3/15 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

4/15 PETITIONS [Item 4]

There was one petition received under Standing Order 14.1 about timing of roadworks along Parvis Road and Byfleet Road. The wording of the petition and the response is annexed to these minutes.

ITEM 2

The petitioner was not present and the response was noted.

5/15 WRITTEN PUBLIC QUESTIONS [Item 5]

One public question was received and tabled. A copy of the question and answer is annexed to these minutes. The supplementary question and response is recorded below.

Mr Stubbs questioned the age of the data used in the response, and asked that if another consultation on the bus bollards was to be undertaken, whether it would be possible to include a consultation on the crossing at the same time.

In response it was noted that the answer provided was not solely based on figures from 2006, but current conditions and desire lines were also taken into account. If the consultation on the bollards was to be undertaken, then it might be possible to include the consultation on a crossing.

6/15 WRITTEN MEMBER QUESTIONS [Item 6]

Six member questions were received and tabled and are annexed to these minutes. The supplementary question and response is set out below.

Cllr Kingsbury asked when the subsidence would be repaired.

In response it was noted that the previous water leak may still be an issue and it has been reported to the Streetworks Team. It is not possible to give a firm commitment for timescales, but in the meantime it will continue to be inspected for any safety issues.

7/15 INTEGRATED YOUTH STRATEGY FOR WOKING (EXECUTIVE FUNCTION) [Item 7]

Mrs Bowes welcomed the young people to the meeting.

Mr Kemp introduced the report and thanked the officers and young people for the part they played in putting the strategy, which will lay the foundation for future youth work in Woking, together. Officers added that the action plan was a starting point, and the scope of it will continue to develop working in partnership for the benefit of young people in Woking.

Member comments:

Members welcomed the report and made the following comments:

- This is ground breaking work in Woking, which is setting an example for the rest of the County.
- In response to a question on whether more could be done on volunteering and timebanking in secondary schools, it was noted that this is included within the Health and Wellbeing Action Plan and would be linked across to this strategy.
- Officers confirmed that links are made with neighbouring authorities to ensure those that live in the borough but go to school out of the borough do not miss out.
- Provision can now be offered in Knaphill at the Woking Youth Arts Centre for a few sessions a week.

- The groups supporting the work of the action plan are still being formed and an update can be provided at a future meeting.

RESOLVED

Woking Joint Committee:

- (i) Approved the Integrated Youth Strategy for Woking and associated Action Plan
- (ii) Noted that a Joint Working Group will be established (reporting to the Youth Task Group) to oversee the delivery and ongoing monitoring and development of the Action Plan and,
- (iii) Noted that an annual report be considered by the Joint Committee on delivery and proposed / amended future priorities and actions arising therefrom.

8/15 LOCAL PREVENTION YOUTH TASK GROUP RECOMMENDATIONS (EXECUTIVE FUNCTION) [Item 8]

Mr Kemp introduced the report which set out the Youth Task Group's recommendations for the award of Local Prevention One to One Early Help contract and Neighbourhood grants in Woking, which aim to prevent young people becoming Not in Education, Employment or Training.

Young people comments:

- In response to a question on how much budget is allocated to different youth centres in Woking, it was noted that this would be fed back outside the meeting to the Youth Council and the Youth Collective.

Member comments:

- There had been a large improvement in the number of bids received for the commissions.
- The list of priorities and neighbourhoods are not in an priority order. The Youth Task Group will have an input into the needs and priorities co-ordinated by Jeff Papworth. This will enable the contracts to be flexible.
- Bidders were aware of the potential 20% cuts, and built the effects of the possible cut into their presentations to the Youth Task Group.
- The Youth Task Group would provide regular scrutiny to the contracts and there will be both an annual and mid term report to the Joint Committee.

RESOLVED

Woking Joint Committee:

- (i) Approved the Youth Task Group recommendation to award a contract for a 36 month period for One to One Work from 01 September 2015 to Surrey Care Trust for the value of £50,000 per annum (subject to future changes in SYP budgets). Within the contract there is the opportunity to extend the service for further two years, subject to budget changes, provider performance and any changes in the needs of young people.

ITEM 2

- (ii) Approved the Youth Task Group recommendation to award a grant for a 36 month period for Neighbourhood Work from 01 September 2015 to Eikon for the value of £55,000 per annum (subject to future changes in SYP budgets) .Within this grant agreement there is the opportunity to extend the service for further two years, subject to budget changes, provider performance and any changes in the needs of young people.

9/15 SUB-COMMITTEE UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 9]

Cllr Hunwicks updated the committee on the work of the Community Safety Sub-Committee and the Health and Wellbeing Sub-Committee, which were established in June 2014.

It was noted that the Health and Wellbeing Sub-Committee had now met twice, and in addition to the six priorities set out in the report, the following two had also been added:

- Involvement in new/changed ways of health and social care delivery at a local level.
- Joint communications and campaigns.

The Community Safety Sub-Committee met for the first time in November. Inspector Heather updated the committee on the latest crime statistics for the borough.

Public comments:

- Thanks were noted for Sgt Lee and his team for their work in Knaphill. Knaphill Residents Association offered to use its communication networks to help the Police communicate any issues with local residents.

Member comments:

- Child Sexual Exploitation (CSE) is a key priority for the coming year – the event on 18 March at HG Wells was noted. Members asked about the evidence for CSE taking place in Woking.
- The Police are not aware that extremism is an issue in Woking schools, but if any concerns are reported they are raised with the relevant people.
- Chertsey Road is closed on a Friday and Saturday night for public safety reasons. This has had a very positive impact on issues within the town centre.
- Some work is being carried out with the Mosque to try and gain confidence with the Asian community and increase reporting of crimes.
- The detection rate for the 3259 crimes was requested – this would be provided outside the meeting.
- Cllr Chrystie requested an update on cyber crime, which would be given outside the meeting,

RESOLVED

Woking Joint Committee noted:

- (i) The work carried out under the Community Safety Sub-Committee and the Health and Wellbeing Sub-Committee.

10/15 HIGHWAYS UPDATE (EXECUTIVE FUNCTION) [Item 10]

Andrew Milne introduced the report, which updated the committee on the highways schemes within the borough, and set out proposals for the use of the parking surplus monies.

Member comments:

- The parking surplus proposed to be used for parking controls would be agreed with the divisional member, and could be reported to the Joint Committee if members requested.
- Confirmation was asked as to when Littlewick Road past Shores Road would be resurfaced. This would be responded to outside the meeting.
- Parking on verges are looked at on a case by case basis.
- Officers will confirm outside the meeting whether the funding for Rive ditch has been paid over to Runnymede Borough Council.

RESOLVED

Woking Joint Committee:

- (i) Noted the progress with ITS highways and developer funded schemes, and revenue funded works for the 2014/15 financial year
- (ii) Noted progress with budget expenditure
- (iii) Noted that a further Highways Update will be brought to the next meeting of this Committee.
- (iv) Agreed the use of Parking surplus monies as set out in paragraph 2.7

11/15 A322 STUDY UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 11]

Cllr Kingsbury introduced the report on behalf of Ray Morgan, which gave an update on the A322 study.

Public comments:

- The proposals may help traffic flow on the A324 rather than the A322
- 700 new houses between the crossroads and Gordons School need to be taken into account
- It would be useful to discuss the issue alongside the discussion on air quality in Knaphill, and the potential impact on traffic on the A322 if the Vyne bollards were left down

Member comments:

- It would be useful to have a joined up approach with Guildford and Surrey Heath
- Would question the benefit of a right turn out of Cemetery Pales.
- The Sparvell Road area needs addressing.
- The Chairman requested a further update at the June Committee meeting, which was seconded by Mr Kemp and agreed by the committee.

RESOLVED

Woking Joint Committee noted the update and requested a further update at the June 2015 meeting.

12/15 WOKING TOWN CENTRE MANAGEMENT AGREEMENT - UPDATE 2015 (EXECUTIVE FUNCTION) [Item 12]

Geoff McManus introduced the report which updated the committee on progress made under the Woking Town Centre Management Agreement.

Member comments:

- It was noted that there should be similar or slightly increased surplus available to the Joint Committee next year.
- A request was made to look at signage outside Cafe Americano which directs people to the old market. Another sign could be useful in Gloucester Walk or by the new toilets.
- Members requested an update on cycling through the town centre at the next informal meeting in April 2015.

RESOLVED

Woking Joint Committee noted the report.

13/15 LOCAL SUSTAINABLE TRANSPORT FUND - WOKING AREA (EXECUTIVE FUNCTION) [Item 13]

Paul Fishwick introduced the report which updated the committee on the remaining LSTF budget. An updated Annex A to the report was tabled and is attached to these minutes as Annex 5. Members noted that due to a budget overspend across the whole of the LSTF budget, it was unlikely that any of the schemes set out in Annexes B-F would be implemented.

Public comments:

- The Real Time Traffic Information system at Knaphill outside Tesco's is not working and is stuck on 18.25.

Member comments:

- Could officers confirm outside the meeting the latest update on the cycle stand at West Byfleet station.
- The community funding in Maybury and Sheerwater is continuing to be monitored.
- The Chairman requested a final LSTF report at a future meeting – this was seconded by Mr Wilson and agreed by the committee.

RESOLVED

Woking Joint Committee:

- (i) Noted the updated LSTF (Woking) capital programme for the remainder of 2014/15 (annex A tabled update).

- (ii) Noted the projects presented to the member LSTF Task Group and agreed under delegated authority (annexes B to F), but further noted that these projects are now unlikely to proceed due to budget overspend across the whole LSTF budget.
- (iii) Requested that the final completed LSTF budget report is presented to the June 2015 meeting.

14/15 FORWARD PROGRAMME (FOR INFORMATION) [Item 14]

Member comments:

A email update on Ride 100 was requested outside the meeting.

RESOLVED

Woking Joint Committee noted the report with the addition of an update report on the A322 study.

Meeting ended at: 8.55 pm

Chairman

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Annex 1

Notes from Chairman and open public questions

The Chairman noted the following updates:

- Responses have now been received from the NW Surrey CCG and NHS England to the petition received back in September on health facilities in Byfleet. The responses are unacceptable for the people of Byfleet and Members will try and pursue the issue.
- Following the report on Air Quality in Knaphill back in June, it has now been agreed that this junction will be upgraded to a MOVA system, and an update on timing will be brought to the June meeting.
- Woking Borough Council is running a shuttle service from Westfield to the town centre on a Wednesday and Friday until the Vicarage Road works are complete.

Question 1: Mrs Kirsten Platz

Could a crossing be provided at Maybury Hill, and can the committee explain why there are 5/6 crossings in the road leading up to Maybury Hill but none on the road itself.

Andrew Milne noted that a previous written response has been give to Mrs Platz. Schemes have to be prioritised according to public safety, accessibility, environment etc, and this scheme would not be prioritised against other needs within the borough. A signalised crossing would cost in the region of £120k, which would be the majority of the capital monies available to the committee in any financial year. Officers would provide a response outside the meeting regarding the history and makeup of the crossings leading up to Maybury Hill.

Question 2: Cllr Melanie Whitehand

Following the Brookwood School expansion not going ahead, why does Sparvell Road still need to be used as an access route to Brookwood Farm - this was not part of the original planning application and got added in with the school development?

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

Question 3: Cllr Melanie Whitehand

The bus bollards at The Vyne are not working again. Can a formal decision be made on reinstatement, or should they be left down?

Andrew Milne explained that a new data cable was laid to enable remote monitoring, but this affected the loops. Arrangements are being made to get the bollards working again.

The Chairman asked for a letter to be sent on behalf of the Joint Committee asking for an update on the issue.

ITEM 2

A discussion was held on whether there is a need for a further consultation on whether the bollards are still required. Cllr Kingsbury agreed to circulate a copy of the original agreement for the bollards to members of the committee.



WOKING JOINT COMMITTEE

DATE: 4 MARCH 2015

LEAD OFFICER: KEVIN ORLEDGE, STREETWORKS MANAGER

SUBJECT: PETITION – PARVIS ROAD/BYFLEET ROAD

DIVISION: THE BYFLEETS

SUMMARY OF ISSUE:

1.1 A petition containing 83 signatures has been submitted for consideration at both the Elmbridge Local Committee and the Woking Joint Committee.

Wording of the petition:

1.2 Travelling from Byfleet Road to the Painshill junction with the A3 and the other way towards West Byfleet along Parvis Road has become a nightmare on a regular basis due to road works. We ask Surrey County Council to restrict all non emergency work to between 10pm and 5am on this very busy route.

BACKGROUND

2.1 The A245 Parvis Road extends from its junction in the centre of West Byfleet with the Old Woking Road to the roundabout junction with the Byfleet Road and Brooklands Road, a distance of approximately 1.4 miles.

The A245 Byfleet Road extends from the junction with the Parvis Road through to the Painshill Roundabout junction with the A3 trunk road. A distance of approximately 1.6 miles.

Both roads are defined as 'Traffic Sensitive' under the Department for Transport (DfT) classification between the hours of 06:30 to 09:30 and 16:00 to 18:30. These are periods when works that disrupt traffic flows will have the greatest adverse effect.

The roads have high significance in the Surrey road network being prime routes servicing the A3 and M25 and also the commerce area of Brooklands as well as being through routes connecting the towns of Woking, Weybridge Cobham and Esher and locations further afield.

Residential areas, whilst in most cases not considered dense, exist at various locations along the length of the road.

- 2.2 Works on the highway take many forms from general street cleansing to works requiring excavations and major changes to road layouts. The type of works will dictate the type of traffic management necessary and the ability to confine activities to less busy or “off peak” periods.

The necessity for any traffic management and the layout of the traffic management is defined in the New Roads and Street Works Act 1991. Works on streets of 50 mph restriction and below being covered by the publication “Safety at Street Works and Road Works”.

Legislation dictates that it is compulsory that this document is followed for all works defined as Street Works (generally understood to be works by utility companies such as gas, water electric or telecom) and Works for Road Purposes (road repairs and improvement by the highway authority).

The type of traffic management (portable traffic signals, stop and go boards, road closure, give and take, priority working, etc.) dictates the effect on traffic movements and combined with traffic flows, the disruption levels.

RESPONSE

- 3.1 No advantage would be gained by limiting the time periods in which works that do not require any traffic management and hence do not interfere with vehicle movements, could be undertaken.

- 3.2 In limiting works that do have an effect on traffic flows to off peak periods, such as over night, consideration has to be given to the ability of the works and the associated traffic management to be cleared from the carriageway during other hours to restore the road to full use.

In the case of excavation works by utility companies, this is generally not practicable with most services (pipes, ducts, cables, etc,) being 1 metre or more sub surface.

- 3.3 Works on the highway are by their nature hazardous. Safety of both site operatives and the general public is paramount at all times. To be able to undertake works during periods of darkness artificial lighting is necessary. This creates issues with both shadows and moving between lit and non lit areas particularly when working in excavations. Surrey County Council would not instruct works to be undertaken using a methodology that puts operatives at a higher level of risk to personal injury.

Environmental issues of both noise and light pollution from night works require specific approval from the local Environmental Health (EH) authority. Experience indicates the EH authority will bias any decision in favour of residents over the travelling public.

- 3.4 Surrey County Council welcomes the use of innovative techniques and other methods by which the road can be fully available to traffic at peak periods.

On occasions plating of excavations can be considered however road plates have a maximum speed over of 10mph which if exceeded can create a hazardous situation. Road plates would not be suitable for a road such as the Parvis Road or the Byfleet Road.

Techniques such as insertion, pipe bursting and directional drilling are encouraged where ground conditions and existing services allow.

- 3.5 Wherever works type and safety factors allow, Surrey County Council will instruct works on any street defined as traffic sensitive in the Surrey highway network that uses positive stop traffic management such as temporary traffic signals to be undertaken outside of the Traffic Sensitive' times.

An example of this being recent works in Copsem Lane, Oxshott, (a main M25 A3 link) where Sutton and East Surrey Water were instructed to only work between the hours of 09:30 and 15:30 Monday to Friday with the road returned to full use outside of these hours.

- 3.6 Where works that have the potential of creating significant traffic disruption are unavoidable, Surrey County Council will instruct the works promoter to work extended hours, most usually 07:00 to 19:00 (light permitting) and also to work the weekend period provided EH authority approval is gained.

- 3.7 In summary, it is not possible to limit non emergency works to take place between the hours of 10pm and 5am. Officers do carefully consider each application for works, taking into account various factors including type of works and environmental and safety issues, and place conditions on the times at which they can be undertaken as described in 3.5 and 3.6 above.

COMMENT ON RECENT WORKS

- 4.1 Major works were undertaken on the A245 Parvis Road last summer as part of the West Hall Care Home Development.

These works included widening of the footways, realignment of the carriageway and the installation of a pedestrian refuge area in the centre of the carriageway. It is acknowledged that these works caused significant traffic disruption in and around the area.

The timing of these works was coordinated to avoid the closure of the adjacent Newark Lane whilst meeting the planning requirement dictating completion by mid September and used part of the school summer vacation period. These works had an overall duration of seven weeks.

Due to the nature of the works, particularly the widening of the footway on the northern side and the necessity to provide an alternative pedestrian walkway in the carriageway, it was not possible to limit these works to off peak periods only.

Contact Officer:

Kevin Orledge, Street Works Manager
0300 200 1003

Consulted:

N/A

Sources:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf



WOKING JOINT COMMITTEE

DATE: 4 MARCH 2015
SUBJECT: WRITTEN PUBLIC QUESTIONS
DIVISION: WOKING

1. Question from Phil Stubbs, Knaphill Residents Association

The Residents' Association of Knaphill would ask SCC to consider the installation of a pedestrian crossing on Redding Way, Knaphill in close proximity to the doctors surgery.

Apart from giving pedestrians a safe crossing to get to and from the doctor's surgery this is a route used by many parents and children going to and from Knaphill schools.

Over a third of the households on the old hospital site use the path at the side of the doctors surgery to get to and from the local schools. There is a pedestrian crossing on the Broadway but not on Redding Way.

The stretch of Redding Way from the Vyne roundabout to the roundabout at Sainsbury's service road is known for speeding vehicles, there are two of the self illuminating signs that are triggered by speeding vehicles on this stretch of road.

Redding Way is only going to get busier with the opening of Brookwood Farm as Redding Way is the direct route from Brookwood Farm to Woking and Winston Churchill School.

A pedestrian crossing is required on this section of Redding Way and as close to the doctor's surgery as is possible. Given the problem with speeding the crossing should be raised.

Answer from Chairman on behalf of the committee:

In 2006, a consultation with 786 properties was undertaken to determine pedestrian movements and the problems they faced around the former Brookwood Hospital site. The results of the consultation were reported to the Woking Local Committee in November 2006 and this led to the construction, in 2007, of the signal controlled crossing near to Tudor Way and the zebra crossing on Broadway near the junction with Sussex Road. However, there was no recommendation for a controlled crossing on Redding Way near the surgery, although it was as part of the package of works

that resulted from this consultation that the dropped kerbs were installed at the existing island immediately adjacent to the roundabout.

In considering the introduction of any new pedestrian facility, it is normal to consider a number of factors including accident data, the number of pedestrians that will use the crossing point, vehicle speeds and the physical constraints of the site such as visibility. It is also important that any requests of this nature are prioritised against other infrastructure needs within the Borough, so that the maximum public benefit can be gained from the available highways budgets.

In the last 5 year period, two personal injury collisions have taken place within approximately 100m of each approach to the surgery. Neither of these accidents involved a pedestrian who was crossing the road and so based on this data, a controlled crossing on Redding Way would not improve public safety. The existing crossing point by the roundabout provides good visibility for both pedestrians and motorists, and no request for new facilities has been received prior to this request from Knaphill Residents Association.

With respect to pedestrian numbers, no recent counts have been undertaken, but there have been no significant changes in the vicinity to either housing or local facilities since the last report was brought to Committee.

Redding Way is included in our Speed Management Plan, as we are aware that the speed of vehicles using the road has caused concern to some residents. Speed surveys undertaken by the police in April / May 2014 near Barton Close indicate mean speeds of 35/36mph, despite the presence of Vehicle Activated Signs nearby, and the road receives periodic speed enforcement by Surrey Police. However, it is important to recognise that this has not resulted in personal injury accidents.

Although preliminary assessment suggests that there are limited grounds for introducing a new pedestrian crossing facility, the length of Redding Way adjacent to the doctor's surgery has very limited opportunities for locating a pedestrian crossing. The surgery car park entrance, bus stop and drop off bay mean that a pedestrian crossing would have to be located within the remaining short length of road close to the roundabout. As the existing island installed in 2007 could not be incorporated into a crossing, it would be necessary to remove the island, as locating a crossing adjacent to the island could cause confusion for motorists approaching the crossing and potentially put pedestrians at risk. It is though not considered desirable to remove this existing island.



WOKING JOINT COMMITTEE

DATE: 4 MARCH 2015
SUBJECT: WRITTEN MEMBER QUESTIONS
DIVISION: WOKING

1. Question from Mr Will Forster, Surrey County Council

The large majority of local committees have agreed to review the coordination of roadworks and quality of reinstatements of utility work, please can the Chairman confirm why, despite significant problems in Woking in recent months, this committee has decided not to review roadworks?

Answer from Chairman on behalf of the committee:

The Street Works department has recently presented a report to the Waverley, Elmbridge and Spelthorne Local Committees on the first year of operation of the South East Permit Scheme which is used within Surrey Highways to manage activities on the road network, most commonly this is works by utility companies.

This report has been scheduled to be taken at the Informal Woking Joint Committee in April 2015. Runnymede, Mole Valley and Reigate and Banstead also plan to take the report at one of their future meetings.

2. Question from Mr Will Forster, Surrey County Council

New Lane and Sutton Green Road were resurfaced in July 2014. The resurfacing has lowered the road and several residents are complaining about noise from the cats eyes, especially when buses and lorries travel over them.

Please can the County Council see if these cats eyes can be lowered or the sound reduced?

Answer from Chairman on behalf of the committee:

The cats eyes have been inspected on New Inn Lane, and the team has confirmed that they have been installed correctly. The previous cats eyes had been slightly buried by a past surface dressing treatment so would have appeared lower.

3. Question from Mr Will Forster, Surrey County Council

Please can Surrey County Council agree to enhance the signage at the south side of Woking station to a) stop vehicles turning right and wrong way out of Station Approach into Oriental Road and b) stop vehicles turning left out of the Travel Lodge into Oriental Road?

Answer from Chairman on behalf of the committee:

There have been no previous reports to Surrey Highways about vehicles turning right and the wrong way out of Station Approach. The existing road markings and No Right Turn sign at the junction of Station Approach with Oriental Road are the standard signage provisions and should be sufficient for the majority of drivers. It would though be possible to add an additional sign if required, and this could be made more conspicuous than the existing sign, which could also be replaced. However, if drivers are intent on turning right or they continue to fail to see the signs and road markings, there is nothing physical to prevent a right turn, and the current road layout and width would not allow an island to be built to deter this activity. Provision of an island is something that should be considered as part of any future redevelopment in this area of the town.

The need for a sign opposite the exit from Travelodge has already been identified and will be included on a list of work for the next financial year. Some additional road markings to complement the signs will also be considered.

4. Question from Mr Will Forster, Surrey County Council

Surrey County Council was planning to resurface Vicarage Road and the bellmouth junction of The Moorlands in 2014/15, however this work was deferred due to Thames Water's roadworks.

Please will the County Council agree to resurface Vicarage Road and The Moorlands in 2015/16 following the completion of the utility works?

Answer from Chairman on behalf of the committee:

Resurfacing of Vicarage Road and the bellmouth junction with The Moorlands was one of the items promoted by the Woking Joint Committee in 2014/15. It was not possible to carry out this work in 2014/15 due to a conflict with other works planned by a utility company.

As no capital funding has been allocated to this project for the 2015/16 financial year, it is not possible to give a firm commitment at this time that the resurfacing work will take place. However, alternative funding sources are being considered, and the Maintenance Engineer for Woking is carrying out the necessary preparatory work to enable delivery this year subject to funding being confirmed.

5. Question from Mr Will Forster, Surrey County Council

Stockers Lane in Kingfield is a pleasant and quiet unadopted road in my division. I have been made aware of rumours that Surrey County Council is planning to adopt Stockers Lane in between Kingfield Road and Rydens Way into the highway network.

Please can the County Council confirm that there is no such plans to adopt and resurface Stockers Lane? Please can the Council confirm it will never pursue plans to adopt Stockers Lane without support from local residents?

Answer from Chairman on behalf of the committee:

Having consulted with Surrey County Council's Highways Information Team and the Transport and Development Planning Officer for Woking, there are no known proposals to adopt Stockers Lane.

Adoption requests are normally raised by residents living along an unadopted road, often through their Local County Councillor, or by developers who have constructed a new road with the intention of it being adopted.

A summary of the road adoption policy can be found on the Surrey County Council website using the following link:

<http://new.surreycc.gov.uk/environment-housing-and-planning/planning/transport-development-planning/surrey-county-council-policy-on-road-adoption>

I am not aware of any instances where roads have been forcibly adopted contrary to the views of the residents which would be affected by such an action, but it would be inappropriate to give the undertaking requested as the future communal needs of residents and highways users cannot be predicted.

I can though state that the likelihood of attempting to adopt Stockers Lane against the wishes of local residents is extremely small.

6. Question from Cllr John Kingsbury, Woking Borough Council

At the bottom of St Johns Hill Road, close to Phipps Autos, the road shows signs of subsidence. When will reinstatement be carried out?

Answer from Chairman on behalf of the committee:

It is believed that the area of subsidence at the bottom of St Johns Hill Road is connected with works carried out by Affinity Water, and our Streetworks team has raised this matter with them for attention. In the meantime, a safety repair has been carried out by Surrey Highways to ensure that the carriageway remains serviceable.

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Minutes Annex 5

Item 13 Tabled Update - Annex A

Local Sustainable Transport Fund (Woking) – capital update (4 March 2015)

(excluding Business Forum funding).

Sections in **BOLD** are updated from the original published paper.**Quality Bus corridor improvements**

Corridor	Status	Comments
Route 91	'civils' completed	Bus stop clearways to be introduced
St Johns	'civils' completed	Bus stop clearways to be introduced
Mayford and Westfield	'civils' grant funding completed	Bus stop clearways to be introduced
Maybury-Sheerwater-Byfleet	'civils' granted funding completed	Bus stop clearways to be introduced
5 additional real-time information (RTPI) displays	Planning stage	3-line RTPI bus shelter type displays. Planned introduction winter/spring 2015
RTPI Media screens town centre – Mercia Walk (4 no)	Completed.	Screens show live local bus information. Live rail information awaiting SWT data license, expected March 15. Awaiting additional screen content from Woking Shopping centre.
3 additional RTPI Media screens town centre (2 no Middle Walk, Wolsey Place. 1 no Peacocks centre)	Planning Stage	Screens to show live local bus and rail data, alongside Woking Shopping centre content. Planned introduction winter/spring 2015
Provision of RTPI bus feed to existing 3rd party screen – MacDonalds, Woking TC	Planning stage	Screen in MacDonalds TC restaurant currently displaying live rail data. RTPI bus data to be supplied via internet connection to display alongside rail data. Planned introduction by end of March 15.
Upgraded RTPI data connection to Abellio and Arriva operated bus services	Completed	Live bus data feeds in place for both bus operators to SCC RTPI system. Some back office work still in progress with operator own systems to improve accuracy of data shown on signs.

Cycling

Route/trail	Status	Comments
Earth Trail (Mayford to Hillview Road (Woking))	Completed, except for Wych Hill j/w Claremount Road.	Completion of Wych Hill j/w Claremount Road currently 'on hold'.
Mercury Trail (across West Byfleet Recreation Ground)	Detailed design completed.	Woking Borough Council now given 'go ahead'. Works to be programmed later in 2015.

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A318 Barnes Wallis Drive/Oyster Lane	Works in progress on site.	Electrical connection programmed 9 March and installation due for completion by end of March 15.
A3046 Chobham Road	Works in progress on site	Electrical connection completed and installation due for completion by end of March 15.
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.
RTPI Media screen	Kit all ready for install.	Screen to show live local bus data on install. SWT internet connection required for display of live rail data. Install expected by end March 15.
Lining and signing		All signs and lines to be completed at end of programme (March 2015)



WOKING JOINT COMMITTEE

DATE: 24 JUNE 2015
LEAD OFFICER: GEOFF MCMANUS, NEIGHBOURHOOD SERVICES MANAGER
 WOKING BOROUGH COUNCIL

SUBJECT: SURREY HALF MARATHON 2016

AREA: WOKING SOUTH

SUMMARY OF ISSUE:

The purpose of the report is to seek approval from the Joint Committee for the hosting, in Woking, of the Surrey Half Marathon in 2016.

Since the first event in 2014 (which started and finished in Guildford) amendments have been made to the event. Further to specific feedback following the 2015 event (which was predominately contained within Woking borough) the proposed 2016 event provides for a new route which allows improvements to traffic management, together with proposals for better communication with residents and road users in general about the event.

Subject to a successful event being delivered in 2016, the future intention is for the event to be permanently hosted in Woking rather than alternating between Woking and Guildford as was the original conception.

It is recognised that this type of event underpins the health and wellbeing aims of the Joint Committee (and Woking's Health and Wellbeing Plan) in providing a local opportunity for mass participation.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree that :

- (i) The Surrey Half Marathon is supported to take place on Sunday 17 April 2016.

REASONS FOR RECOMMENDATIONS:

To agree support for a Surrey Half Marathon event in 2016 recognising wider health and well being aims for the community.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Following a presentation to the informal Joint Committee in April 2015 a formal paper has now been prepared to detail a further half marathon event for 2016 and illustrate how improvements are proposed building on previous half marathon events in 2014 and 2015.
- 1.2 This report is seeking a decision from the Joint Committee in order to publicise and stage the 2016 event.

2. PROPOSED 2016 ROUTE:

- 2.1 A new route has been identified for the required distance, starting and finishing at Woking Leisure Centre which only requires the closure of one A road between Woking and Guildford.
- 2.2 This will allow better traffic management and suitable diversion routes for the duration of the event (route attached as Annex 1).
- 2.3 The route has been agreed with officers from Surrey County Council, Woking Borough Council and Guildford Borough Council.
- 2.4 Police and emergency services officers have also been consulted and support the proposed route subject to final detail agreed through subsequent planning stages.
- 2.5 Freedom Leisure as operator's of the Leisure Centre and Pool in the Park site on behalf of the Council, have confirmed that they are content to work with the event organiser's to facilitate the start and finish of the event from Woking Park.

3. TRAFFIC MANAGEMENT / STEWARDING:

- 3.1 Proposed improvements on the 2015 event are planned to ensure the delivery of a safe but robust Traffic Plan.
- 3.2 An increase in Community Safety Accreditation Scheme (CSAS) marshals will allow deployment at every major junction and most other road junctions.
- 3.3 Event organisers will continue to work on the traffic management plan with Surrey County Council officers, police and emergency services with the aim of agreeing further measures to reduce the impact on road users, including the deployment of signage, diversion signage and CSAS staffing.

4. PARTICIPANTS:

- 4.1 The aspiration is to involve over 6,000 runners on the day which is an increase on the 4,500 who participated in the 2015 event.
- 4.2 The cost of entry is proposed as £28.00 Early Bird entry for first 200 runners, Standard entry £35 tbc and Premium entry in the last month before the event at £41. (These proposed prices compare favourably with other like-type local events).

- 4.3 Additional options are being explored with the Event Organiser's around linking the Council's Key Card (for those in receipt of benefits) to a reduced entrance fee, as likewise the potential for individual's who may have been prescribed health activity and/or follow a NHS 'Coach to 5k' programme of activity in the lead-up to the event.
- 4.4 In support of the Council's desire to meet its priorities regarding reducing obesity levels particularly amongst children and young people, early discussions are taking place about how potentially a children's race maybe incorporated into the event in future years. Woking Park already plays host to a successful 5k Park Run event every Saturday morning, and thus it maybe feasible to explore the options for using this route.

5. COMMUNICATIONS / PUBLICITY:

- 5.1 The event organisers aim to deliver a more comprehensive communication plan in 2016 to ensure as many residents as possible are notified in advance of the event. Some communications are repeated whilst we will also use other channels of communication for the 2016 event.

These include:

- Two postal deliveries of the 'Dear Home owner' Letter. An A4 letter folded 3, outlining the details of the event and road closure details. 2015 sample attached at Annex 2. Sent both at 12 weeks and 4 weeks from the event date (delivery area set out in annex 3).
- Use of 14 Woking Borough Council Public Notice boards with A1 posters as per 2015
- Full details of road closures shown on the Surrey Half Marathon website
- Press releases published in local papers: Surrey Advertiser, Woking News and Mail
- Paid advertising in various local outlets e.g. Get Woking
- Radio announcements through BBC Surrey, our media partners
- Meetings with Residents Association leaders
- Meetings with local businesses
- Email and Telephone calls to all Care homes
- Working with a representative (daughter of a mother in care) to ensure all Care homes are aware

6. CONSULTATIONS:

- 6.1 In addition to the presentation at the informal Joint Committee in April 2015, consultation has taken place with the Woking Borough Council Portfolio holder,

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

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officers from Surrey County Council, Woking Borough Council, Guildford Borough Council, Police and Emergency services.

7. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

7.1 The Surrey Half Marathon is a private venture supported by public bodies to assist with a safe and well managed event.

8. RISK MANAGEMENT:

8.1 Detail of the proposed event will be subject to continued scrutiny by the Surrey Safety Advisory Group who review and oversee large events throughout the County.

8.2 The group will endeavour to identify risks associated with the event seeking early and timely resolution by the event organiser.

9. LOCALISM:

9.1 The Surrey Half Marathon provides a local opportunity for residents to partake and support a mass participation event within Woking and Guildford

10. EQUALITIES AND DIVERSITY IMPLICATIONS:

10.1 The intention is to provide an open and inclusive event.

10.2 Consultation and engagement is carried out with residents, and bodies representing particular user groups with the aim of ensuring that all potential participants are considered.

11. 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	The event underpins health and well being aims in providing a local opportunity for mass participation
Human Resource/Training and Development	No significant implications arising from this report

12. CONCLUSION AND RECOMMENDATIONS:

12.1 In consideration of this report the Joint Committee are asked to support the proposal for the next Surrey Half Marathon to take place on Sunday 17 April 2016.

13. WHAT HAPPENS NEXT:

13.1 Officers will work with the event organiser to deliver the 2016 Surrey Half Marathon in a safe and successful manner.

Contact Officer:

Geoff McManus, Neighbourhood Services Manager. 01483 743707

Consulted:

Proposed communications detailed within the report.

Borough Portfolio Holder

Councillor David Bittleston

County Council Cabinet Member

Mr Richard Walsh

Annexes:

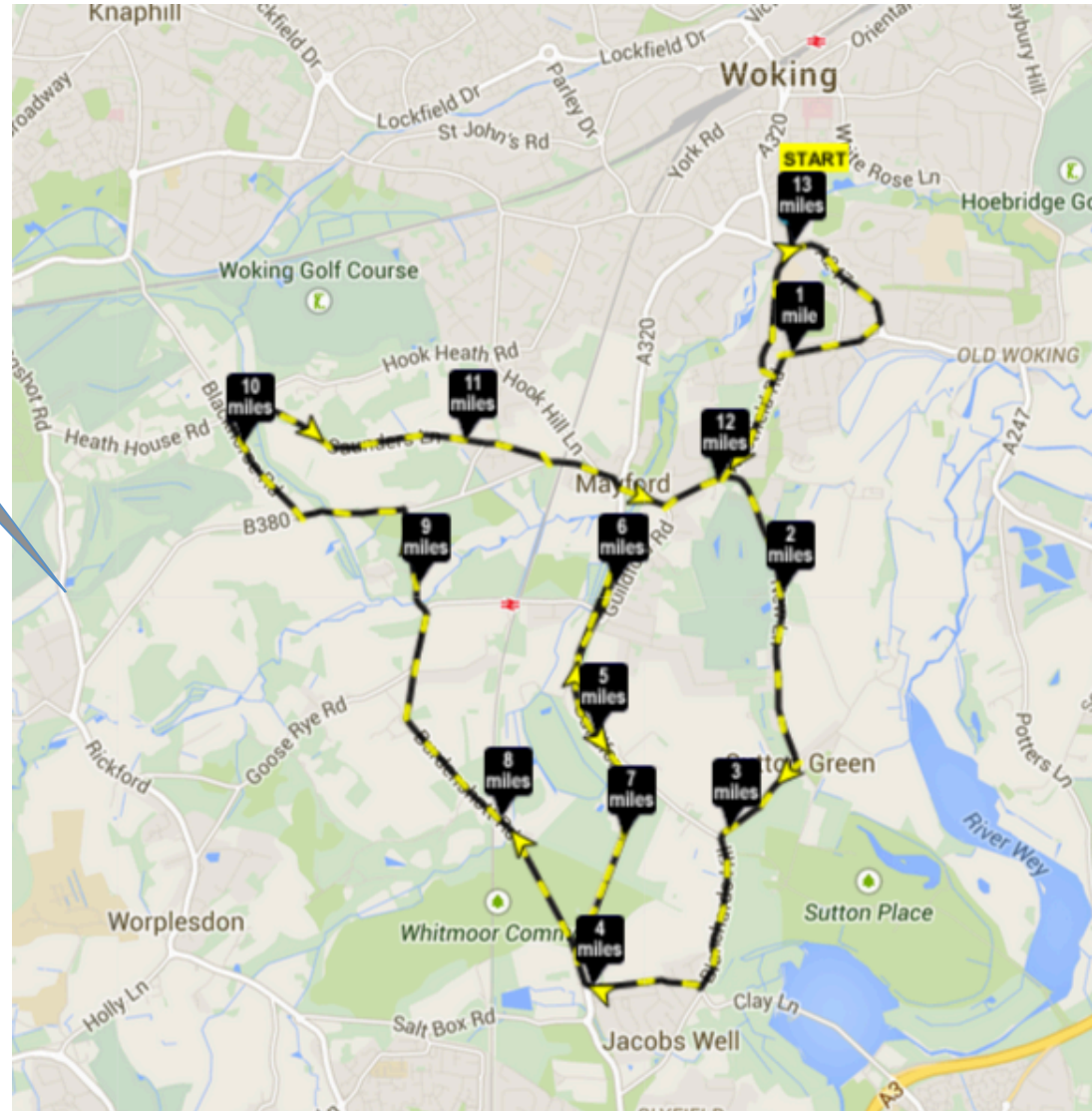
Annex 1: Proposed 2016 Route Map
Annex 2 : 2015 Sample Residents Letter
Annex 3: Delivery area

Sources/background papers:

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2016 route planning

Not affecting the A322



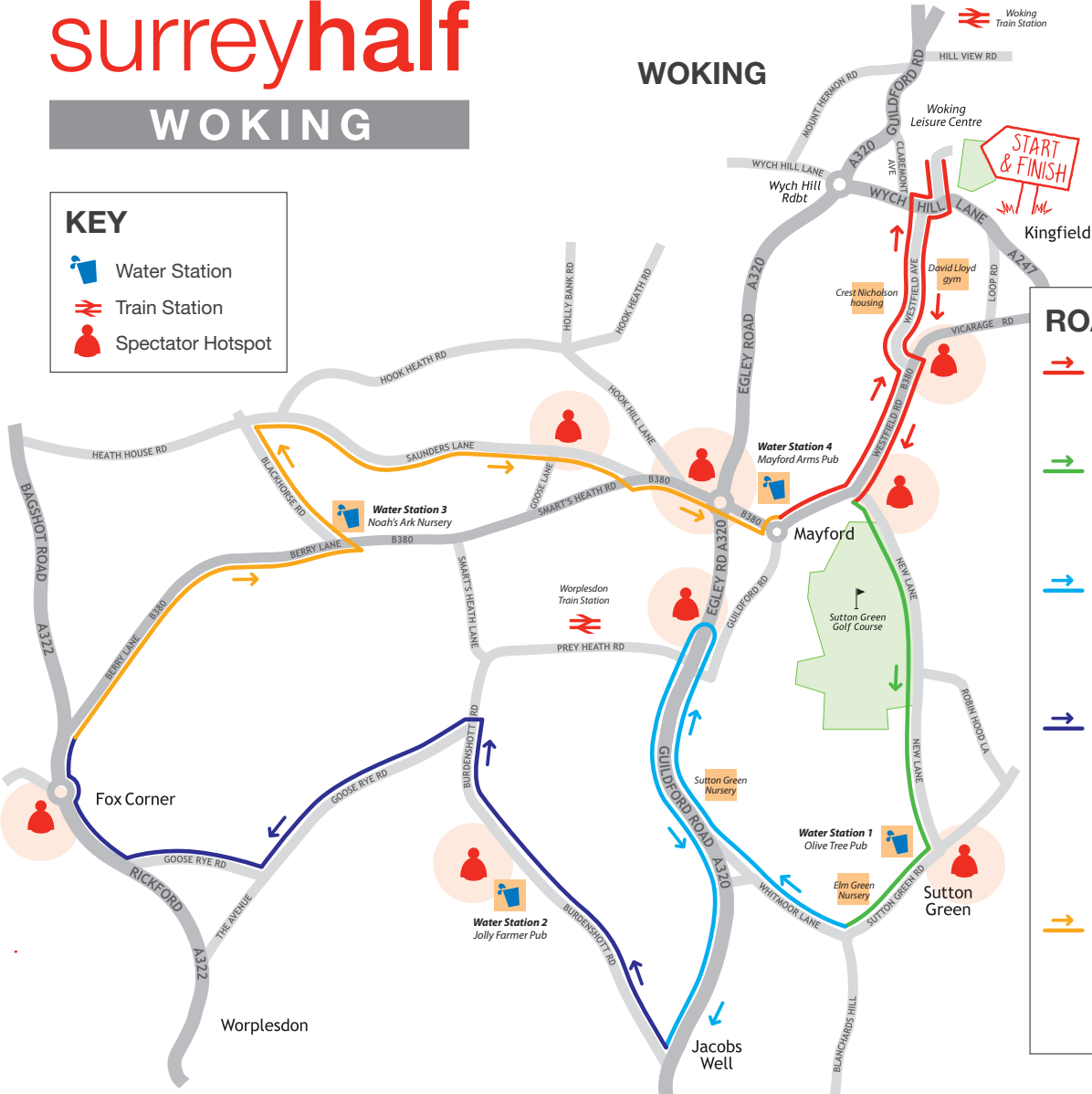
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To the Homeowner

surreyhalf WOKING

KEY

- Water Station
- Train Station
- Spectator Hotspot



ROAD CLOSURES

- Half Marathon zone 1**
Wych Hill to Kingfield and Westfield Ave and Road fully re-opens at 1.15pm.
- Half Marathon zone 2**
Sutton Green Rd/New Lane re-opens to local traffic at 10.15am. Remains closed at Westfield Rd.
- Half Marathon zone 3**
Guildford Rd A320 re-opens to local traffic at 11.15am. Remains closed at Mayford roundabout and Burdeshott Rd.
- Half Marathon zone 4**
Bagshot Rd at Berry Lane re-opens at 12.15pm allowing Bagshot Rd/Worplesdon Rd, Goose Rye and Burdeshott Rds to fully re-open.
Note: The northbound road on the A322 remains open throughout the race.
- Half Marathon zone 5**
Mayford roundabout re-opens to traffic at 12.45pm allowing the A320, Smart Heath Rd, Saunders Lane, Blackhorse, Berry Lane to fully re-open.





Surrey Half Marathon
The Barn Studios
Carters Lane
Old Woking
GU22 8JG

January 2015

Dear Resident,

The Surrey Half Marathon will take place on the **8th March 2015**. 7,000 runners will participate in Surrey's biggest closed-road running event and over 300 children will take part in a fun run.

Many of the runners will be supporting one of four Charity Partners: WWF, Shooting Star Chase, Harrison's Fund and Woking and Sam Beare Hospices. The Surrey Half Marathon provides a valuable opportunity for fundraisers to generate funds for their chosen charity.

The route has been designed with support from Surrey County Council, Woking and Guildford Borough Councils and UK Athletics. The event will start and finish at the Woking Leisure Centre.

The run route roads will be closed from 8am. The route is divided into 5 zones with different road opening times. For further details go to **www.surreyhalfmarathon.co.uk/road-closures**

We have minimised the disruption to traffic by implementing road closures for the shortest time as is safely possible. Roads will be reopened on a rolling basis as soon as it is safe to do so, after the last runner has passed and the roads are clear.

Our volunteers will be available on race day to offer advice regarding road closures and alternative routes. The Event Control contact number on 8th March will be **0844 264 1742**.

Special access for care providers and emergency vehicles on race day will be facilitated when it is safe to do so. If you are affected by the road closures and require a care visit on Sunday 8th March, or are a carer yourself, please get in touch now so that we can plan your alternative arrangements.

This is a community event and there are a number of ways in which local residents can get involved. The route map shows the location of "Spectator Hotspots." These will be a great position from which to cheer on the runners, as your support will make all the difference to their tired legs.

Providing a safe and enjoyable Surrey Half Marathon involves over 250 volunteers. If you would like to join "Team Surrey Half" you can learn more at **www.surreyhalfmarathon.co.uk/volunteering**

Thank you in advance for your support of the Surrey Half Marathon.

Regards,

Toby Jenkins

Race Director, Surrey Half Marathon

E: hello@surreyhalfmarathon.co.uk T: 01483 720 459

Frequently Asked Questions

1. Why have I received this information?

The Event Team want to make sure that residents and businesses affected by the route are aware of the road closures on 8th March 2015. Information signs will go up along the run route indicating details of the road. This information has been shared with local Ward Councillors, MPs, Parish Councils, Residents Associations and the Emergency Services. More information can be found at **www.surreyhalfmarathon.co.uk**

2. What does the Surrey Half Marathon involve?

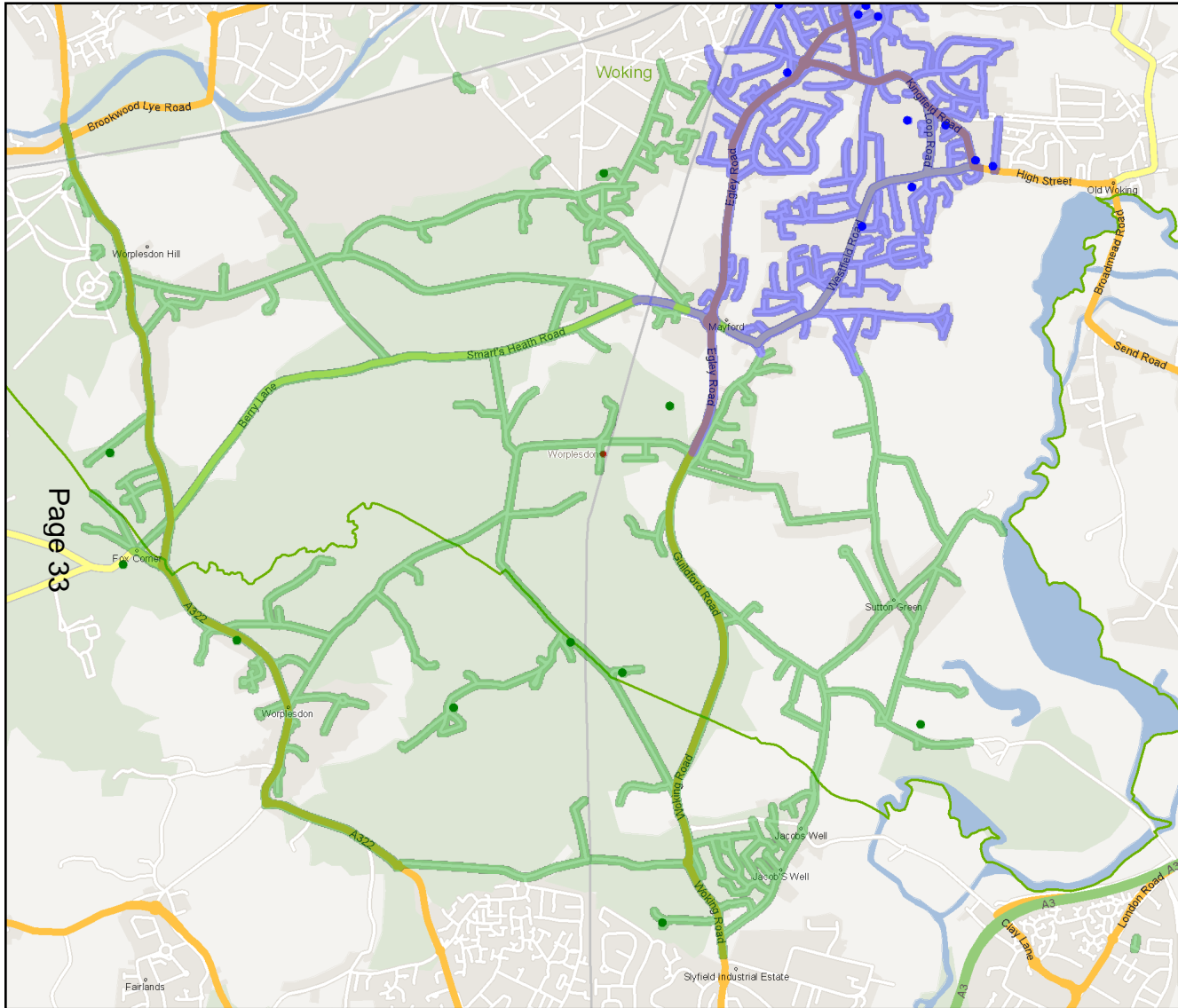
Event infrastructure includes route signage for the runners, four water stations, toilets and first aid stations. There will be at least 6 Spectator Hotspots along the route, where residents are encouraged to cheer on the runners and enjoy the spectacle.

3. What time does the event start and finish?

The Surrey Half Marathon will start at 09:00am and the Kids' Race will start at 09:25. Road closures will be enforced in advance of the race start time. For safety reasons, the entire route must be clear of traffic before the runners are able to start. A 3 hour 30 minute cut off will be enforced. Any runners not expected to meet this cut off will be required to move onto pavements to enable roads to re-open as soon as possible after the event.

4. How can I get involved?

To enter visit **www.surreyhalfmarathon.co.uk**
For information about volunteering, visit **www.surreyhalfmarathon.co.uk/volunteering**



Height: 3.61 miles

Delivery Count: 2118

Delivery Details	
Residential delivery count	2052
Business delivery count	66

House Type	%
Detached	60.16%
Semi-detached	30.82%
Terraced	2.82%
Flats - In a residential building	2.97%
Flats - Converted	1.74%
Flats - In a commercial building	0.61%
Others	0.87%
Total	100%

Tenure	%
Owner occupied - Owns outright	45.03%
Owner occupied - Owns with a mortgage or loan	42.38%
Owner occupied - Shared ownership	0.16%
Rented from - Council (local authority)	2.33%
Rented from - Housing Association / Registered Social Landlord	0.88%
Rented from - Private landlord or letting agency	5.54%
Rented from - Other	3.68%
Total	100%

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WOKING JOINT COMMITTEE

DATE: 24 JUNE 2015
LEAD OFFICER: DEBBIE PRISMALL, SENIOR COUNTRYSIDE ACCESS OFFICER

SUBJECT: PUBLIC FOOTPATH NO. 4 (WOKING) PUBLIC PATH DIVERSION ORDER 2014

AREA: GOLDSWORTH EAST AND HORSELL VILLAGE

SUMMARY OF ISSUE:

The County Council is not empowered to confirm opposed Orders. This report seeks a decision to refer the Diversion Order for Public Footpath No. 4 (Woking) to the Secretary of State for determination. The Committee must also decide whether the Council should actively support the Order.

Three objections to the Order were received within the relevant 28 day period.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree 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.

REASONS FOR RECOMMENDATIONS:

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.

Surrey County Council made a Diversion Order under the Highways Act 1980 and Wildlife and Countryside Act 1981 on 19 November 2014.

The County Council has received three objections to the Order, the main objection being the presence of barbed wire on the fence line facing the proposed new route.

The committee are requested to support the confirmation of the order for these reasons:

- The definitive line through the field is waterlogged for much of the year.

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- 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. (An agreement had been reached between the landowner and County Council about future maintenance of the existing bridge if the path is to be diverted onto it).

1. INTRODUCTION AND BACKGROUND:

- 1.1 In 2004, it came to the County Council's attention that Footpath 4 (Woking), in the vicinity of Deep Pool Farm near Horsell Common was off line. The definitive line runs adjacent to the surfaced track south of the pond at Deep Pool Farm, and should cross the River Bourne a few metres to the east of where people cross at the moment, continuing on through a field. The public have for many years been using the surfaced track that runs south of the pond at Deep Pool Farm, across the bridge over the Bourne owned by Horsell Common Preservation Society, and then continuing along the surfaced track to where it meets up with the definitive line again. The definitive line was unavailable for the public to use due to the lack of a footbridge over the Bourne at the correct location, and being obstructed at various points by fencing.
- 1.2 The definitive route of Public Footpath No. 4 currently runs from point 'A', 71 metres south east of its junction with Footpath No. 5 (Woking) and proceed in a south easterly direction for 196 metres to point 'D' as shown on Drawing no. 3/1/79/H58 (see Annex 1 and 2). The total distance 'A'-'D' is 196m. The diverted route would run from point 'A', 71 metres south east of its junction with Footpath No. 5 (Woking) and proceed in a south easterly direction for 85 metres to point 'B' then in a south easterly and north easterly direction for 26 metres to point 'C', then proceed in a generally south south easterly direction for 107 metres to point 'D' as shown on Drawing no. 3/1/79/H58. The total distance 'A'-'B'-'C'-'D' is 218 metres.
- 1.3 Restoring the footpath to its definitive line would require a new footbridge to be installed at public expense, and limitations in the form of kissing gates installed in the fenceline to manage stock. The field to the south of The Bourne where the definitive line runs is often waterlogged throughout the year. The proposed route goes over the existing cart bridge, has no limitations and has a surfaced track.
- 1.4 A deed of covenant has been made between the County Council and interested parties about the future maintenance of the bridge should the footpath be diverted onto it.
- 1.5 An informal consultation on the proposed diversion was carried out in August 2014. All the statutory utility companies and prescribed organisations were initially consulted and notices were also put on site at each end of the route to be

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

diverted. The Ramblers did not object, and no response was received from Woking Borough Council and the Open Spaces Society.

Organisations / individuals consulted: Woking Borough Council, The Ramblers, Open Spaces Society, site notices, Southern Gas Networks, National Grid, UK Power Networks, Thames Water, Affinity Water, BSkyB, Cable and Wireless, BT Openreach, Virgin Media, www.linesearchbeforeudig.co.uk

- 1.6 As no objections were received during the first round of consultations, a Diversion Order was made (see annex 3) under Officer's delegated powers on 19 November 2014 and advertised on 28 November 2014. This was followed by a 28 day notice period during which objections or representations could be made. The notice also appeared in the local press, on site at points A and D (on drawing 3/1/79/H58), on the Surrey webpage and was posted for viewing at Woking Borough Council offices and Woking Library for the same period. Directly affected landowners were also served with a copy of the Order as were the various interest and user groups.

Organisations / individuals served with a copy of the Order: Colin Kemp - County Councillor, Legal Services, Woking Borough Council, The Ramblers, Open Spaces Society, Byways and Bridleways Trust, Network Rail, Premier Planning Consultancy, Horsell Common Preservation Society (landowner), Mrs. White (landowner), site notices, notices at Woking Library and Woking Borough Council Offices

- 1.7 Following the making of the Order, three sustained objections were received within the relevant 28 day period; from Ms Kate Ashbrook of the Open Spaces Society, Mr Andrew Heggie of Quills, South Road, Woking and Mr. Timothy Hayter of Holly Cottage, Horsell Birch, Woking. The reasons for their objections are outlined below.

- 1.8 The Open Spaces Society objected on the grounds that:

- They think the order has been made only in the interests of the landowner and is substantially less convenient for the public.
- The width provided is inadequate
- There is barbed wire on the path side of the fence

- 1.9 Mr. Andrew Heggie objected on the grounds that:

- Public enjoyment of the path will be affected as the route will be fenced on both sides and not open.
- Mr. Heggie said that in one place the width has been restricted to 2 metres
- There is barbed wire on the public side of the fence.
- Mr. Heggie made a comment about the definitive map and statement which relates to a section of the path just to the south east of the diversion.

- 1.10 Mr. Timothy Hayter objected on the grounds that:

- The path will be fenced off and no longer open, and is narrow in places.

- 1.11 This is a non-executive function requiring a decision from the committee members to submit the Order to the Planning Inspectorate for determination.

2. ANALYSIS:

- 2.1 Section 119 of the Highways Act 1980 enables the County Council to divert a public footpath either in the interests of the landowner, lessee or occupier of the land or of the public. In doing so regard must be had to the enjoyment of the public and the effect that the diversion would have on the land. Furthermore the alternative route must not be substantially less convenient to the public than the current definitive route.
- 2.2 In addition to the criteria set out in the Highways Act 1980 the County Council's policy states that, except in exceptional circumstances, diversion orders will only be made where they result in an improvement to the existing rights of way network for the public. The needs of less able users must also be taken into account. The proposed route is free of limitations, surfaced and is drier than the definitive route. This constitutes an overall improvement for the public in terms of accessibility.
- 2.3 The objections raised relate to the proposed footpath being less open and fenced in, not enough width being provided, and barbed wire on the public side of the fence.

Comments on the objections:

- 2.4 **Proposed Footpath being less open and fenced in:** Landowners are entitled to fence in a right of way in order to manage stock, as long as the legal width is available for use.
- 2.5 **Width:** The width of the proposed route is 4 metres along its whole length, apart from the bridge which is 3.6 metres. The County Council's usual practise is to require 2 metres for a new footpath, and therefore this is twice the required width. Mr Heggie refers to the path being restricted to 2 metres at one point – this is not the case for the section of the path that it is proposed to be diverted. Mr. Heggie is referring to a section of the path that is to the south east of point D on the plan, and is not part of the proposed diversion.
- 2.6 **Barbed wire:** There is barbed wire on the public side of the fence, but there are also rails on the public side of the fence, which extend out further the wire. It is the Officer's opinion that due to this, and the proposed footpath being twice the required width, that this is not a 'nuisance' to the public (Section 164 Highways Act 1980).
- 2.7 Making the definitive route fully accessible would require the County Council to install a new footbridge at public expense a few metres to the east of the existing bridge. It is estimated that the cost of a new footbridge would be around £13,500. The proposed route has no limitations such as gates, but the definitive route would require kissing gates to be installed in the fence line to enable stock management. The proposed line is surfaced while the definitive line runs through a field that is waterlogged for much of the year.
- 2.8 The County Council has corresponded with the objectors and the landowner to try to resolve the issues. The Authority was unable to resolve the objections and is therefore unable to confirm the Order itself.

3. OPTIONS:

- 3.1 To support the Order and its referral to the Secretary of State for determination. This is the Officer's preferred option.
- 3.2 If the Order is declined, we will have a duty to ensure the definitive route is reopened, and construct a new footbridge.
- 3.3 To decline support of the Order, in which case it will be rescinded. The applicant could then apply for an alternative diversion route or approach Woking Borough Council to make a new Order, as they also have powers to make an order under the Highways Act. If they decline the applicant may apply to the Secretary of State.

4. CONSULTATIONS:

- 4.1 Notices were placed on site, and statutory bodies and other interested parties including Woking Borough Council, The Ramblers, Open Spaces Society and all utility companies were consulted on the application. No objections were raised during the consultation period. Legal Services have been consulted on this report.

Organisations / individuals consulted: Woking Borough Council, The Ramblers, Open Spaces Society, site notices, Southern Gas Networks, National Grid, UK Power Networks, Thames Water, Affinity Water, BSkyB, Cable and Wireless, BT Openreach, Virgin Media, www.linesearchbeforeudig.co.uk.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 Surrey County Council has agreed to meet the costs of making the Order. If submitted to the Secretary of State for determination, the matter may be dealt with by way of written representations, hearing or public inquiry. If the latter was to occur then the County Council would be liable for costs in the region of £2,000, which would have to be met from the Countryside Access budget.
- 5.2 If the Order is not confirmed then Surrey County Council will have to restore the footpath to its definitive line, which would include building a new footbridge at the cost of approximately £13,500 plus the full cost of any ongoing maintenance works. If the footpath is diverted over the existing bridge then Surrey County Council has an agreement to contribute 33% towards any future maintenance works. These costs will be met from the Countryside Access budget.

6. RISK MANAGEMENT:

- 6.1 There are no significant risk related issues

7. LOCALISM:

- 7.1 This diversion has an impact upon 'public' rights, but in practice will be mostly used by local residents. It is deemed that the impact upon the local community will be minimal for the reasons outlined in paragraph 2.2.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 The proposed route is free of limitations, and is surfaced whereas the definitive route would require limitations in the form of kissing gates to be licensed in the fence line (as they are not listed as a limitation in the Definitive Statement), and would run through a field that is waterlogged for much of the year. The proposed route is not significantly longer than the definitive route. This constitutes an overall improvement for the public in terms of accessibility. These particulars meet our requirement to have regard to the Rights of Way Improvement Plan. Rights of Way Improvement Plans are intended to be the main way in which local highway authorities identify the changes that need to be made to the local rights of way network to make it more useful and accessible to the public.

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 Officers are of the view that the criteria for making the Diversion Order in the first place were met.
- 10.2 The Order is expedient in the interests of the parties named in the Order and is no less convenient to the public as a whole nor in terms of any land it crosses or serves.
- 10.3 Despite the three sustained objections made within the notice period, the Committee are recommended to support referral of the Order to the Secretary of State for determination.

11. WHAT HAPPENS NEXT:

- 10.1 All interested parties will be informed about the decision by letter and what the next steps will be.

Contact Officer:

Joanne Porter, Countryside Access Assistant
020 8541 9576

Consulted:

Colin Kemp - County Councillor, Legal Services, Woking Borough Council, The Ramblers, Open Spaces Society, site notices, Southern Gas Networks, National Grid, UK Power Networks, Thames Water, Affinity Water, BSkyB, Cable and Wireless, BT Openreach, Virgin Media, www.linesearchbeforeudig.co.uk

County Council Cabinet Member

Mike Goodman, 01276 489680

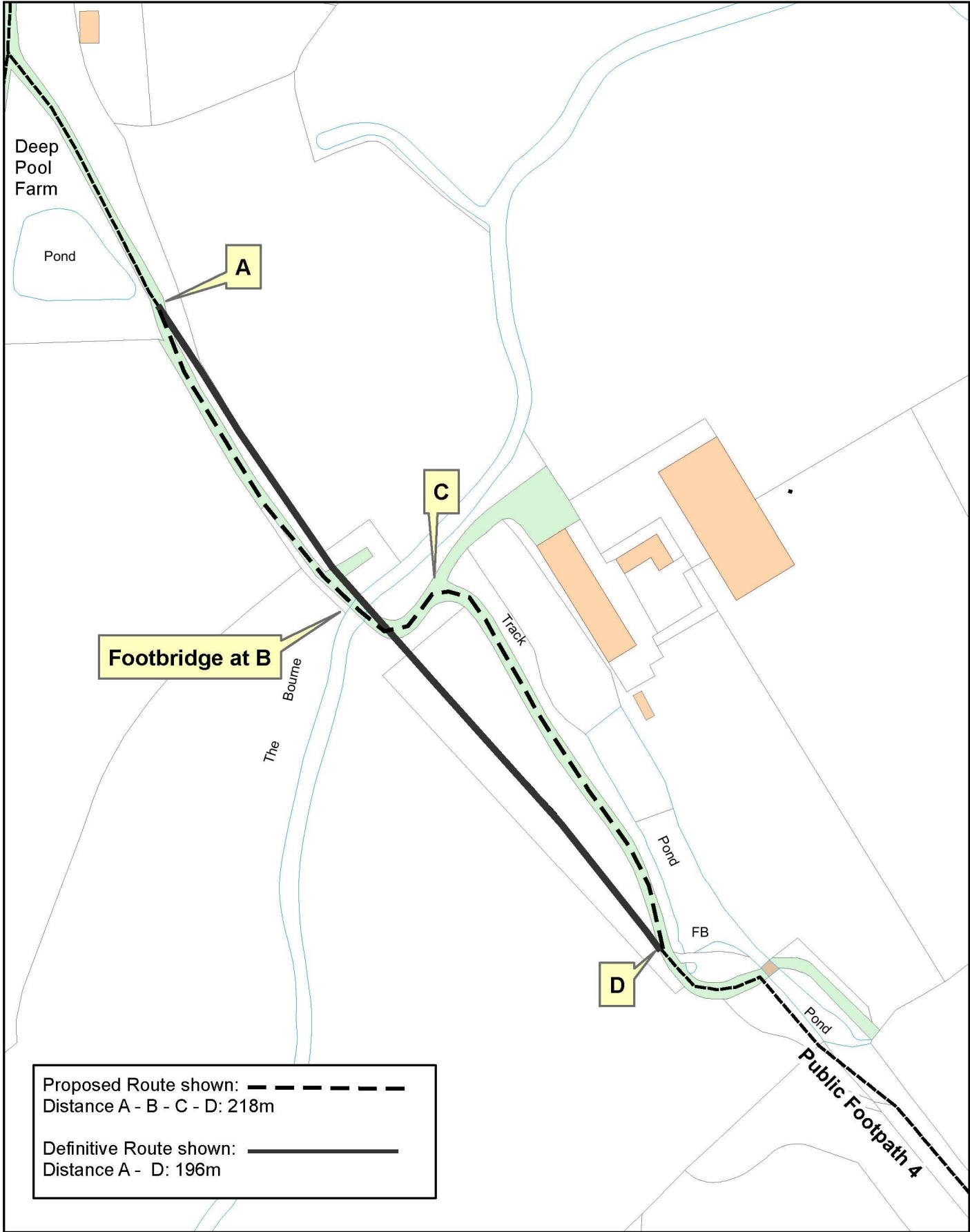
Annexes:

1. Drawing no. 3/1/79/H58
2. Public Footpath No. 4 (Woking) location plan
3. Public Footpath No. 4 (Woking) Diversion Order 2014
4. Public Footpath No. 4 (Woking) Diversion Order 2014 photos

Sources/background papers:

File 3/1/79 Woking Footpath 4 Diversion File

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Borough of Woking
Public Footpath No. 4
Proposed Diversion

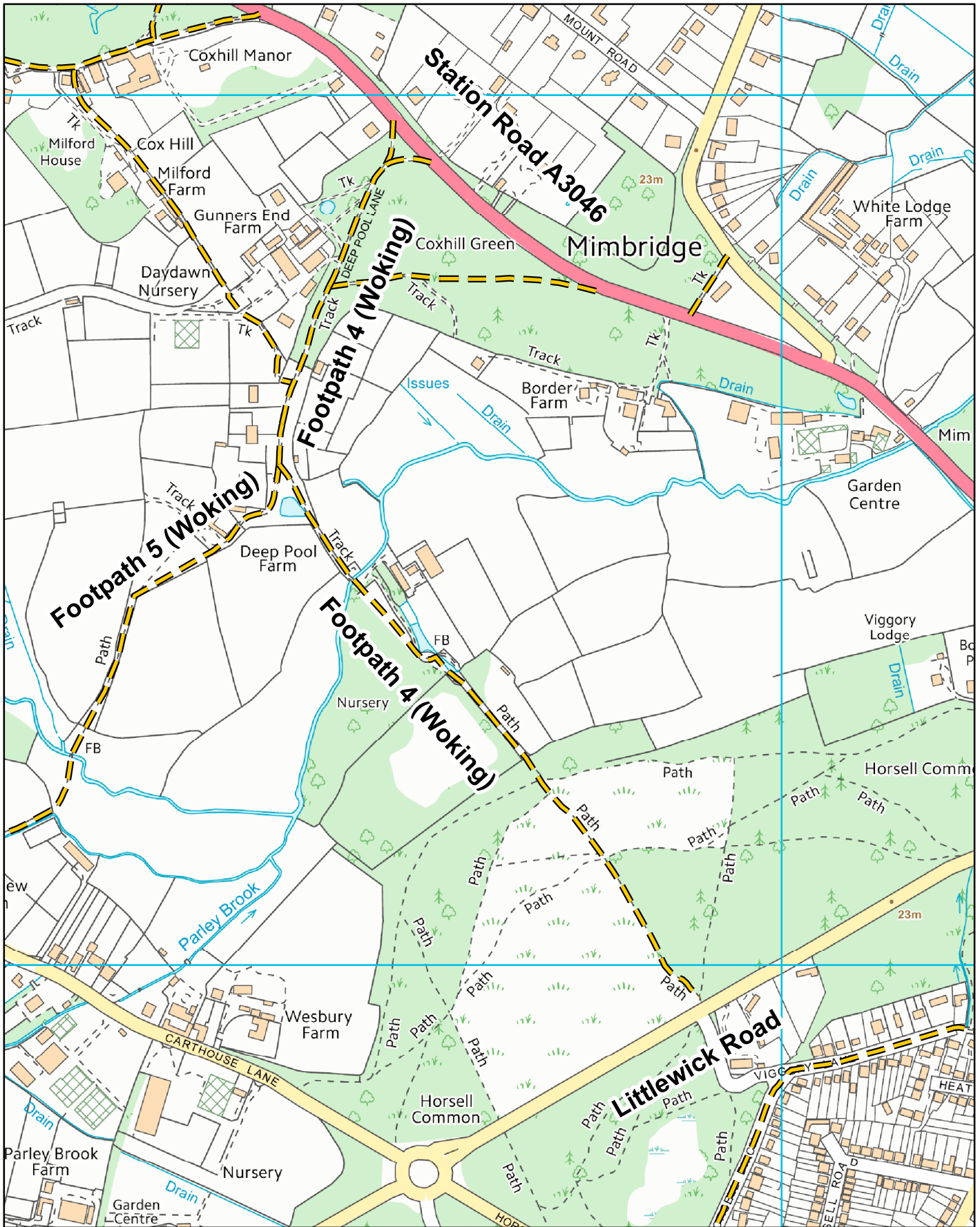
Page 43
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Grid ref. at A:
SU9846 6051
Drawing No: 3/1/79/H58
Drawn by: DP

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Footpath 4 (Woking) location

ITEM 9



1:6,000

Page 45
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RIGHTS OF WAY	
STATUS	
	Footpath
	Bridleway
	Rest. Byway
	BOAT

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Public Path Diversion and
Definitive Map and Statement Modification Order
Highways Act 1980
Wildlife and Countryside Act 1981
Surrey County Council
Footpath No. 4 Woking
Public Path Diversion Order 2014

This Order is made by Surrey County Council ("the authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the authority that in the interests of the owner of the land crossed by the footpath described in paragraph 1 of this Order and the public it is expedient that the line of the path should be diverted.

This Order is also made under section 53A(2) of the Wildlife and Countryside Act 1981 ("the 1981 Act") because it appears to the authority that the Surrey County Council definitive map and statement require modification in consequence of the occurrence of an event specified in section 53(3)(a)(i) of the 1981 Act, namely, the diversion (as authorised by this Order) of a highway shown or required to be shown or required to be shown in the map and statement.

Woking Borough Council have been consulted about the making of the Order as required by Section 120(2) of the 1980 Act;

BY THIS ORDER:-

1 THE public right of way over the land situate near Deep Pool Farm and shown by a bold continuous line on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up at the date on which it is certified by the Authority that the public path described in Part 2 of the Schedule to this order is in fit condition for public use and thereupon the Surrey County Council definitive map shall be modified by deleting from it that public right of way.

2 THERE shall be at the date on which it is certified by the Authority that the public path described in Part 2 of the Schedule to this order is in fit condition for public use, a public footpath over the land situate at Deep Pool Farm and described in Part 2 of the Schedule and shown by a bold broken line on the map contained in this Order, and thereupon the Surrey County Council definitive map shall be modified by adding that path to it.

2A THE Surrey County Council definitive statement shall be modified as described in Part 4 of the Schedule to this order.

3 THE rights conferred on the public under this Order shall be subject to the limitations and conditions set out in Part 3 of the Schedule.

Schedule

Part 1

Description of site of existing path or way

Footpath No. 4 (Woking) commencing at point 'A', 71 metres south east of its junction with Footpath No. 5 (Woking) and proceeding in a south easterly direction for 196 metres to point 'D' as shown on Drawing no. 3/1/79/H58. The total distance 'A'- 'D' is 196m.

Part 2

Description of site of new path or way

Footpath No. 4 (Woking) from point 'A', 71 metres south east of its junction with Footpath No. 5 (Woking) and proceeding in a south easterly for 85 metres to point 'B' then proceeding in a south easterly and then north easterly direction for 26 metres to point 'C', then proceeding in a generally south easterly direct for 107 metres to point 'D' as shown on Drawing no. 3/1/79/H58. The total distance 'A'- 'B'- 'C'- 'D' is 218 metres.

PART 4
MODIFICATION OF DEFINITIVE STATEMENT
VARIATION OF PARTICULARS OF PATH

Parish : Woking

R/W No	Status & Width Claimed	Description	Width Fence to Fence	Condition or Surface	Remarks	Map No.
4	FP	FROM Littlewick Road north-west of "Spring Cottage" in a north-westerly direction:-			<i>Public Path Diversion Order 2014</i>	SU 95
		Path		Earth	Crosses Horsell Common	
		Stile				
		Notice			"Public Footpath"	
		Path		Earth		SU 96
		Stile				
		Path		Earth		
		Stile				
		Path		Earth		
		Footbridge	2'6"			
		Path				
		Footbridge	9'0"		Over the River Bourne	
		Path		Earth		
		Notice		Broken	"Public Footpath"	
		Path				
		Stile				
		Notice			"Public Footpath"	
	<i>4m</i>	<i>Path</i>	<i>4.1m-8.9m</i>			
	<i>3.6</i>	<i>Footbridge</i>	<i>3.6m</i>		<i>Grid ref: SU9850 6044</i>	
	<i>4m</i>	<i>Path</i>	<i>4m</i>			
		Path		Earth		
		Junction with R/W 5A				
		Path				
		Field gate		Free		
		Path				
		Junction with R/W 120				
		Path		Earth		
		TO District boundary east of "Heath Hill Farm"			Continues as R/W 116 in the Parish of Chobham	

The text which has been crossed through will be removed from the Surrey County Council definitive statement. The text in italics will be added to the Surrey County Council definitive statement

SM Executed as a Deed by affixing the Seal of SURREY COUNTY COUNCIL
on 19 November 2014 in the presence of :-

Wally D. Shuter
Head of Legal & Democratic Services/Authorised Signatory



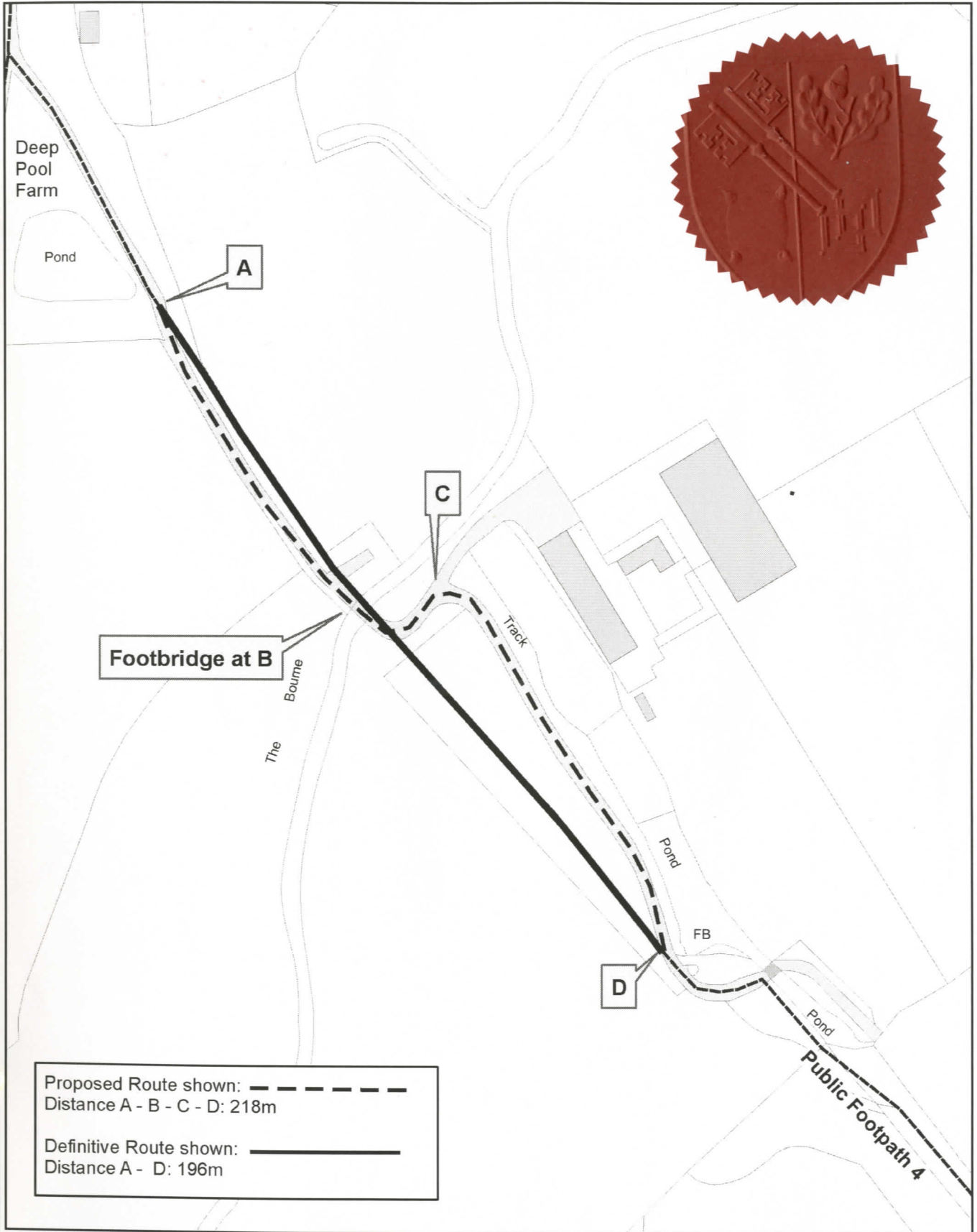
Deep
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Borough of Woking
Public Footpath No. 4
Proposed Diversion

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Grid ref. at A:
SU9846 6051
 Drawing No: 3/1/79/H58
 Drawn by: DP

DATED 19 NOVEMBER 2014

HIGHWAYS ACT 1980 SECTION 119
WILDLIFE AND COUNTRYSIDE ACT 1981
SURREY COUNTY COUNCIL
FOOTPATH NO. 4 (WOKING)
PUBLIC PATH DIVERSION ORDER 2014

Ref: DP/JP/3/1/79

No. in sealing
register

Surrey County Council

11377 - 11380

~~11376 - 11379~~

Page 52
Entered to
be sealed

COUNTRYSIDE ACCESS TEAM
MANAGER 13-11-14

Footpath 4 (Woking) diversion order 2014

Photo 1



Proposed route from point A looking south.

Photo 2



Definitive route looking south after B.



Proposed route south of point C
looking towards point D.

ITEM 9



Proposed route south of point C
looking towards point D.



WOKING JOINT COMMITTEE

DATE: 24 JUNE 2015
LEAD OFFICER: ANDREW MILNE, AREA HIGHWAYS MANAGER (NW)
SUBJECT: HIGHWAYS UPDATE
AREA: WOKING

SUMMARY OF ISSUES:

To report progress made with the delivery of proposed highways and developer funded schemes, and revenue funded works for the 2015/16 financial year.

To report on relevant topical highways matters.

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

RECOMMENDATIONS:

Woking Joint Committee is asked to:

- (i) Note the progress with 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.

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 Capital works programme for 2015/16

- 2.1.1 The Committee 2015/16 capital budget for Woking was set at £292,162. In addition to this, £120,000 of developer funding has been identified to support scheme delivery, together with a carry forward of £57,000 from 2014/15 capital allocation. The Woking Joint Committee have also approved use of the £58,547 parking surplus monies to enable delivery of outstanding schemes from the 2014/15 programme, giving an overall capital budget of £527,547.
- 2.1.2 Table 1 below records the schemes agreed during the Woking Joint Committee held on 3 December 2014 for delivery in the 2015/16 financial year. Carryover schemes from the 2014/15 programme have also been included.
- 2.1.3 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.
- 2.1.4 It is noted that although the parking surplus monies have been earmarked in their entirety to support the capital programme, the Joint Committee stipulated that any residual funds for this should be set aside for parking control measures to control verge damage.

Scheme Name	Detail/Limits	Estimated cost (£)	Progress
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	In design.
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 –	40-50,000	Speed surveys completed. Assessment of data in progress. Separate report will be presented.

	<p>suggested review of speed limit (presently 3rd 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 50th on list) Warbury Lane – to compliment revisions to width restrictions introduced in 2014/15 financial 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	<p>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.</p>	Up to £50,000	Programme referred to Traffic Signals team for delivery.
Oyster Lane, Byfleet – Re-sign railway bridge	<p>This scheme is presently in 25th 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.</p>	10,000	In design.
Vale Farm Road – revoke part of 1 way system	<p>This scheme is presently in 36th 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.</p>	15,000	In design.
Vicarage Road, Old Woking – pedestrian crossing near junction with Loop Road	<p>This scheme is presently in 19th 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.</p>	120,000	In design.

ITEM 10

Weybarton, Byfleet	Capital maintenance (LSR)	0	Funded through Project Horizon
Maitland Close, West Byfleet	Capital maintenance (LSR)	12,115	Awaiting delivery date
Cavenham Close, Woking	Capital maintenance (LSR)	14,660	Scheme completed.
Woodmancote Gardens, West Byfleet	Capital maintenance (LSR)	10,863	Awaiting delivery date.
Knowle Gardens, West byfleet	Capital maintenance (LSR)	10,563	Awaiting delivery date.
Elveden Close , Pyrford	Capital maintenance (LSR)	16,868	Awaiting delivery date.
Palmerston Close, Horsell	Capital maintenance (LSR)	0	Funded through 2014/15 P400 programme. Scheme completed.
Mayhurst Avenue, Maybury	Capital maintenance (LSR)	16,022	Awaiting delivery date.
Pembroke Road safety scheme (carried forward from 2014/15 programme)		60,000	Delivery programmed for mid August.
Blackhorse Road safety scheme (carried forward from 2014/15 programme)		108,400	Delivery date to be confirmed – conflict with utility works.
Estimated allowance for contractor OHP		20,000	
Total		529,491	

Table 1 – Capital works programme for 2015/16

- 2.1.5 **Contingency planning** - In the event of any 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.

2.2 Revenue maintenance allocations and expenditure 2015/16

- 2.3.1 The revenue budget made available to the Woking Joint Committee has been reduced from £220,420 to £141,650. This is a significant reduction and may impact on our ability to deliver some revenue related service requests.

Item	Allocation (£)	Spend to date (£)
Drainage / ditching	50,000	36,393
Carriageway and footway patching	50,000	22,238
Vegetation works	30,000	304
Signs and markings	11,650	63
Low cost measures	0	0
Kier OHP	*	6,274 * (included in allocation figures)
Total	£141,650	£58,999 committed

Table 2 – 2015/16 Revenue Maintenance Expenditure

2.4 COMMUNITY ENHANCEMENT FUND

- 2.4.1 The total 2015/16 Community Enhancement allocation for Woking remains unchanged at £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 3 below.

Member	Allocation (£)	Spend to date (£)
Liz Bowes	5,000	2,127
Ben Carasco	5,000	1,072
Will Forster	5,000	0
Saj Hussain	5,000	0
Richard Wilson	5,000	0
Colin Kemp	5,000	0
Linda Kemeny	5,000	0
Total	35,000	3,199

Table 3 – Community Enhancement Fund spend progress

2.5 Other highways related matters

2.5.1 Customer enquiry responses

The mild weather in the first quarter of 2015 has meant the slight downward trend in enquiry numbers has continued since 2014. For January to March, 35,467 enquiries were received at an average of 11,822 per month, in comparison to 12,400 for 2014.

For Woking specifically, 1,741 enquiries have been received since January, of which 674 were directed to the local area office for action, and 95% of which have been resolved. This response rate is above the countywide average of 93%.

For the first quarter, 110 stage 1 complaints were received of which 15 were for the North West Area, including Woking. The main reasons for these complaints relate to the impact of roadworks, and service delivery.

The Service has recently undergone its annual Customer Service Excellence (CSE) review. This recognised the improvements that have been made and has recommended retention of the award. We recognise that there is still further work to do, but CSE is a continuous improvement tool and we are using this to drive up performance levels and improve the quality of the customer experience.

Examples of improvements made over the last year include the introduction of the new enquiry management system, and changes to the County Council roadworks web page. An improvement project is also underway to improve communication of information relating to the main resurfacing programme (Project Horizon).

To increase our understanding of customer satisfaction we have arranged for customer service questions to be included in the annual National Highways & Transport survey. This will provide a new opportunity for benchmarking the service we provide and input to future business planning. A Member survey will run in parallel to this, giving councillors the opportunity to have their say. More information will be provided through the CSE Member Reference Group.

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.

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

ITEM 10

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: 24 JUNE 2015

LEAD OFFICER: ANDREW MILNE, AREA HIGHWAYS MANAGER

SUBJECT: UPDATE ON PROPOSED TRAFFIC SIGNALS UPGRADE AT ANCHOR HILL , WOKING TO REMEDY AIR QUALITY MANAGEMENT AREA (AQMA)

AREA: KNAPHILL & GOLDSWORTH WEST

SUMMARY OF ISSUE:

There is a previously identified Air Quality issue at the junction of Anchor Hill / High Street / Highclere Road / Lower Guildford Road, Knaphill. It is thought to be caused by motor vehicles queuing at the traffic signals. Improvements to the operation of the traffic signals are proposed, to minimise congestion and waiting times, and hence improve the air quality.

RECOMMENDATIONS:

Woking Joint Committee is asked 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.

REASONS FOR RECOMMENDATIONS:

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.

1. INTRODUCTION AND BACKGROUND:

1.1 This item is for information.

1.2 In 2013 Woking Borough Council declared an AQMA (Air Quality Management Area) at this junction – see annexes 1 and 2. Their Environmental Officers approached the Traffic Systems Team at Surrey County Council to discuss possible solutions.

ITEM 11

- 1.3 The poor air quality has been detected mainly on Anchor Hill at the traffic signal junction. Three possible options were considered, which were:
- i. Split the pedestrian phases to run with separate non-opposing traffic phases
 - ii. Upgrade existing mode of operation to MOVA, or
 - iii. Make Highclere Road one-way so reduce number of stages in the traffic signals operation and reduce overall cycle time.
- 1.4 It was originally decided that option 1- pedestrian phasing changes, would be the first and cheapest option to try and this recommendation was made to Woking Joint Committee on 25 June 2014 – see annex 3.
- 1.5 Subsequent reviews undertaken by SCC's Traffic Systems Team indicated that this proposal – whilst the cheapest - would most likely not actually give any real improvement or benefit.
- 1.6 Given complexities and likely timeline for Option 3, SCC's Traffic Systems Team considered the merits of bringing forward traffic signals refurbishments for this junction under their planned Capital Refurbishment and Improvement programme for 2015/16, to include the upgrade of the junction to MOVA operation. Whilst more expensive, this cost is borne by SCC's Annual Capital Replacement budget.
- 1.7 Woking Joint Committee was advised of this update to the proposals by way of an email update provided by SCC's Traffic Manager on 4 March 2015.
- 1.8 To further maximise improvements to signals operation in the area, the adjacent signalised junction at Garibaldi Crossroads will also be refurbished and converted to MOVA and the feasibility of linking the pedestrian crossing in the High Street near Barclays Bank, with the operation of the Anchor Hill junction will also be reviewed as part of the scheme.
- 1.9 MOVA operation at traffic signals uses specific detectors in the carriageway and a set of data and measurements (dataset) based on vehicle speeds and behaviour. It constantly monitors the volume of traffic on each approach and apportions the Signals' Green time around the junction according to demand. It can also incorporate pedestrian demands via the pedestrian push buttons.
- 1.10 The current mode of operation at these junctions is VA (Vehicle Actuated) which uses detectors to apportion the green time up to a maximum preset time. Once the maximum has been reached the signals will change if there is a demand for an opposing phase, regardless of whether there are any more vehicles on the same approach. MOVA would allow the signal phase that is currently running green to continue running until the last vehicle in a platoon of vehicles has passed the Stop Line. The green time will end if a gap in the traffic is detected. At that point the signals will change to the opposing phase, if demanded.
- 1.11 There are a number of HGVs and LGVs approaching via Anchor Hill, which is sloped up to the junction. HGVs take longer to start moving so will take more of the green time. Therefore a weighting factor can be added to that phase of the signals to compensate for this, to reduce the likelihood of these vehicles being made to stop unnecessarily and adversely affect air quality.

2. ANALYSIS:

- 2.1 To try to alleviate vehicle congestion and waiting time at the traffic signals, and hence improve the air quality, as the location has been declared an AQMA (Air Quality Management Area).

3. OPTIONS:

- 3.1 Three options were set out in the report to Committee of 25 June 2014 – see Annex 3 and are also referenced above.

4. CONSULTATIONS:

- 4.1. No formal public consultations have been undertaken as they are not required for such Signalised Junction upgrades as part of SCC's Capital Refurbishment and Improvement programme. These improvement works are however being carried out in agreement with Woking Borough Council Environment Team and Surrey County Council's Transport Planning Team.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 These works are wholly funded by SCC's Traffic Operations Team Capital Refurbishment budget for 2015/16. The estimated cost of these works is £75,000 for both locations; Anchor Hill and Garibaldi Crossroads.

6. RISK MANAGEMENT:

- 6.1 There is a reputational risk for Woking Borough Council and Surrey County Council if measures cannot be completed to alleviate air quality issues at this location.
- 6.2 Now disregarded Option 1 may have resulted in reputational and financial risks if these lesser measures had been undertaken but had failed to deliver the required benefits to mitigate air quality problems.
- 6.3 There are no reputational, financial nor service delivery risks for the proposed action as adequate budgets are in place, and experienced Traffic Signals Contractors able to undertake the work, either through SCC's incumbent Traffic Systems Contractor MOTUS Signals Ltd or alternatively through a mini-tender process ring-fenced to similar specialist Contractors, undertaken for the scheme.
- 6.4 When works are planned and executed on site, Risk Assessments will be carried out and Method Statements will be produced by Traffic Systems' specialist and works undertaken in line with all appropriate legislation and best practice, as business as usual for such operations. Works will be scheduled and executed so as to minimise disruption to pedestrians, motorists and local businesses and residents.

7. LOCALISM:

7.1 Any motorists passing through the junction will benefit from improved traffic flows and the local community within Knaphill directly affected by the AQMA will be positively impacted when the levels of NO₂ have been reduced to such a level that will enable the revocation of the AQMA order.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

8.1 The scheme could potentially improve safety for vulnerable road users such as visually impaired pedestrians, with reduced likelihood of motorists running through red signals, due to better traffic flows. No other impact on Equalities and Diversity.

9. OTHER IMPLICATIONS:

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

9.1 Sustainability implications

Air Quality should be improved, resulting in improved carbon emissions.

9.2 Public Health implications

Air Quality should be improved, resulting in improved public health.

10. CONCLUSION AND RECOMMENDATIONS:

10.1 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 and to also complete a similar upgrade to the adjacent Garibaldi Crossroads. Works to be undertaken by SCC commissioned Specialist Contractors as part of SCC's Capital Refurbishment and Improvement programme 2015/16 and wholly funded accordingly from this capital budget. Garibaldi Crossroads is currently scheduled to be refurbished late Summer 2015, with Anchor Hill refurbishment in Autumn 2015.

11. WHAT HAPPENS NEXT:

11.1 Proposed junction upgrades will be incorporated into the Traffic Operations Team 2015/16 Capital Refurbishment Programme – likely to be Summer/Autumn 2015. Permits will be applied for to confirm occupation of the highway and avoid clashes with other works and advanced warning signs will be placed on site at the junction to advise road users of the works. Once junction upgrades are completed and fully operational, the Woking Borough Council Environment Team will be invited to take new readings of air quality to assess whether the desired improvements in air quality have been achieved.

Contact Officers:

Tim Brown, Traffic Operations Team Leader 0300 200 1003

Tracy Stickler, Traffic Operations Engineer 0300 200 1003

Consulted:

Andrew Merritt, SCC Transport Planner and Air Quality co-ordinator (now left SCC).

Emma Bourne, Senior Environment Officer, Woking BC.

Joseph Dutfield, Environment Officer, Woking BC.

Borough Portfolio Holder

Cllr Beryl Hunwicks

County Council Cabinet Member

John Furey, Cabinet Member for Highways, Transport and Flooding

01932 563721

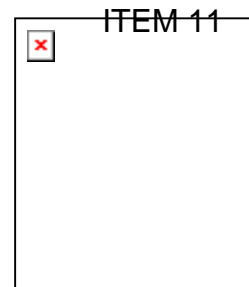
Annexes:

1. AQMA Order,
2. Map for AQMA,
3. Woking Joint Committee Report 25 June 2014

Sources/background papers:

1. Woking Detailed Assessment Final,
2. FAQ AQMA.

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Environment Act 1995 Part IV Section 83(1)

Woking Borough Council

Air Quality Management Area Order

Woking Borough Council, in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995 hereby makes the following order.

This order may be cited/referred to as the Woking Borough Council Air Quality Management Area and shall come into effect on DATE

The area shown on the attached plan in red is to be designated as an air quality management area (the designated area). The designated area incorporates the top of Anchor Hill Knaphill Woking at the junction with Lower Guildford Road, Highclere Road and High Street, Knaphill.

This area is designated in relation to a likely breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality Regulations 2000.

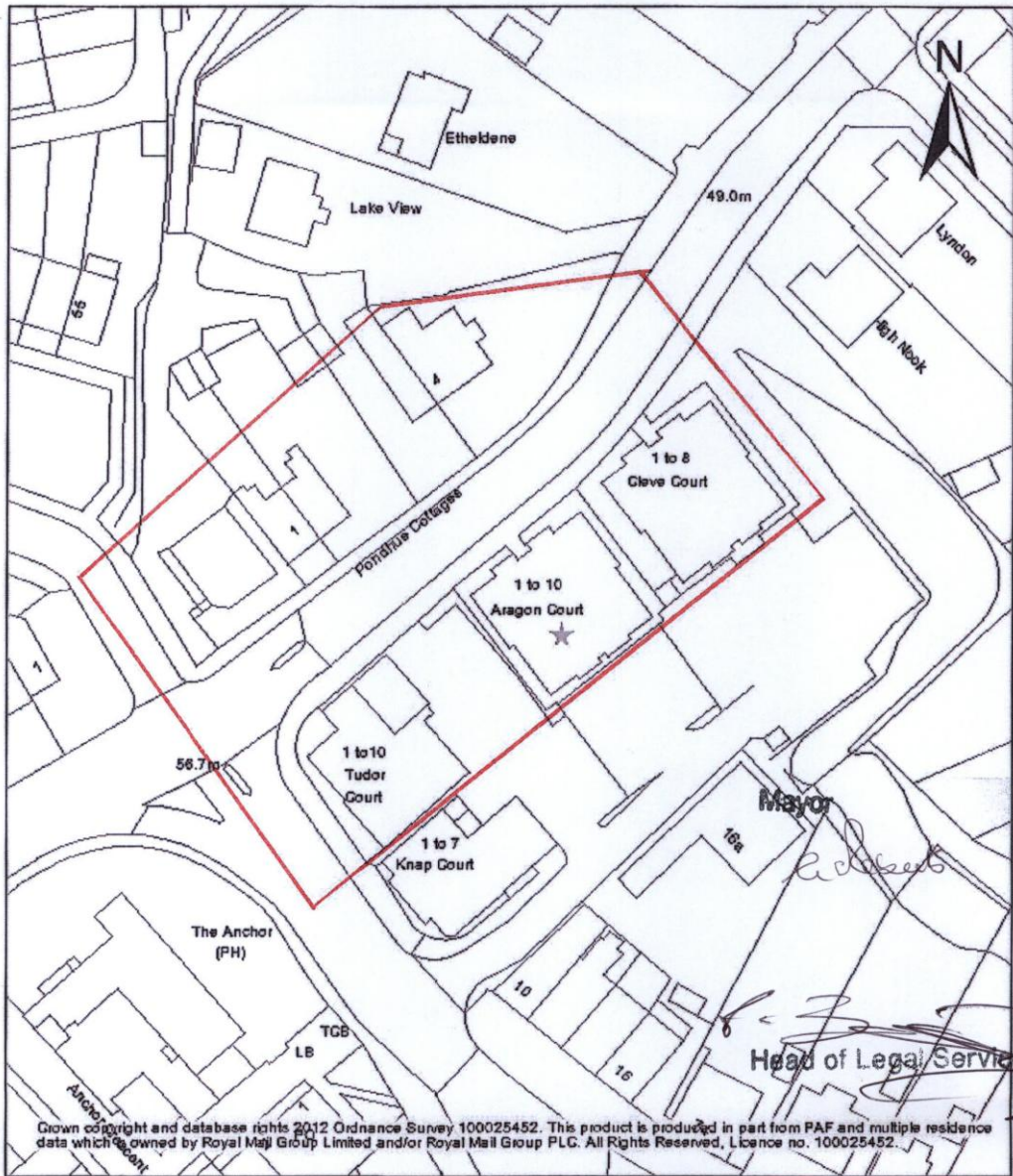
This order shall remain in force until it is varied or revoked by a subsequent order.


Dated

The COMMON Seal of Woking Borough Council
Was hereto affixed on DATE and signed in the presence of

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Annex 2- Anchor Hill AQMA



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

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WOKING JOINT COMMITTEE

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

SUMMARY OF ISSUE:

Woking Borough Council (WBC) has declared an AQMA in the vicinity of the traffic light controlled junction at Anchor Hill, Knaphill. The pollutant of concern relates to Nitrogen Dioxide (NO₂) which is generated from road traffic using the traffic light controlled 4 way junction located at the top of the hill. WBC in association with Surrey County Council (SCC) is required to work together to produce an Air Quality Action Plan (AQAP) detailing what measures are required to be introduced in the pursuit of achieving air quality objectives. SCC highways have provided several options relating to works at the junction in order to facilitate improvements and hence reduce levels of NO₂. SCC is prepared to implement minor works to the junction to facilitate a reduction in levels of NO₂.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree that :

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

REASONS FOR RECOMMENDATIONS:

Should the committee accept the proposed recommendations this will confirm the requirement for minor works to the junction to be undertaken with a view to reducing the emissions of NO₂ to below the national standards. When this is achieved, the AQMA would be able to be revoked.

1. INTRODUCTION AND BACKGROUND:

FOR DECISION

- 1.1 WBC declared an area of land as an AQMA (in force from 1st Feb 2014) at Anchor Hill, Knaphill, Woking. There are several residential properties within the AQMA. The pollutant of concern relates to NO₂ which is generated from road traffic using the traffic controlled 4 way junction. Currently the air quality standard, within the area, is being breached by approximately 10% (standard 40ug/m³ – level in AQMA 44 ug/m³). Annex A sets out the levels going back to December 2012.
- 1.2 **Statutory responsibilities- Environment Act 1995** - There is a bifurcation in the duties and responsibilities within the two tiers of Councils, however, the main responsibility rests with WBC in that WBC has the duty to consider the air quality within the boundaries of the borough and if there is an exceedence of the air quality standards detected then WBC must declare an AQMA. Once the AQMA has been declared then WBC is required to produce an **Air Quality Action Plan (AQAP)** which sets out what measures are required to be introduced in the pursuit of the air quality objectives. SCC have a duty to submit proposals and a timetable for the exercise of highway measures which are targeted at the pursuit of the achievement of air quality standards.
- 1.3 Currently there is the prohibition of heavy goods vehicles (HGV) greater than 7.5 tonnes being permitted to use Anchor Hill road (road with the steepest gradient) this helps to reduce NO₂ levels since large HGVs produce a disproportionate amount of NO₂. The enforcement of the prohibition of HGVs is the responsibility of the Police.
- 1.4 SCC has provided a list of three work options which are feasible options for junction improvements at Anchor Hill in relation to air quality.

2. ANALYSIS:

- 2.1 The problem is the fact that there has been a breach of air quality standards detected and WBC's AQAP will be aimed at providing a way forward to reduce NO₂ levels to such a point that the AQMA can be revoked.
- 2.2 It should be noted that the predicted trend for levels of NO₂ is to fall due to the introduction of a stricter round of European emission standards (EURO 6). Road traffic especially stationary or slow moving traffic is the main culprit for causing high levels of NO₂. Over the course of a year climatic conditions also have an effect on levels of NO₂ since NO₂ levels rise in the winter months.
- 2.3 There is also a possibility that the higher levels of NO₂ measured in the winter of 2013 at Anchor Hill were as an indirect consequence of a road diversion. Hence due to variables then certain years will have higher annual mean levels.
- 2.4 SCC have, contained within their Local Transport Plan, 2011-2026 (version3) a section relating to air quality. The stated aim is: *To improve air quality in AQMAs on the county road network such that Surrey's borough and districts are able to un-declare these areas as soon as possible, with regard to other strategies and funding constraints.*

The objectives are:

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

Indicators and targets

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

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

3. OPTIONS:

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

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

Pros - Inexpensive and improvement in traffic flow resulting in slight reduction in NO₂ levels.

- No significant disruption for existing junction users.

Cons - Additional cost

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

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

- No significant disruption for existing junction users.

Cons - Cost

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

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

3.2 It should be highlighted that due to the popularity in and the growth of diesel powered vehicles and since previous EURO emission standards did not deliver real life driving reductions in NO₂ levels then the Government's prediction of the rate of falling NO₂ levels had not been accurate.

3.3 However, the Government currently suggest that because EURO 6 engine vehicles now undertake a more appropriate testing regime to better represent real life driving hence they will be better placed to model the actual performance of vehicle emissions therefore their predictions of declining levels of NO₂ should be more accurate. See graph contained within background papers depicting the Government's predictions on the decreasing levels of NO₂ from all sectors over the next 16 years. It is the transport sector that shows a sharp reduction in NO₂ levels within this period.

4. CONSULTATIONS:

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

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

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

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

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

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

6. RISK MANAGEMENT:

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

7. LOCALISM:

- 7.1 The local community within Knaphill directly affected by the AQMA will be positively impacted when the levels of NO₂ have been reduced to such a level that will enable the revocation of the AQMA order.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 None

9. OTHER IMPLICATIONS:

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

9.1 Sustainability implications

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

9.2 Public Health implications

With regards to exposure to NO₂ then the World Health Organisation advise that epidemiological studies have shown that symptoms of bronchitis in asthmatic children increase in association with long-term exposure to NO₂. Reduced lung function growth is also linked to NO₂. Also, high levels of NO₂ will generally cause irritation of the airways of the lungs, increasing the symptoms of those suffering from lung diseases. In the

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

10. CONCLUSION AND RECOMMENDATIONS:

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

10.2 Notwithstanding ongoing improvements to the junction the levels of NO₂ are set to decrease due to stricter European emission standards particularly to diesel vehicles.

11. WHAT HAPPENS NEXT:

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

11.2 Once the minor works are completed by SCC to the junction at Anchor Hill then as soon as the levels of NO₂ have fallen below the prescribed national levels the AQMA could be revoked.

Contact Officer:

Geoff McManus, Neighbourhood Services Manager 01483 743707

Consulted:

Appropriate consultation in relation to declaring area as AQMA.

Borough Portfolio Holder

Councillor Beryl Hunwicks

Chairman of Woking Joint Committee

County Councillor Liz Bowes

County Council Cabinet Member

County Councillor John Furey

Annexes:

One – Graph of NO₂ levels in Anchor Hill

Sources/background papers:

1. Map of AQMA – Anchor Hill
2. Future trend in NO₂ levels



WOKING JOINT COMMITTEE

DATE: 24 JUNE 2015

LEAD OFFICER: KELLY SAINI BADWAL, SENIOR MANAGER, CUSTOMER NETWORK

SUBJECT: LIBRARY SERVICE REVIEW 2015

AREA: WOKING

SUMMARY OF ISSUE:

In its search for continuous improvement, and to reduce costs, the library service has recently completed a review which achieves a reduction in the library service's staffing budget of £227,000 for 2015-16 while seeking to retain and improve current levels of service.

In addition to other elements, the review looked at the opening hours for all the community libraries, which includes Knaphill and West Byfleet.

The opening hours of the Community Partnered Libraries (CPLs) are out of scope, as opening hours are set by local steering groups, within an agreed framework with local committees. In Woking this is Byfleet CPL.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree 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.

REASONS FOR RECOMMENDATIONS:

Customer feedback, including from "lapsed user" surveys, shows 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. (Please see Annex 1 for further details about Group A, B and C libraries).

The library service review identified changes in the patterns of use in Group C community libraries. The recommended changes to opening hours reflect how local residents are now using these libraries.

1. INTRODUCTION AND BACKGROUND:

1.1 The public library service in Surrey is part of the everyday lives of those living, working or studying in Surrey. The library service is a pivotal service for Surrey County Council – not least because of increasing demands due to changing demographics and diminishing resources. The library service will continue to support the council's priorities such as wellbeing, economic prosperity and resident experiences. The library service's overall objective continues to be to develop effective and cost efficient services with which increased numbers of residents will engage, and to increase the variety of ways in which it touches and supports their lives. To do this the library service is doing four things:

- a) Continuing to provide an excellent core library service with a strong emphasis on reading, literature and literacy in all its forms.
- b) Providing increasing opportunities for residents to access or participate in cultural experiences of all kinds, in and through the library service.
- c) Developing the service's role further in supporting wellbeing, ageing well and combating social and technological exclusion. Working more with the county council to provide cost effective services in or through libraries, which support the council's efforts to cope with rising social care and education costs. Increasingly the library service works collaboratively with partners, to face and manage these challenges.
- d) In the complex environment within which the library service needs to operate successfully in order to survive, the service needs to re-focus resources from a functional delivery model to one which emphasises place and locality, and become even more integrated and seamless with the wider agendas of Surrey.

1.2 Since the last library service restructure in 2008/9 much has changed within libraries and the county council. Savings and efficiencies are a part of the review, but not the main purpose.

1.3 A reduction in the staffing establishment has not been the main driver of the review although some roles are significantly affected. The main emphasis has been to look at what the library service is doing and see if it is fit for the future, to ensure the right arrangements are in place to develop an even stronger and better integrated service. While the recommendations of this report concentrate on the front line, the review also took the opportunity to look across the whole of the library service staffing, also implementing changes and efficiencies in other teams which deliver the work of the library service, including the stock and digital teams, and the team which delivers the council's priorities through the library service, for example: children's services, avoiding digital exclusion, and helping people live and age well. From the local perspective, the two key changes are a new way of managing and staffing libraries, and proposed new opening hours, in order to increase efficiencies in how the service staffs libraries on a daily basis.

2. ANALYSIS:

2.1 Efficiencies and cost savings through standardisation of hours and an altered infrastructure.

Libraries are currently divided into three levels of service offer:

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

- Group A – main town libraries
- Group B – town libraries
- Group C – community libraries

Across the 17 Group C community libraries there is a huge disparity of opening hours. The Library review identified patterns of use in the Group C community libraries and have retained the most well used opening periods as a core of the new proposed opening hours. There are 3 levels of standardisation in Group C community libraries due to the wide variation in current opening hours, size and location of building and use.

Libraries will be grouped into clusters of 6 - 8 geographically close libraries, under the management of a Cluster Manager. This will help ensure the service has sufficient frontline cover across libraries, with relevant staff in the right place at the right time. Please see Annex 3 for details of clusters.

For day to day management, and to support and provide continuity to close shared local relationships with users, partners and stakeholders, libraries are then managed in sub-cluster of 3-4 libraries by small teams of duty managers who will be the key contacts for those libraries, with stakeholders, partners and local organisations including schools, Friends groups and Local History groups having a named local contact. The Library Service will provide activities across the Cluster ensuring there is an activity running every day from Monday to Saturday.

2.2 Better customer care through standardised processes and new roles that focus on the customer experience, supported by training.

In line with the library services' strategy systems and processes are being standardised. The aim is that a customer will experience the same level of customer service excellence from any Surrey library they visit. Standardisation will also support staff to be able to work at any library. A new Learning and Skills team will support staff to develop their skills and knowledge.

2.3 Retaining and developing good quality staff.

In carrying out the staffing restructure the library service followed the council's managing change procedures closely, starting with a substantial staff engagement exercise in which staff were able to feed back their views on what they thought were the strengths and areas for development for the current service and its structure. Staff were given opportunities to express preferences for where they work, and the service also takes into account caring responsibilities and health issues. However it must be recognised that any period of major change can be stressful and every effort has been made to support staff through this.

2.4 Knaphill Library

The number of hours Knaphill Library opens will remain the same (31.5 hours per week) and the opening times will be altered to include opening on Mondays and closure on Wednesdays. The opening hours on Tuesdays will also be reduced. Please see attached Annex 2 for opening hours.

2.5 West Byfleet Library

The number of hours West Byfleet Library opens will increase (from 28.5 hours to 30 hours) and the opening times will be altered to include opening on. The opening hours on Thursdays and Saturdays will be reduced. Please see attached Annex 2 for opening hours.

- 2.6 The overall change in hours in Knaphill and West Byfleet libraries is an increase of 1.5 hours per week. The impact of the review on customers is expected to be very positive. The library service is developing in order to build resilience and flexibility, to deliver new services and provide a better customer experience. The alterations in opening hours – and the infrastructure behind them – is part of this change.

3. OPTIONS:

- 3.1 Option 1: Make the proposed changes to the opening hours of Knaphill and West Byfleet libraries. The changes will enable the library service to manage local timetables and staffing across the service, within the budget, to ensure cover. This will also help residents with standardised hours which are easier to remember.

Efforts will be made to minimise inconvenience for users in the change period. This will be mitigated as much as possible by communicating widely to library users using all media available and making clear the availability of online renewals and requests, drop-boxes at libraries, and other ways of helping users settle into the new patterns of hours.

- 3.2 Option 2: Leave the opening hours as they are currently. The impact of this is that the local community will not benefit from increased hours; the current confusion over opening hours will continue; the library service will not be able to make the necessary staffing changes across the board; and the target cost savings will not be achieved.

4. CONSULTATIONS:

- 4.1 Staff, Unison and GMB were engaged in line with the council's 'Change Management' policy, and the library service is working closely with HR. A succession of staff engagement sessions and workshops has been held throughout the review period.
- 4.2 Library service "lapsed user" surveys, and our ongoing customer satisfaction surveys in libraries have also informed this work.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 Across the service the new structure and ways of working resulting from the library review will achieve annual staffing savings of £227,000.
- 5.2 The increase in opening hours recommended by this report, were costed into the library review funded by the overall savings achieved. There is therefore no financial pressure created by the recommended increase in opening hours.
- 5.3 The proposed staffing budget has been agreed with the Section 151 Officer and included within the 2015/20 Medium Term Financial Plan.

6. RISK MANAGEMENT:

- 6.1 There is a risk that some local staff may be impacted by the changes to opening hours. We will manage this by offering staff suitable alternatives to suit their personal needs where we can.

7. LOCALISM:

- 7.1 There will be impact on the local Knaphill and West Byfleet communities, but research shows that library users tend to access more than one local library. Although Knaphill and West Byfleet libraries will be closed on Wednesdays, an increase of 1.5 hours per week will extend access for commuters, busy families, students and those users who want to use local community Group C community libraries on a Monday.
- 7.2 For Knaphill, users will benefit from an increase in opening hours on Mondays. An earlier closure (reduction of one hour) on Tuesdays will have minimal impact on the community, as anecdotally and statistical data shows that libraries are less busy before 10am and after 5pm.
- 7.3 The library service has had a massive increase in digital use, and users will continue to benefit from a wide range of digital services including online renewals and online information.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 The change in pattern at Knaphill library will impact on users not being able to use the library on a Wednesday and shorter opening hours on Tuesdays but other local libraries (Woking) are open.
- 8.2 The change in pattern at West Byfleet library will impact on users with shorter opening hours on Thursdays and Saturdays but other local libraries (Woking) are open.
- 8.3 Library renewals, fines and fees will be revised in line with the new patterns of hours. There is also a wide range of digital transactions and information from within the libraries' digital services which can be accessed 24/7.
- 8.4 Knaphill and West Byfleet libraries will not be open at exactly the same time as before but opening hours overall will increase (+1.5 hours).
- 8.5 Local consultation with current users will be undertaken to ascertain the best time to run activities. Each library will continue with a range of activities such as rhymetimes and computer skills sessions and a range of activities will be run every weekday across libraries within the borough. There may be an impact on staff whose individual timetables and location may need to change. The library service is consulting with individual staff to manage any change in hours or location of work. Clusters and sub-clusters have been set up to minimise travel and make use of public transport networks where possible.
- 8.6 An Equality Impact Assessment (EIA) has been carried out. The change in pattern at Knaphill and West Byfleet will impact on users not being able to use the library on a Wednesday but other local libraries (Woking, Byfleet and New Haw) are open. The additional opening hours at Knaphill and West Byfleet libraries will improve ease of access overall.

9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising

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	from this report
Sustainability (including Climate Change and Carbon Emissions)	Continuing accessible provision of libraries locally will reduce possible travel to other libraries
Corporate Parenting/Looked After Children	Continuing accessible provision of library services to children and carers locally will support the council's aim of giving every child a good start in life.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health implications	Continuing accessible library provision locally will allow libraries to continue to contribute to health and well being as they do now
Human Resource/Training and Development	There will be an increase in the amount of training and development needed for staff to ensure they can follow standardised procedures in any library and deliver the same high level of customer service.

9.1 Human Resource/Training and Development

The Library Service has introduced a new Learning and Skills team to lead on delivering training to staff and learning for the public. The team will support all staff to be trained and developed to provide a standardised high quality service to all customers.

10. CONCLUSION AND RECOMMENDATIONS:

10.1 The number of hours open for Knaphill library do not change. The library will open on Mondays but close on Wednesdays. The number of hours Knaphill Library is open on Tuesdays will reduce by 1 hour.

10.2 The number of hours for West Byfleet library increases from 28.5 hours to 30 hours per week. The library will open on Mondays and the number of hours it is open on Thursdays and Saturdays will reduce by 1.5 hours.

10.3 The overall change in hours in Knaphill and West Byfleet libraries is an increase of 1.5 hours per week.

11. WHAT HAPPENS NEXT:

11.1 The new library staff structure is now in place. The proposed changes to opening hours will be implemented for September 2015.

11.2 The library service will give at least six weeks' notice to customers of amended opening hours. Staff will be briefed and notices will be put up locally and online. Emails and social media will be used to alert users to the change. All of the Council's communication channels will be used to positively communicate the recommended changes. Any concerns raised by residents will be addressed.

Contact Officer:

Kelly Saini Badwal, Senior Manager, Customer Network
E: kelly.sainibadwal@surreycc.gov
M: 03456 009009

Borough Portfolio Holder

N/A

County Council Cabinet Member

Mr Richard Walsh

Consulted:

Library Service Staff
HR

Annexes:

Annex 1 – Group A, B and C libraries
Annex 2 – Current and Proposed opening hours
Annex 3 – Cluster models

Sources/background papers:

Library Service Review Consultation Report

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Group A, B and C Libraries

Borough	Library	Group A	Group B	Group C	CPL
Elmbridge	Cobham		Proposed	✓	
	Dittons		✓		
	Esher		✓		
	Hersham			✓	
	Molesey		✓		
	Walton	✓			
	Weybridge		✓		
Epsom & Ewell Borough	Epsom	✓			
	Ewell		✓		
	Ewell Court				✓
	Stoneleigh				✓
Guildford	Ash			✓	
	Guildford	✓			
	Horsley			✓	
Mole Valley	Ashted			✓	
	Bookham			✓	
	Dorking	✓			
	Leatherhead		✓		
	Surrey Performing Arts Library	n/a	n/a	n/a	n/a
Reigate and Banstead	Banstead		✓		
	Horley		✓		
	Merstham			✓	
	Redhill	✓			
	Reigate		Proposed	✓	
	Tattenhams				✓

Borough	Library	Group A	Group B	Group C	CPL
Runnymede	Addlestone		✓		
	Chertsey			✓	
	Egham		✓		
	New Haw				✓
	Virginia Water				✓
Spelthorne	Ashford		✓		
	Shepperton			✓	
	Staines	✓			
	Stanwell			✓	
	Sunbury		Proposed	✓	
Surrey Heath	Bagshot				✓
	Camberley	✓			
	Frimley Green			✓	
	Lightwater			✓	
Tandridge	Caterham Hill			✓	
	Caterham Valley		✓		
	Lingfield				✓
	Oxted		✓		
	Warlingham				✓
Waverley	Bramley				✓
	Cranleigh		✓		
	Farnham	✓			
	Godalming	✓			
	Haslemere		✓		
Woking	Byfleet				✓
	Knaphill			✓	
	West Byfleet			✓	
	Woking	✓			

Current and Proposal Opening Hours for Group C Community Libraries

Woking Borough Council

Knaphill – Woking							
<i>It is proposed that the opening hours for Knaphill Library are changed to open on Mondays when the Library is currently closed. The Library will be closed on Wednesdays, this is offset by opening on Mondays.</i>							
<i>The hours on Tuesdays will be reduced to bring the opening hours for Knaphill Library in line with other Group C Community Libraries of a similar size. The reduction for this day is offset by the extra opening day on Mondays.</i>							
	Mon	Tues	Wed	Thurs	Fri	Sat	Hours Open
Current	Closed	10m to 6pm	2pm to 5pm	10m to 5pm	10am to 5pm	9.30am to 4pm	31.5
Proposed	1pm to 5pm	10am to 5pm	Closed	10am to 5pm	10am to 5pm	9.30am to 4pm	31.5
Daily change in hours	+ 4 hours	- 1 hour	- 3 hours	No change	No change	No change	No change

West Byfleet – Woking							
<i>It is proposed that the opening hours for West Byfleet Library are increased by 1.5 hours.</i>							
<i>It is proposed that the opening hours for West Byfleet Library are changed to open on Mondays when the Library is currently closed.</i>							
<i>The hours on Thursdays and Saturdays will be reduced to bring the opening hours for West Byfleet Library in line with other Group C Community Libraries of a similar size. The reduction for these days is offset by the extra opening day on Mondays.</i>							
	Mon	Tues	Wed	Thurs	Fri	Sat	Hours Open
Current	Closed	10am to 5pm	Closed	10am to 6pm	10am to 5pm	9.30am to 4pm	28.5
Proposed	2pm to 5pm	10am to 5pm	Closed	10am to 5pm	10am to 5pm	10am to 4pm	30
Daily change in hours	+ 3 hours	No change	No change	- 1 hour	No change	- 0.5 hours	+ 1.5 hours

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Library Service Cluster Models

East 1		East 2	
Ashted (C)	Bookham (C)	Horley (B)	Caterham Valley (B)
Banstead (B)	Dorking (A)	Lingfield (C)	Caterham Hill (C)
Epsom (A)	Horsley (C)	Merstham (C)	Oxted (B)
Ewell (B)	Leatherhead (B)	Redhill (A)	Warlingham (CPL)
Ewell Court (CPL)		Reigate (B)	
Stoneleigh (CPL)			
Tattenhams (CPL)			

North 1		North 2	
Ashford (B)	Addlestone (B)	Cobham (B)	Dittons (B)
Staines (A)	Chertsey (C)	Weybridge (B)	Esher (B)
Stanwell (C)	Egham (B)	Walton (A)	Hersham (C)
Sunbury (C)	New Haw (CPL)		Molesey (B)
	Shepperton (C)		
	Virginia Water (CPL)		

West 1		West 2	
Bramley (CPL)	Ash (C)	Byfleet (CPL)	Camberley (A)
Cranleigh (B)	Farnham (A)	Knaphill (C)	Frimley Green (C)
Godalming (A)	Haslemere (B)	West Byfleet (C)	Lightwater (C)
Guildford (A)		Woking (A)	

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WOKING JOINT COMMITTEE

DATE: 24 JUNE 2015

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

SUBJECT: APPOINTMENT TO JOINT COMMITTEE SUB-COMMITTEES AND TASK GROUPS

AREA: WOKING

SUMMARY OF ISSUE:

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

RECOMMENDATIONS:

Woking Joint Committee is asked to agree:

- (i) The terms of reference for the following (as set out in Annex 1):
 - a. Health and Wellbeing Sub-Committee
 - b. Community Safety Sub-Committee
 - c. Parking Task Group
 - d. Youth Task Group
 - e. Future Transport Planning Task Group
 - f. Infrastructure Working Group

- (ii) The County Councillor and Borough Councillor appointments to the following:
 - a. Health and Wellbeing Sub Committee (2 County and 2 Borough)
 - b. Community Safety Sub Committee (4 members including at least one Borough Councillor and one County Councillor)
 - c. Parking Task Group (2 County and 2 Borough plus Chairman and Vice Chairman)
 - d. Youth Task Group (2 County and 2 Borough)
 - e. Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

- f. Infrastructure Working Group (One County, One Borough)
- Will Forster (C)
 - John Kingsbury (B)

REASONS FOR RECOMMENDATIONS:

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

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Joint Committee is asked to consider the Sub Committees and Task Groups which should be established to support its work during the year.
- 1.2 For 2015/16 the Joint Committee is being asked to agree the terms of reference of the two sub committees covering Health and Wellbeing and Community Safety. Both of these are decision making bodies. It is further recommended that four task/working groups are established to consider Youth, Parking, Future Transport Planning and Infrastructure, all of which will be advisory groups with the decision making remaining with the Joint Committee. The terms of reference for the recommended sub committees and task groups are set out in Annex 1.
- 1.3 The Joint Committee is asked to agree the County Councillors and Borough Councillors to be appointed to each of the sub committees and task groups.

2. ANALYSIS:

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

3. OPTIONS:

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

4. CONSULTATIONS:

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

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

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

6. RISK MANAGEMENT:

- 6.1 There are no significant risk management implications arising from this report.
- 6.2 The Sub-Committees will operate under the Standing Orders of the Joint Committee, which provide effective governance and oversight of the issues being considered.
- 6.3 The Task Groups are advisory groups, and therefore make recommendations to the Joint Committee where decisions are taken in accordance with the agreed standing orders.

7. LOCALISM:

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

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

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

9. OTHER IMPLICATIONS:

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

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

9.1 Crime and Disorder implications

The role of the Community Safety Sub Committee will be to act as the Community Safety Partnership for Woking. As such it will be aiming to promote crime prevention to maintain the low levels of crime and disorder, and promote reassurance - to involve the public and work with all communities to reduce the fear of crime and provide people with a sense of safety and reassurance.

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

9.2 Public Health implications

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

10. CONCLUSION AND RECOMMENDATIONS:

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

10.2 Woking Joint Committee is asked to agree:

- (i) The terms of reference for the following (as set out in Annex 1):
 - a. Health and Wellbeing Sub Committee
 - b. Community Safety Sub Committee
 - c. Parking Task Group
 - d. Youth Task Group
 - e. Future Transport Planning Task Group
 - f. Infrastructure Working Group
- (ii) The County Councillor and Borough Councillor appointments to the following:
 - a. Health and Wellbeing Sub Committee (2 County and 2 Borough)
 - b. Community Safety Sub Committee (4 Councillors with at least one from the County and one from the Borough)
 - c. Parking Task Group (2 County and 2 Borough plus Chairman and Vice Chairman)
 - d. Youth Task Group (2 County and 2 Borough)
 - e. Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

- f. Infrastructure Working Group (1 County and 1 Borough)

11. WHAT HAPPENS NEXT:

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

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

Contact Officer:

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

Consulted:

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

Borough Portfolio Holder

Councillor Beryl Hunwicks
Councillor John Kingsbury
Councillor David Bittleston

County Council Cabinet Member

Mr Richard Walsh

Annexes:

Annex 1 – Terms of Reference of:

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

Sources/background papers:

Health and Wellbeing Sub-Committee Terms of Reference

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

Role:

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

Functions:

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

Membership and Voting:

Core Members:

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

Co-opted Members:

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

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

A quorum will be two elected members.

Advisory officers:

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

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

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

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

Chairman:

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

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

Operation of the Sub-Committee:

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

Responsibilities of Attendees:

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

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Community Safety Sub-Committee Terms of Reference

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

Role:

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

Functions:

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

Membership and Voting:

Core Members:

- Four members including at least one County Councillor and one Borough Councillor (including the Borough Portfolio Holder for Community Safety)

Co-opted Members:

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

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

A quorum will be two elected members.

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

Chairman:

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

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

Operation of the Sub-Committee:

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

Responsibilities of Attendees:

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

Parking Task Group Terms of Reference

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

Role:

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

Functions:

To consider:

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

Membership:

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

Operation of the Task Group:

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

Youth Task Group Terms of Reference

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

Role:

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

Functions:

To recommend to Woking Joint Committee:

1. An Integrated Youth Strategy for Woking together with associated Annual Action Plan.
2. Joint priorities for commissioning by the borough and county council in Woking for the provision of youth work and other preventative work.
3. Award of delegated youth service related commissions, including Local Prevention and borough commissions for Woking.
4. The allocation of Community Youth Work and SOLD Local Offer resources to meet local priorities for young people in Woking.
5. An update on delegated funding allocated for the benefit of young people in Woking.
6. An update on Surrey's programme on Employability for young people.

Membership:

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

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

Chairman:

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

Operation:

- The Task Group shall exist to advise the Joint Committee. It has no formal decision making powers. The Task Group will:
 - Unless otherwise agreed meet in private
 - Develop a work programme and receive verbal/brief written updates as appropriate
 - Record actions
 - Report back to the Joint Committee.
- Officers supporting the Task Group will consult the Group and will give due consideration to the group's reasoning and recommendations prior to the officer writing their report to the joint committee. Draft reports will be considered by the Youth Task Group in advance of them going to the Joint Committee, where available.
- The Task Group can, should it so wish, respond to an officer report and submit its own report to the joint committee.

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- The Task Group will meet up to 4 times a year, with additional meetings organised when required.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

Future Transport Planning Task Group Terms of Reference

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

Role:

The Task Group will work with officers to advise Woking Joint Committee on the development of a Local Cycling Strategy for the Borough, to advise on the further development of the Major Schemes programme for Woking, and to discuss any relevant proposals that require a decision through the Joint Committee.

Functions:

- To discuss and advise on the development of the Local Cycle Strategy for Woking
- To discuss and advise on the further development of the Major Schemes programme for Woking
- Consideration of all aspects of longer term transport planning, within the context of any future funding opportunities that may become available

Membership:

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

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

Operation of the Task Group:

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

**Infrastructure Working Group
Terms of Reference**

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 and targets • 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
5) Output	<p>Bi Monthly project progress updates to Woking's Corporate Management Group Reports to Joint Committee on CIL priorities</p>

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WOKING JOINT COMMITTEE

DATE: 24 JUNE 2015
LEAD OFFICER: MICHELLE COLLINS, TEAM LEADER WEST, COMMUNITY PARTNERSHIPS TEAM

SUBJECT: MEMBERS' ALLOCATIONS 2014/15 OVERVIEW – ANNUAL SUMMARY

AREA: WOKING

SUMMARY OF ISSUE:

Surrey County Council Councillors receive funding to spend on local projects that help to promote social, economic or environmental well-being in the neighbourhoods and communities of Surrey. This funding is known as Members' Allocation.

For the financial year 2014/15 the County Council had allocated £10,300 revenue funding to each County Councillor and £35,000 capital funding to the Joint Committee. This report provides annual update on the projects that have been funded in 2014/15.

RECOMMENDATIONS:

Woking Joint Committee is asked to note

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

REASONS FOR RECOMMENDATIONS:

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

1. INTRODUCTION AND BACKGROUND:

- 1.1 The County Council's Constitution sets out the overall Financial Framework for managing the Committee's delegated budgets and directs that this funding should be spent on local projects that promote the social, environmental and economic well-being of the area.
- 1.2 In allocating funds councillors are asked to have regard to Surrey County Council's Corporate Strategy 2015-20 Confident in Surrey's Future that highlights the following themes.
- Wellbeing
 - Economic prosperity
 - Resident experience
- 1.3 As with all expenditure by the Council, spending of members' allocations should:
- Be directed to activities for which the County Council has legal powers;
 - Meet demonstrable local needs;
 - Deliver value for money, so that there is evidence of the outcomes achieved;
 - Be consistent with County Council policies;
 - Be approved through a process that is open and transparent, consultative, accountable, and auditable;
 - Where appropriate, allow opportunities to be taken to pool funds with partner organisations.
- 1.4 Member Allocation funding is made to organisations on a one-off basis, so that there should be no expectation of future funding for the same or similar purpose. It may not be used to benefit individuals, or to fund schools for direct delivery of the National Curriculum, or to support a political party.

2. ANALYSIS:

- 2.1 Members funded 53 projects over the last year. The projects were promoted through twitter and the local news pages at www.surreycc.gov.uk/woking . The list of projects funded during 2014/15 can be found in annex 1.

3. OPTIONS:

- 3.1 All the bids detailed in Annex 1 have been considered by and received support from the local county councillor and been assessed by the Community Partnerships Team as meeting the County Council's required criteria.

4. CONSULTATIONS:

- 4.1 The Committee is being asked to note the bids that have already been approved.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The local councillor will have discussed the bid with the applicant and the Community Partnerships Team will have consulted relevant Surrey County Council services and partner agencies as required.

6. RISK MANAGEMENT:

- 6.1 Each project detailed in this report has completed a standard application form giving details of timescales, purpose and other funding applications made. The county councillor proposing each project has assessed its merits prior to the project's approval.
- 6.2 All bids are received and scrutinised by officers in the County's Community Partnerships Team. We also contact officers from other services and departments for advice if we require additional information or specialist knowledge to assess the suitability of projects.
- 6.3 We ensure that bids comply with the Council's Financial Framework which contains the financial rules and regulations governing how Members' Allocations funding can be spent.
- 6.4 The financial position statements detailing the funding by each member of the Committee are attached at **Annex 1**.

7. LOCALISM:

- 7.1 The allocation of the Members' Allocation and Joint Committee's budgets is intended to enhance the wellbeing of residents and make the best possible use of the funds. Funding is available to all residents, community groups or organisations based in, or serving, the area. The success of the bid depends entirely upon its ability to meet the agreed criteria, which is the same for all projects.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 The budgets are allocated by the local members to support the needs within their communities.

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 are asked to note the projects that have been funded through Member Allocation revenue and capital funding during 2014/5.

11. WHAT HAPPENS NEXT:

11.1 Each councillor has at least £10,300 for 2015/16. They can fund activities costing just a few pounds or help to fund some that cost much more. The funding is designed to be flexible and can help with a variety of costs ranging from hiring a village hall for a group to meet in, to helping re-build a community hall that may have fallen into disrepair.

11.2 The first step is to contact the local councillor for your area to discuss your project and how much money you will need. Once you have your councillor's support and they have indicated how much they will contribute, they will tell you how to access the online application form.

11.3 When your form has been completed and assessed, we will let you know if the funding has been approved. We will then tell you when the funding will be paid to you.

Contact Officer:

Shaista Salim Local Support Assistant, 01483 518094

Consulted:

- Local Members have considered and vetted the applications
- Community Partnership Team have assessed the applications

Annexes:

Annex 1 – The breakdown of spend to date per County Councillor, including the breakdown of spend to date per County Councillor of the Joint Committee Budget.

Sources/background papers:

- All bid forms are retained by the Community Partnerships Team
-

Woking Members Funding - Projects Funded in 2014-2015

Each County Councillor had £10,300 to spend on projects to benefit the local community, the local committee had £35,000 capital funding.

Liz Bowes	ORGANISATION	PROJECT DESCRIPTION	REVENUE
			£10,300.00
	Celebrate Pyrford	To pay towards hire of screen	£3,000.00
	Surrey County Council Highways	To pay for street lights on Aviary Road	£2,499.00
	Ford Road Residents Association	Ford Road Development Project	£881.65
	Surrey County Council	Looked after Childrens' Bursary Fund	£500.00
	TALKSurrey	To pay towards a Volunteers Lunch	£200.00
	Relate	Relationship Counselling at Woking Children's Centre	£300.00
	SCC Highways	To pay for new road bollards on Coldharbour Road	£1,300.00
	SCC Highways	To purchase a Vehicle Activated sign for White Rose Lane	£1,619.35

Ben Carasco	ORGANISATION	PROJECT DESCRIPTION	REVENUE
			£10,300.00
	TALKSurrey	To pay towards a Volunteers Lunch	£200.00
	Homestart	To pay towards a volunteer event	£391.00
	Basingstoke Canal Society	Weedcutter Operation	£500.00
	Surrey County Council	Looked after Childrens' Bursary Fund	£500.00
	Relate	Relationship Counselling at Woking Children's Centre	£500.00
	ScC Highways	To Pay for a Grit Bin outside Halstead School	£1,009.00
	Bishop David Brown School	Peer Productions	£1,200.00
	Surrey County Council Youth Service	To purchase Signage and Painting of Walton Road Youth Centre	£1,250.00
	Woking Malayalee Cultural Association	Learning of Life Skills	£1,750.00
	Making a difference	Summer Holiday Club	£3,000.00

Will Forster	ORGANISATION	PROJECT DESCRIPTION	REVENUE
			£10,300.00
	Woking LIFE House	To purchase a new Fence	£500.00
	Surrey County Council	Looked after Childrens' Bursary Fund	£500.00
	Woking Foodbank	To pay for stationary, utilities, leaflets	£1,000.00
	Surrey County Council Library Services	Old Woking Community Link Library	£4,500.00
	Magna Carter Embroidery	To pay for Easels and setting up of a webpage	£500.00
	The Lighthouse	To pay towards setting up a Cafe	£3,300.00

Saj Hussain	ORGANISATION	PROJECT DESCRIPTION	REVENUE
			£10,300.00
	Knaphill Residents Association	Foster Lane Public right of way improvements	£3,000.00
	Surrey County Council	Looked after Childrens' Bursary Fund	£500.00
	Goldsworth Park Residents Association	Purchase of Fridge and Cooker for the Goldwater Lodge	£750.00
	TALKSurrey	To pay towards a Volunteers Lunch	£200.00
	Knaphill Cabin	New Laptop	£500.00
	STEPS Learning Centre	New Carpet	£664.48
	Goldsworth Park Residents Association	Maps for Goldsworth Park	£698.13
	Knaphill Residents Association	Creating a new Footpath	£3,987.39

Linda Kemeny	ORGANISATION	PROJECT DESCRIPTION	REVENUE
			£10,300.00

Woking Members Funding - Projects Funded in 2014-2015

Each County Councillor had £10,300 to spend on projects to benefit the local community, the local committee had £35,000 capital funding.

Surrey County Council Youth Service	To purchase Signage and Painting of Walton Road Youth Centre	£1,250.00
Basingstoke Canal Society	Weedcutter Operation	£2,000.00
TALKSurrey	To pay towards a Volunteers Lunch	£200.00
Surrey County Council	Looked after Childrens' Bursary Fund	£500.00
Woking Borough Council	To pay for replacing Village Signs in St John's	£1,884.00
Relate	Relationship Counselling at Woking Children's Centre	£500.00
St John's Xmas Committee	Purchase of Christmas decorations in St John's	£1,500.00
Surrey Young Carers	Young Carers Forum	£1,000.00
Woking Borough Council	To pay for replacing Village Signs in St John's	£456.00
Magna Carta Embroidary	To pay for Easels and Website	£440.00
Surrey Arts	Freedom Game Magna Carta	£570.00

Colin Kemp	ORGANISATION	PROJECT DESCRIPTION	REVENUE
	Surrey County Council	Looked after Childrens' Bursary Fund	£500.00
	Goldsworth Park Residents Association	Purchase of Fridge and Cooker for the Goldwater Lodge	£750.00
	TALKSurrey	To pay towards a Volunteers Lunch	£200.00
	Woking Young Parents Group	To pay for Bus fares and lunches	£1,000.00
	Peer Education Project	Sexual Health Awareness for youngsters who attend Lakeview Youth	£750.00
	Goldsworth Park Residents Association	Maps for Goldsworth Park	£698.13
	Horsell 2nd Thursday Club	Horsell Xmas Fair	£500.00
	Surrey County Council Highways	Verge Protection for Brambledene Close	£2,023.00
	Woking Borough Council	Lighting for footpath in Horsell	£3,878.87

Richard Wilson	ORGANISATION	PROJECT DESCRIPTION	REVENUE
	West Byfleet Infant School	Centenary Celebration	£1,000.00
	New Horizons	Evergreen Club	£500.00
	West Byfleet Live	Pay towards Hiring a screen	£1,000.00
	Surrey County Council	Looked after Childrens' Bursary Fund	£500.00
	1st Byfleet Scout Group	New Tents	£2,400.00
	The Friends of Byfleet Fire Station	Byfleet Fire Station Conservation	£2,500.00
	TALKSurrey	To pay towards a Volunteers Lunch	£184.00
	Byfleet Cricket Club	To purchase a Ride on Mower	£1,500.00
	Friends of St Mary's	New Sound System for the Community Centre	£437.94
	1st West Byfleet Scouts Group	To purchase Scouts equipment	£278.06

Local Committee	ORGANISATION	PROJECT DESCRIPTION	LC CAPITAL
	Woking Foodbank	To purchase Laptops and Filing Cabinets	£1,600.00
Capital Funding	Mayford Hall	Pay towards the purchase of a Lawn Mower for the Bowling Club	£3,000.00
	The Lighthouse	To pay towards setting up a Cafe	£5,900.00
	St Mary's Community Hall	To pay for double glazing	£8,000.00
	Old Woking Community Centre	Regeneration of play area	£10,000.00
	St Johns & Hook Heath	To pay for new interactive traffic signals	£6,500.00



WOKING JOINT COMMITTEE

DATE: 24 JUNE 2015
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 23 September 2015

1. Youth provision in Woking – Annual Performance Review 2014/15
2. Integrated Youth Strategy Update/ Allocation of Community Youth Work in Woking
3. Trading Standards Annual Report
4. Speed limits
5. Highways Update
6. A322 Update
7. LSTF – end of programme report
8. 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. Woking Town Centre Management Agreement
3. Community Infrastructure Levy - update

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 4 November 2015

Woking Joint Committee Community Safety-Sub-Committee:

- 7.00pm on 20 January 2016

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

Mr Richard Walsh, Cabinet Member

Annexes:

None

Sources/background papers:

None

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