



# **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

Wednesday, 28 November 2018

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

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

**Liz Bowes, Woking South East (Vice-Chairman)**  
**Ayesha Azad, Woking South-West**  
**Ben Carasco, Woking North**  
**Will Forster, Woking South**  
**Saj Hussain, Knaphill and Goldsworth West**  
**Colin Kemp, Goldsworth East and Horsell Village**

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

**Cllr David Bittleston, Mount Hermon (Chairman)**  
**Cllr Ann-Marie Barker, Goldsworth Park**  
**Cllr John Bond, Byfleet and West Byfleet**  
**Cllr Graham Chrystie, Pyrford**  
**Cllr Beryl Hunwicks, Horsell**  
**Cllr Louise Morales, Hoe Valley**  
**Cllr Melanie Whitehand, Knaphill**

Chief Executive  
**Ray Morgan**  
Woking Borough Council

Chief Executive  
**Joanna Killian**  
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 official business of the meeting 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: [Nicola.Thorntonbryar@surreycc.gov.uk](mailto:Nicola.Thorntonbryar@surreycc.gov.uk)  
Tel: 01483 404788

## 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](http://www.woking.gov.uk), [www.surreycc.gov.uk/webcasts](http://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 Nikkie Thornton-Bryar, Partnership Committee Officer on 01483 404788 or write to the Community Partnerships Team at or [nicola.thorntonbryar@surreycc.gov.uk](mailto:nicola.thorntonbryar@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**

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

(Pages 1  
- 8)

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- i. Any disclosable pecuniary interests and / or
- ii. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

### **NOTES:**

- Members are bound by the Code of Conduct of the authority which appointed them to the Woking Joint Committee.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.
- SCC Members must notify SCC's Monitoring Officer of any interests disclosed at the meeting which are not already recorded in the Register of Members' Interests. 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.

### **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.

## **5 WRITTEN PUBLIC QUESTIONS**

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

## **6 WRITTEN MEMBER QUESTIONS**

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

## **7 PRESENTATION BY THE GREEN TEAM (AGENDA ITEM)**

To receive a presentation from the Woking Borough Council Green Team on encouraging and supporting wildlife in the Councils' green spaces.

## **8 HIGHWAYS UPDATE REPORT (EXECUTIVE FUNCTION - FOR DECISION)**

(Pages 9  
- 18)

To report progress made with the delivery of proposed highways schemes, developer funded schemes, and revenue funded works for the 2018/19 financial year.

To provide an update on the latest budgetary position for highway schemes and revenue maintenance.

To report on relevant topical highways matters.

## **9 SURREY HALF MARATHON 2020 (EXECUTIVE FUNCTION - FOR DECISION)**

(Pages  
19 - 26)

The Surrey Half Marathon has successfully taken place in the Woking/Guildford area since 2014. The event organisers, aat events, are seeking approval for the next three years (2020, 2021, and 2022) to hold the Surrey Half Marathon event, 5km race and kid's race annually in March each year in Woking.

## **10 DECISION TRACKER (FOR INFORMATION)**

(Pages  
27 - 30)

To review the decision tracker.

## **11 FORWARD PLAN (FOR INFORMATION)**

(Pages  
31 - 32)

To review the forward plan and to comment on items anticipated to be received at the Woking Joint Committee in 2018/19.

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**DRAFT**

Minutes of the meeting of the  
**Woking JOINT COMMITTEE**  
 held at 6.00 pm on 26 September 2018  
 at Parkview Community Centre, Blackmore Crescent, Sheerwater, GU21  
 5NZ.

**Surrey County Council Members:**

- \* Mrs Liz Bowes (Vice-Chairman)
- \* Ms Ayesha Azad
- \* Mr Ben Carasco
- \* Mr Will Forster
- \* Mr Saj Hussain
- \* Mr Colin Kemp
- Mr Richard Wilson

**Borough / District Members:**

- \* Cllr David Bittleston (Chairman)
- \* Cllr Ann-Marie Barker
- \* Cllr John Bond
- \* Cllr Graham Chrystie
- \* Cllr Beryl Hunwicks
- \* Cllr Louise Morales
- \* Cllr Melanie Whitehand

\* In attendance

**OPEN FORUM SESSION**

There were no questions in the open forum session.

**29/18 SHEERWATER REGENERATION PROJECT UPDATE [AGENDA ITEM]  
[Item 1]**

**Declarations of interest:** Mr Kemp, Cllr Hunwicks and Cllr Bittleston declared they were council appointed board members of the Thamesway Group.

**Officers attending:** Mark Rolt, Chief Operating Officer (COO), Thamesway Group and Cllr David Bittleston, Woking Borough Council

**Petitions, Public Question, Statements:** None

[Ms Ayesha Azad arrived at 6.19pm]

[Cllr Ann-Marie Barker arrived at 6.24pm]

[Mrs Liz Bowes arrived at 6.36pm]

## ITEM 2

The COO for the Thamesway group gave a short presentation to the Joint Committee about the plans for Sheerwater and what progression had been made so far. The presentation is attached as Annex A to these minutes.

Following the presentation, Cllr Bittleston provided an update on the housing provision in Woking.

### **Key points from the discussion:**

- He noted that over the last four years Woking had built 1065 new homes; 45% of which were affordable.
- More than 50% of the new homes were being built in the town centre, which meant that Woking wasn't building on the greenbelt like other boroughs were.
- Thamesway were building 500 units. These were a mix of size and price. It was noted that tenants were being offered the opportunity to earn their deposit. This meant that if they were good tenants who paid their rent, looked after their property and weren't anti-social would earn money towards buying a home.
- It was stated that any unmet housing need for Woking was currently being met by Waverley and Guildford.

### **30/18 APOLOGIES FOR ABSENCE [Item 2]**

Apologies were received from Mr Richard Wilson.

### **31/18 MINUTES OF PREVIOUS MEETING [Item 3]**

The minutes from the previous meeting on 20 June 2018 were agreed as a true record and signed by the Chairman.

### **32/18 DECLARATIONS OF INTEREST [Item 4]**

Members made the following declarations of interest:

With regards to item 1: Mr Kemp, Cllr Hunwicks and Cllr Bittleston declared they were board members of the Thamesway Group.

With regards to item 10: Cllr Hunwicks declared she was a resident at Gresham Mill and member of the Gresham Mill Residents association as Gresham Mill was cited on numerous occasions in Annex 1 of the report.

### **33/18 PETITIONS [Item 5]**

One petition was received. An officer comment was provided within the agenda papers. The lead petitioner was present at the meeting and was



invited to address the committee for up to 3 minutes on the details of their petition.

**34/18 PETITION: IMPROVE ROAD-CROSSING SAFETY ON MOUNT HERMON ROAD (EAST) [Item 5a]**

**Declarations of interest:** None

**Officers attending:** Mr Andrew Milne, Area Highways Manager (AHM), SCC

**Petitions, Public Question, Statements:** The lead petitioner, Mr Hardiman addressed the committee to present his petition. He highlighted that the area in question was home to a high concentration of retirement homes and that on a daily basis many people had difficulties crossing the road. Mr Hardiman thanked officers for the helpful and comprehensive response. He did note however that the response made no reference to reducing the speed limit on Mount Hermon Road. The financial pressures of the council were acknowledged and the community were willing to work with officers to find solutions to improve the situation.

**Key points from the discussion:**

- It was noted by the AHM that the SCC speed policy was currently being reviewed. National guidelines meant a certain level of compliance needed to be in place to only include 20 mph signs on the road. Whilst speed limit compliance was good on the road, it was not low enough for signage only. More appropriate speed reducing measures would incur a more substantial cost and would therefore require more consideration.
- The road had a low accident history and would score lowly for a site to be considered for these speed reducing measures.
- It was suggested that highways officers should attend the site with residents to look at possible low cost options that would be effective. One option was suggested as speaking with property owners regarding hedge cutting to improve sightlines and space on the pavement.
- Members noted that this road, along with York Road needed to be kept in consideration with the current A320 consultation.

**Resolution:**

The Joint Committee agreed to:

- i) Note the officer's comment.
- ii) Add an item to the Woking work programme for a route study (Mount Hermon Road – Montgomery Road – York Road) for possible improvements to the existing pedestrian facilities.
- iii) Consider alterations to the existing bus stop and on-street parking arrangements in the next available Woking Parking Review in order to improve visibility at the existing refuge island.

**35/18 WRITTEN PUBLIC QUESTIONS [Item 6]**

Three written public question were received. The questions and responses were included within the supplementary agenda.

Ms Claire Sallows wasn't in attendance at the meeting to ask a supplementary question, but Mrs Bowes made comment that she was pleased with the answer provided by officers and that a resolution had appeared to have been sought.

The Chairman provided a statement with regards to Community Infrastructure Levy (CIL); the remaining two public questions were in relation to this. He stated that the Joint Committee was responsible for administering any CIL money to communities. Although CIL was adopted back in 2015, no process had been agreed upon yet as there had not been significant CIL money to allocate; until now.

He added that the process would ensure that local borough and county councillors played a substantial role in working with communities and neighbourhood forums on proposals for spending the money.

The Joint Committee would discuss the proposed process at their informal meeting in October 2018 and until then it would not be right to enter in to a member discussion about it.

Mr Wade Pollard was in attendance at the meeting but had no supplementary question.

Mr Geoff Geaves was in attendance at the meeting and asked the following supplementary question:

Why has it taken so long to address the details of this process when it is a statutory requirement to provide money to areas with a neighbourhood forum.

The chairman stated that he had answered this question in the opening statement and the process would be shared once the committee had a chance to look at it.

**36/18 WRITTEN MEMBER QUESTIONS [Item 7]**

No member questions were received.

**37/18 HIGHWAYS UPDATE [EXECUTIVE FUNCTION - FOR DECISION] [Item 8]**

**Declarations of Interest:** None

**Officers attending:** Andrew Milne, Area Highways Manager (AHM), SCC

**Petitions, Public Questions, Statements:** None

The AHM presented the report, noting that the joint committee had one decision to make with regards to the reduction of the speed limit along A320.

He added that all schemes in the capital works programme for 2018/19 were on track to be completed within the financial year.

**Key points from the discussion:**

- Members raised concerns over the recent accident outside Hoe Valley School. The Chairman stated as the Police investigation was ongoing still it would be inappropriate to speculate about the cause. The AHM and Cllr Kemp assured the committee that officers and the Police were working together to find a resolution to improve the safety.
- Members thought the proposed speed reduction along the A320 seemed sensible. They also discussed whether highways officers could look at lowering the speed limit on the A320, Egley Road outside the Hoe Valley School. As the school had opened it seemed an appropriate time to do a speed survey, particularly in light of recent happenings. The AHM stated this was to be looked at separately from the other stretch of the A320 that the committee were deciding on tonight. He agreed once other issues had been addressed it could be considered.

**Resolution:**

The Joint Committee agreed to:

- i) Note the progress with the ITS highways and developer funded schemes, and revenue funded works for the 2018/19 financial year.
- ii) Note the budgetary position.
- iii) Agree the advertising and making of a Traffic Regulation Order for the reduction of a length of speed limit on the A320 Guildford Road, Sutton Green from 60mph (national speed limit) to 50mph.
- iv) Note the revised Forward Programme and is invited to provide feedback on this updated Forward Programme through the Area Highway Manager, copied to [Bryony.Clifford@surreycc.gov.uk](mailto:Bryony.Clifford@surreycc.gov.uk), by 26 October 2018.

**Reason for decision**

The above decisions were made to enable progression of all highway related schemes and works.

**38/18 WOKING SCHOOLS TRAVEL PLAN - PROGRESS REPORT [SERVICE MONITORING AND ISSUES OF LOCAL CONCERN] [Item 9]**

**Declarations of Interest:** None

**Officers attending:** Rebecca Harrison, Safer Travel Team Leader, SCC

**Petitions, Public Questions, Statements:** None

The Safer Travel Team Leader presented the report, highlighting activities that had been taken up by schools that were on offer from the Safer Travel Team. The main focus had been for expanding schools across the borough to complete their travels. Focus was then to shift to the other schools. It was noted that the Safer Travel Team were using a nationally accredited

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programme, Modeshift STARS, which had made it easier for schools to complete their travel plans.

### **Key points from the discussion:**

- Members noted there were several schools that did not have a travel plan in place and were in breach of their planning conditions. It was queried what the process was for dealing with these schools and whether it was possible to get any more power to ensure the travel plans were in place. It was confirmed that schools that were in breach of their planning conditions would likely be refused planning permission in the future should they wish to expand. Letters had also been sent to the school and Chair of Governors to advise them of this.
- Members queried whether schools still required a travel plan for activities at the school taking place in the evenings or weekends. It was confirmed that a travel plan may be required for these schools as part of the planning application.

The Joint Committee thanked the Safer Travel Team Leader for her report and noted the following recommendations.

- i) The county council's Safer Travel Team would continue to encourage and support all Surrey's expansion schools to complete and maintain their school Travel Plan using the online Modeshift STARS system.
- ii) From 2018/19, the Safer Travel Team would also encourage all Surrey's schools to create a School Travel Plan using the online Modeshift STARS accreditation system. This would involve promotion and the offer of training and support to all schools.
- iii) Members were invited to assist by encouraging schools to sign up to Modeshift STARS, and to take up the activities offered by the Safer Travel and Cycle Training Teams.

### **39/18 INFRASTRUCTURE CAPACITY STUDY AND DELIVERY PLAN [OTHER COUNCIL FUNCTION] [Item 10]**

**Declarations of Interest:** Cllr Hunwicks declared she was a resident at Gresham Mill and member of the Gresham Mill Residents association as Gresham Mill was cited on numerous occasions in Annex 1 of the report.

**Officers attending:** Ernest Amoako, Planning Policy Manager, WBC

**Petitions, Public Questions, Statements:** None

The Policy Planning Manager presented the report, asking members to provide him with their comments on the draft Infrastructure Capacity Study and Delivery Plan (IDP) - attached as annex 1 of the report – before the finalised plan was published in November 2018.

### **Key points from the discussion:**

- A question was raised about the use of CIL money to help with the expansion of GP surgeries, and whether such things could be added to

the section 123 list. It was confirmed the section 123 list and CIL money would be discussed at the informal meeting in October, as previously mentioned.

- Concerns over lack of allotment space were raised, attributing the need for allotments to lack of gardens and outdoor space in the new developments. The Planning Policy Manager detailed the IDP had made projections and provisions for up to 2027. If there was a requirement for any more this would be reviewed and taken forward.
- Members praised the work that had been done and acknowledged the future infrastructure plans in Woking had been thought about.

**Resolution:**

The Woking Joint Committee noted:

- i) the contents of the IDP in Annex 1, and that they were to provide any comments they may wish to make to the Planning Policy Manager. These comments would be taken into account before the IDP was published.

**40/18 DECISION TRACKER [FOR INFORMATION] [Item 11]**

**Declarations of Interest:** None

**Officers attending:** Jess Edmundson, Partnership Committee Officer, SCC

**Petitions, Public Questions, Statements:** None

The Woking Joint Committee noted the decision tracker.

**41/18 FORWARD PLAN [FOR INFORMATION] [Item 12]**

**Declarations of Interest:** None

**Officers attending:** Jess Edmundson, Partnership Committee Officer, SCC

**Petitions, Public Questions, Statements:** None

The Woking Joint Committee noted the forward plan of items expected to be received in 2018/19.

Meeting ended at: 8.06 pm

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**Chairman**

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## WOKING JOINT COMMITTEE

**DATE:** 28 NOVEMBER 2018

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

**SUBJECT:** HIGHWAYS UPDATE

**AREA(S) AFFECTED:** ALL

### **SUMMARY OF ISSUE:**

To report progress made with the delivery of proposed highways schemes, developer funded schemes, and revenue funded works for the 2018/19 financial year.

To provide an update on the latest budgetary position for highway schemes and revenue maintenance.

To report on relevant topical highways matters.

### **RECOMMENDATIONS:**

**The Local Committee is asked to agree that / to note that:**

- (i) The progress with the ITS highways and developer funded schemes, and revenue funded works for the 2018/19 financial year.
- (ii) The budgetary position.
- (iii) 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. Local Committee finance

#### Revenue budget 2018/19

- 2.1.1. The revenue budget for the 2018/19 financial year is £168,182. Up to 25% of this money can be used for investigation, planning and design of schemes; the rest must be used for scheme delivery. This budget can also be used for part funding to unlock Community Infrastructure Levy (CIL) and developer funding monies.

#### Capital budget 2018/19

- 2.1.2. The capital budget for the 2018/19 financial year is £36,363, which is unchanged from the budget for 2017/18. S106 developer funds have also been carried forward from 2017/18 to support the Vicarage Road pedestrian crossing scheme.

### 2.2. Local Committee capital works programme 2018/19.

- 2.2.1. The Highways Update report presented to the Joint Committee on 6 December 2017 outlined recommendations for the Joint Committee's capital programme for the upcoming financial year. The Joint Committee approved the proposed ITS schemes referred to in paragraph 2.3.2 of that report. The LSR element of the capital works programme was to consist of those schemes carried over from the 2017/18 financial year plus any additional schemes identified by the Maintenance Engineer, as referred to in paragraph 2.3.5 of the December 2017 report. These schemes are set out in Table 1 below.
- 2.2.2. As previously agreed by the Joint Committee, a flexible approach will be taken in progressing schemes based on the available budget.

Scheme Name	Scheme type / Limits	Progress	Estimated cost (£)
ITS Redding Way, Knaphill – removal of bus gate (rising bollards and prohibition) and possible new safety features.	<b>Construct</b> – removal of bus gate / bollards and realignment of junction with roundabout	Construction programmed for Feb 2019.	167,000
Vicarage Road (S106 funded)	<b>Construct</b> – relocation of bus stop, kerb line alterations	Construction programmed for January 2019.	133,900



	and installation of pedestrian crossing.		
Southwood Avenue LSR	<b>Carriageway maintenance</b> - whole road (Micro Asphalt).	Contingency scheme.	65,000
Greenvale Road LSR	<b>Carriageway maintenance</b> - whole road (Micro Asphalt).	Contingency scheme.	15,000
Birdswood Drive LSR	<b>Carriageway maintenance</b> - whole road (Micro Asphalt).	Contingency scheme.	20,000
Bateson Way LSR	<b>Carriageway maintenance</b> - whole road	Contingency scheme.	24,000
Burnham Road LSR	<b>Carriageway maintenance</b> - whole road	Contingency scheme.	33,000
Burnham Close LSR	<b>Carriageway maintenance</b> - whole road	Contingency scheme.	13,000
Clinton Close LSR	<b>Carriageway maintenance</b> - whole road	Contingency scheme.	22,000
White Rose Lane LSR	<b>Carriageway maintenance</b> - whole road	Contingency scheme.	75,000
Guildford Road LSR	<b>Carriageway maintenance</b> - whole road	Contingency scheme – on provisional winter damage programme	£7,000

**Table 1 – Capital works programme 2018/19**

**2.3. Local Committee revenue works programme 2018/19**

2.3.1. Table 2 below shows the spend progress to date.

<b>Item</b>	<b>Allocation (£)</b>	<b>Committed Spend to date (£)</b>
Revenue maintenance allocation	168,182	160,905
Contractor OHP	Included in allocation	7,277
<b>Total</b>	<b>£168,182</b>	<b>£168,182</b>

**Table 2 – 2018/19 Revenue Maintenance Expenditure**

**2.4. Parking**

The report on the 2018 review went to committee on 20 June. The proposals were advertised on 31 August with a closing date of 28 September for comments and objections. The final decisions have been made and the objections report published on our website. Detailed design is now underway.

**Other highway related matters**

## 2.5. Customer services

- 2.5.1. The total number of enquiries received for the six months between January and September 2018 is 118,041 - an average of 13,115 per month. This is a slight reduction in the average for the first six months of 2018 which was 15,208 per month and is in line with the seasonal trend where the summer months generate less enquiries. This also reflects the work undertaken to deal with the severe weather and subsequent defects.
- 2.5.2. For Woking specifically, 6,871 enquiries have been received since January of which 3,096 (45%) were directed to the local area office for action, of these 95% have been resolved. This response rate is in line with the countywide average.
- 2.5.3. Since January, Highways & Transport have received 247 Stage 1 complaints (down 16% from the same period in 2017) of which 10 were for the Woking area. In addition one has been escalated to stage 2 of the complaints process where the service was found not to be at fault.

## 2.6. Major schemes

### 2.6.1. Woking Integrated Transport Project

No update received.

### 2.6.2. Woking Sustainable Transport Package (STP)

A business case bid for project funding was submitted at the end of August to the Enterprise M3 Local Enterprise Partnership (EM3 LEP) for the Woking STP. In partnership, Surrey County Council and Woking Borough Council have jointly developed the £4.4m package of sustainable transport improvements for Woking. The scheme, planned for delivery from the end of 2018 through to 2021, will improve connectivity between Woking town centre / rail station and existing routes that orbit the town, providing vital “spokes” to fill in missing gaps in the network. It will serve key areas of residence and employment which are currently inadequately provided for by sustainable modes to support the anticipated increase in journeys to and from the area related to significant redevelopment of the town centre and rail station.

The Woking STP will complement the Woking Integrated Transport Project (ITP) for the town centre and aims to encourage more people to walk, cycle, travel by bus and use the train. By encouraging more people to travel sustainably, we will reduce congestion, pollution and encourage more people to live healthier lives. In turn, this meets the primary EM3 LEP objectives to unlock economic growth in the area by providing transport infrastructure and cycle facilities, upgrading existing and providing new crossing points and enhancing public transport to create Quality Bus Corridors.

Feasibility work is almost complete for the package of sustainable transport schemes. Consultation on the project is being planned for later this year. This will provide opportunity for feedback on the proposals which, in turn, will help inform the development of the final scheme

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

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designs. A funding decision from the EM3 LEP is expected to be known by the end of this year. A report with full details of the Woking STP scheme will be brought to a later meeting of this Joint Committee, including seeking permissions for the advertisement of legal notices and traffic orders as required.

Further details can be found on the Surrey CC Major Scheme web pages using the link here – <https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/major-transport-projects/woking-major-transport-schemes> This page will be kept up to date with all the latest project information.

### 2.6.3. LED street light conversion

No update received.

## 2.7. Centrally funded maintenance

2.7.1. Table 3 below shows the Horizon 2 Woking **Roads** programme for 2018/19 showing the month during which the works are proposed.

Horizon 2 – 2018/19 <b>Carriageway</b> programme, Woking				
Road name	Location	Limits	Type of work	Status
A320 Egley Road	Woking	Mayford Green Roundabout	Road Major Maintenance	Complete
A247 High Street / Broadmead Road	Old Woking	High Street to Broadmead Bridge (district boundary)	Road Major Maintenance	Complete
B382 Old Woking Road	Woking	Sheerwater Road to Lincoln Drive	Road Major Maintenance	Complete
A322 Bagshot Road	Knaphill	Chobham Road to Redding Way	Road Major Maintenance	Complete
D3725 Princess Road	Maybury	Maybury Hill to Windsor Way	Road Major Maintenance	Complete

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

D3740 Weston Way	Woking	Lincoln Drive to Lovelace Drive	Road Major Maintenance	Complete
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**Table 3 - 2018/19 Horizon 2 Woking Roads Programme**

2.7.2 Table 4 below shows the Horizon 2 Woking **Pavement (Footway)** programme for 2018/19.

Horizon 2 – 2018/19 <b>Pavement (footway)</b> programme, Woking				
Road name	Location	Limits	Type of work	Status
D3612 Birdwood Drive	St Johns	Gorsewood Road to Hermitage Woods Crescent (both sides)	Footway Slurry	Not started
D3698 Bonsey Lane	Westfield	Westfield Avenue to end (both sides)	Footway Slurry	Completed
B367 Coldharbour Road	Woking	Coldharbour Rd to Engliff Lane (both sides)	Footway Slurry	Ongoing
D3715 Constitution Hill	Woking	Guildford Rd to Guildford Rd (eastern side)	Footway Slurry	Completed
D3640 Kingsway	Woking	Triggs Lane to Goldsworth Rd (both sides)	Footway Slurry	Completed
D3699 Maple Grove	Westfield	Full length (both sides)	Footway Slurry	Completed
D3783 Maybourne Rise	Mayford	From outside No 5 westbound to Follyfield (both sides)	Footway Slurry	Completed
D3647 Meadway Drive	Horsell	High Street to Ridgeway	Footway Slurry	Completed

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D3705 The Moorlands	Kingfield	Full length (both sides)	Footway Slurry	Completed
D3693 Wych Hill Lane	Woking	York Road	Footway Slurry	Completed

**Table 4 - Horizon 2 Woking Pavement (Footway) Programme.**

2.8. Road safety

2.8.1. Table 5 below shows the Woking road safety programme for 2018/19.

2.8.2. Speed limit review – A320 Guildford Road

At its meeting on 26 September 2018, the Woking Joint Committee approved the advertising of the reduction of the National (60mph) speed limit on the A320 Guildford Road to 50mph. This speed limit crosses over into Guildford Borough and the Guildford Local Area Committee have also approved the reduction, which is currently being advertised.

Scheme Name	Detail	Update
A322 Bagshot Road, Brookwood (Heath House Road to The Fairway)	Speed surveys, sign opposite Heath House Road and additional 40mph repeater signs	Design being progressed
A320 Guildford Road, Mayford (Prey Heath Road to Burdenshott Road)	Speed surveys – possible reduction to 50mph. NB – cross boundary, will also need to go to Guildford Local Cttee	Approval obtained from both Committees - speed limit reduction currently being advertised.
B380 Westfield Road	Provide pedestrian refuge islands	Design being progressed

**Table 5 - 2018/19 Woking Road Safety Programme**

**2.9. Passenger Transport**

Nothing to report.

**3. OPTIONS:**

3.1. Options, where appropriate, have been 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 IMPLICATIONS:**

- 5.1. Proposed ITS schemes are prioritised to ensure that the maximum public benefit is gained from any funding made available. As far as is practicable, Officer proposals follow the Countywide scheme assessment process (CASEE) 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. WIDER IMPLICATIONS:**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	No significant implications
Equality and Diversity	No significant implications
Localism (including community involvement and impact)	No significant implications
Sustainability (including Climate Change and Carbon Emissions)	No significant implications
Corporate Parenting/Looked After Children	No significant implications
Safeguarding responsibilities for vulnerable children and adults	No significant implications
Public Health	No significant implications

#### **7. CONCLUSION AND RECOMMENDATIONS:**

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

#### **8. WHAT HAPPENS NEXT:**

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

**Contact Officer:**

Andrew Milne, Area Highways Manager (NW) – 0300 200 1003

**Consulted: -**

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

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**Annexes: –**

**Background papers:**

-

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## WOKING JOINT COMMITTEE

**DATE:** 28 November 2018

**LEAD OFFICER:** EMMA-LOUISE WEBB, SPORTS DEVELOPMENT OFFICER (WOKING BOROUGH COUNCIL)

**SUBJECT:** SURREY HALF MARATHON

**AREA:** WOKING

### **SUMMARY OF ISSUE:**

The Surrey Half Marathon has successfully taken place in the Woking/Guildford area since 2014. The event organisers, aat events, are seeking approval for the next three years (2020, 2021, and 2022) to hold the Surrey Half Marathon event, 5km race and kid's race annually in March each year in Woking.

In support of the borough's health and wellbeing agenda, since approval was last sought for the Surrey Half Marathon for 2017-2019, the event organisers have run a 5km race. It was hoped that it would attract a different cohort of runners, potentially attracting those individuals who are currently inactive into regular exercise. It has now run successfully in addition to the half marathon and the kids' race since 2017.

### **RECOMMENDATIONS:**

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

- (i) The Surrey Half Marathon, 5km race and kids race can start and finish at Woking Leisure Centre on Sunday 8 March 2020, Sunday 14 March 2021 and Sunday 5 March 2022, and
- (ii) That unless there are any major operational issues of concern or significant requests by the Event Organisers to modify the event following the 2020 event, that subject to a full event debrief, the Woking Safety Advisory Group give approval for future events to take place in 2021 and 2022.

### **REASONS FOR RECOMMENDATIONS:**

There are significant benefits to the event organiser if approval can be provided for events in 2020, 2021 and 2022, increasing entry numbers and allowing forward planning.

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

### **Background**

- 1.1 The aim of the Surrey Half Marathon event is to provide a safe, community-based mass participation sports event for Woking and the surrounding communities. The running events will focus on being fun and family-friendly whilst also catering to more serious runners looking to complete the course as quickly as possible.
- 1.2 2018 was the fifth edition of the Surrey Half, a closed road half marathon run starting and finishing at Woking Leisure Centre. The route follows the roads to Sutton Green and Jacobs Well, through Worplesdon and Mayford and back to Woking Leisure Centre. 4800 runners took part in the Half Marathon Event, all of which were aged 17 years plus. 500 runners took part in the second edition of the 5km event, participants were aged 10 years plus, a further 500 runners took part in the kids race, ages 6-16 years. 5 visually impaired runners participated. The event was supported by 250 volunteers and viewed by an estimated 3000 spectators, predominantly local residents.

### **2018 Event Feedback**

- 1.3 The 2018 Surrey Half Marathon was another successful event. There were less traffic management issues, fewer resident complaints (two letters of complaints received by Woking Borough Council), the roads were re-opened on time and in some cases ahead of schedule. This was in part due to a more robust marketing and communications plan for local residents, the event becoming more visible to residents now it is in its fifth year and keeping a consistent route, so residents are fully aware of exact road closures and timings. The two letters of complaints covered concerns that the 2018 event fell on Mothering Sunday and therefore the road closures curtailed movement.
- 1.4 The proposed 2019 route will remain the same as the 2018 route (Appendix 1).

### **Improvements for 2020**

- 1.5 Further to event feedback from stakeholders, runners and supporters alike, the following are suggested areas for improvement which at events are keen to address going forward:
  - The event dates proposed will not take place on the same day as Mothering Sunday.

## **2. ANALYSIS:**

- 2.1 The Borough Council is confident that the event organisers can successfully deliver a Half Marathon event that benefits local residents, local charities and underpins the Council's Health and Wellbeing aspirations. At events has evidenced this by delivering 5 successful events, which have greatly improved year on year. Therefore, subject to any major incidents, the borough council are supportive of seeking approval for the event to take place in 2020, 2021 and 2022.

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

- 4.1 Consultation has taken place with various Surrey County Council departments including:
- 4.2 Matt Jezzard SCC Traffic Manager: “Following some problems and complaints after the first year of this event, by changing the route and improving the pre event communications and the event delivery itself in subsequent years, I would have no objection to the event being held in the future from a Network Management perspective.”
- 4.3 Liz Ulisz Deputy Director - Adult Social Care: “The organisers contact me well in advance of the event to ensure that social care providers have all the information they need to enable them to provide services to residents during the event. The organisers will work with providers directly to help plan routes, they also offer a helpline service on the event day to ensure business continuity. I have not received any complaints about this event from providers.”
- 4.4 Alan Morris – Emergency Planning: “From an SCC EMT perspective we are happy with the way the event is being run. Every year improvements are made to ensure disruption to residents is kept to a minimum as the event grows. As a result the number of complaints has dropped. The organisers engage well with the SAG and take on board partners and residents’ concerns and feed this into their planning. We have no concerns with the event continuing.”

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

- 5.1 There is no direct cost to Woking Borough Council or Surrey County Council.
- 5.2 All events will meet all appropriate costs for hosting the event on Surrey Highways and event management overall, seeking local sponsors as appropriate.
- 5.3 The 2018 event raised an estimated £360,000 - £400,000 for charity.
- 5.4 Proposed Entry fees for 2017 are: Kids race £10-£12, Adults £31-£41, 5km £18. Discussion will take place with the event organisers to ensure entry fees are as accessible as possible as well as looking to promote linked opportunities in support of wider health and wellbeing activities. (ie: NHS Couch to 5km to support participants completing the 5km event).

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

- 6.1 The associated risks involved with hosting a closed road event is outlined below:

Risk 1: Resource and knowledge to deal with traffic / road closure complaints usually dealt with by Surrey County Council and associated reputational impact on Woking Borough Council.

*Mitigation* – Sports Development Officer will be responsible for fielding these complaints and will continue to consult with Surrey County Council and event

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organisers throughout the whole process. Given the number of complaints in 2018, resource should not be a concern, given that the event will be largely the same.

### **7. LOCALISM:**

- 7.1 The event as a whole provides an inclusive, mass participation event to the residents of Woking and surrounding areas.
- 7.2 The event also provides the opportunity for local residents to volunteer and spectate at a closed road mass participation event, which is on their doorstep.
- 7.3 Spectator hotspots along the route allow communities to come together to watch the event and enjoy live entertainment.

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

- 8.1 By providing the 5km race the event has become more inclusive, attracting not just regular runners, but also beginners. This, in partnership with the half marathon and kids race provides an inclusive event that could, in theory, be accessed by a number of residents of Woking.
- 8.2 A potential barrier to participation could be the cost of entry, as detailed within Section 5 which will be subject to further discussion with the event organisers.
- 8.3 aat events will work with the Sports Development Officer at Woking Borough Council to encourage more visually impaired runners to participate across the three events and continue to support free entry for their guides.
- 8.4 aat events with support of the Sports Development Officer at Woking Borough Council will explore the opportunity of having British Sign Language Interpreters to assist with race briefings on the day of the event.
- 8.5 aat events completed an Equalities Impact Assessment from for the 2018 and will do so for the 2020 event, once agreed.

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

### Public Health implications

- 9.1 The event under-pins Woking Borough Council's Health & Well Being ambitions around providing opportunities for mass participation events. By offering three different distance inclusive events a greater cross section of the local community (i.e. experienced runners, children and beginners) have the opportunity to access an event and increase their levels of physical activity.

## **10. CONCLUSION:**

- 10.1 The Surrey Half Marathon was successfully delivered in 2018, with a number of improvements made by the event organiser to ensure complaints were kept to a minimum. The event has improved year on year.
- 10.2 The organisers have taken on board the feedback from the 2018 event and are again looking at ways to improve the event in 2019.
- 10.3 There are significant benefits to the event organiser if approval can be provided for events in 2020, 2021 and 2022. It is therefore proposed that unless there are any major operational issues of concern or significant requests by the Event Organisers to modify the event following the 2019 event, that subject to a full event, debrief the Woking Safety Advisory Group give approval for future events to take place in 2020, 2021 and 2022.

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

- 11.1 If the future years' events are agreed, the event organisers at events will promote these at the next event to be held on Sunday 10 March 2019, and similarly in subsequent years.

### **Contact Officer:**

Emma-Louise Webb, Sports Development Officer, 01483 743804

Sylvie Marshall, Team Manager, Community Development and Engagement Team 01483 743803

### **Consulted:**

Surrey County Council Traffic Management  
Surrey County Council Emergency Planning  
Surrey County Council Adult Social Care

### **Borough Portfolio Holder**

Councillor Ian Kemp

### **Annexes:**

Appendix 1 – Surrey Half Marathon 2019 Route Map

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# Race Day Road Closures

**All roads close at 7.30am & aim to re-open as follows:**

- 10.00am
- 10.30am
- 12.00pm
- 12.30pm
- 1.00pm
- → Race direction



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# Joint Committee Decision Tracker

This tracker monitors progress against the decisions that the Joint Committee has made. It is updated before each committee meeting. When decisions are reported to the committee as complete, they are marked as 'closed', and will subsequently be removed from the tracker.

Decisions will remain on the tracker where 'closed' but not complete. This indicates that the decision has not yet been fully implemented, but that further progress is not possible at this time. The reasons for this will be indicated in the comment section. Decisions will be marked as 'open', where work to implement the decision is ongoing.

Meeting Date	Item	Decision	Status (Open / Closed)	Officer	Comment or Update
21 September 2016	5	Ownership of footpath on Warren Lane and request for it to be tarmacked	Open	Estates Officer, Woking Borough Council	Woking Borough Council (WBC) has carried out a site visit and now need to discuss internally which department is responsible for the land and what works needs to be undertaken as landowner. Due to workloads, it is not possible to give a timescale for this to be carried out at the present time. To be picked up again when workloads and priorities allow. Noted in Dec 2017 it was of concern for residents and therefore action is required. WBC investigated a query around land registry – Feb 2018. Update to be provided soon.
22 March 2017	9	A322 consultation – public consultation to be carried after the elections to include an exhibition at The Vyne	Closed	Assistant Director, Woking Borough Council	Consultation in July 2017. Results of consultation brought to Joint Committee in September 2017. Committee agreed to move forward with plans based on results of public consultation and requested to see cost of proposed plans when available. Awaiting costings to come to Joint Committee.
28 June 2017 & 20 September 2017	6b/9	We the undersigned petition Surrey County Council to urgently implement a 20mph speed limit and HGV restriction on the most dangerous section of White Rose Lane and commit to completing a footpath	Closed	Area Highways Manager	To be reviewed after Surrey County Council speed policy review and in collaboration with Park Road, Maybury Hill and East Hill. To return to the committee upon completion of Surrey County Council's review of the Speed Limit Policy.

		along its entire route as soon as practicable. That a further report be brought to the Joint Committee on how a 20mph zone could be achieved within the current SCC Speed Policy, together with associated costs of any scheme.			
20 September 2017	7	Advertise the making of an amendment to the Knaphill area 7.5T weight limit.	Open	Area Highways Manager	Linked with the removal of the bus gate by The Vyne. To be progressed in the 2018/19 financial year.
6 December 2017	4a	Woking, Horsell and Chobham to be considered in the cycling strategy and included on the 123 list for future infrastructure needs	Open	Area Highways Manager	Cycling strategy to be discussed by committee at an informal meeting in late 2018. This has been deferred to an informal meeting in 2019.
6 December 2017	7	Surrey Heartlands Health and Care Partnership to present to the committee about a localised approach in Woking	Open	Senior Responsible Officer/ Area Director, NW Surrey Adult Social Care Team	Localised approach / update for Woking to be presented to the committee in late 2018. <b>This was part of a discussion at an informal meeting in Oct 2018.</b>  TO BE ARCHIVED AS COMPLETE
20 June 2018	11	Proposed amendments to on-street parking restrictions in Woking as described in the report and shown in detail on drawings in annexes A-G are advertised and implemented	Open	Parking Engineer	Advertising of amendments to take place 31 August – 28 September. <b>These have now been approved and implementation will commence.</b>  TO BE ARCHIVED AS COMPLETE
26 September 2018	4a	Add an item to the Woking work programme for a route study (Mount Hermon Road – Montgomery Road – York Road) for possible improvements to the existing pedestrian facilities.	Open	Area Highways Manager	

26 September 2018		Advertise and make a Traffic Regulation Order for the reduction of speed limit on a section of the A320 Guildford Road, Sutton Green from 60mph (national speed limit) to 50mph.	Open	Area Highways Manager	
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## Joint Committee (Woking) - Forward Programme 2018/19

Details of future meetings			
<p><b>Dates for the Woking Joint Committee 2018/19:</b> Wednesday 13 March 20</p> <p><b>The Committee meeting commences at 6pm (Informal Public Question Time 6pm - approx. 6.30pm). This forward plan sets out the anticipated reports for future meetings. The forward plan will be used in preparation for the next committee meeting. However, this is a flexible forward plan and all items are subject to change. The Joint Committee is asked to note and comment on the forward plan outlined in this report and offer suggestions for future agenda items.</b></p>			
Topic	Purpose	Contact Officer	Proposed date
<b>Highways Update</b>	Standing item for all Woking Joint Committees	SCC Area Highway Manager	ALL
<b>Decision Tracker</b>	For information	Partnership Committee Officer	ALL
<b>Forward Programme</b>	Review the Forward Programme and consider further themes for Member briefings	Partnership Committee Officer	ALL
<b>Community Infrastructure Levy (CIL)</b>	To review the process of allocating CIL funding within Woking	WBC Planning Policy Manager and SCC Infrastructure Agreements Manager	TBC

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