



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 – 9.00pm
Wednesday, 13 March 2019

**Surrey History Centre, 130 Goldsworth
Road, Woking, Surrey, GU21 6ND**

Surrey County Council Appointed Members

Liz Bowes, Woking South East (Vice-Chairman)
Ayesha Azad, Woking South-West
Amanda Boote, The Byfleets
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

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 Nikkie Thornton-Bryar, Partnership Committee Officer on 01483 404788 or write to the Community Partnerships Team at or 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

OPEN FORUM

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
- 4)

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.

Petitions received: None to date

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 WOMENS SUPPORT CENTRE - A PRESENTATION

To receive a presentation from Kate Paradine of the Womens Support Centre.

8 HIGHWAYS UPDATE

(Pages 5
- 14)

To report progress made with the delivery of proposed highways schemes, developer funded schemes, and revenue funded works for the 2017/18 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 COMMUNITY INFRASTRUCTURE LEVY - ARRANGEMENT ON MANAGING THE PROPORTION OF THE CIL INCOME EARMARKED FOR LOCAL COMMUNITY PROJECTS

(Pages
15 - 24)

To receive a report and process to enable the effective and efficient management of the proportion of the CIL receipts that is earmarked for local community projects.

10 DECISION TRACKER

(Pages
25 - 26)

To review the decision tracker.

11 FORWARD PLAN

(Pages
27 - 28)

To review the forward plan and to comment on items anticipated to be received at the Woking Joint Committee in 2019.

12 HIGHWAYS BRIEFING - CABINET MEMBER

Cllr Matt Furness, Cabinet Member for Highways at SCC to give a verbal briefing.

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DRAFT

Minutes of the meeting of the
Woking JOINT COMMITTEE
 held at 6.00 pm on 28 November 2018
 at Woking Borough Council Civic Offices, Gloucester Square,
 Woking GU21 6YL.

Surrey County Council Members:

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

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

PUBLIC QUESTION TIME

There were two members of the public present. There were no public questions asked

42/18 APOLOGIES FOR ABSENCE [Item 1]

There were no apologies received.

43/18 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the previous meeting were agreed as a true record and signed by the Chairman.

44/18 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

45/18 PETITIONS [Item 4]

There were no petitions received.

46/18 WRITTEN PUBLIC QUESTIONS [Item 5]

ITEM 2

Two written questions were received. The written questions and answers given are attached as Annex 1.

One supplementary question was also asked and the response is recorded in the annex.

47/18 WRITTEN MEMBER QUESTIONS [Item 6]

There were no written Member Questions.

48/18 PRESENTATION BY THE GREEN TEAM (AGENDA ITEM) [Item 7]

The Committee received a presentation from Tracey Haskins from the Woking Borough Councils' green team. The presentation highlighted the work of the team in maintaining and improving the wonderful green spaces in and around Woking. Access to green space has huge benefits to both health and wellbeing of residents and the talk highlighted the work being undertaken to encourage and protect species of great crested newts, bats, water voles, swifts and peregrins.

This is National Tree week and saplings were given away in the Town Centre, Work is also being done on Refill Woking which enables people to refill water bottles in the Town and therefore avoid single use plastic. Rainwater gardens are also being encouraged and rolled out to reduce the risk of flooding.

49/18 HIGHWAYS UPDATE REPORT (EXECUTIVE FUNCTION - FOR DECISION) [Item 8]

Declarations of Interest: None

Officers attending: Andrew Milne, Area Highways Manager, SCC

Petitions, Public Questions, Statements: None

The Area Highways Manager presented the report. The AHM also gave a verbal update on the proposed budget for 2019/20. The proposal is that the Capital Budget will increase from approx £39,000 to approx £180,000. However, the current revenue budget of £168,000 will be cut. This will have implications for Committee Members and Highways in managing and maintaining roads and infrastructure.

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. Note that a further Highways Update will be brought to the next meeting of this Committee.

Reason for decision

The above decision was made to enable progression of all highway related schemes and works.

50/18 SURREY HALF MARATHON 2020 (EXECUTIVE FUNCTION - FOR DECISION) [Item 9]

Declarations of Interest: None

Officers attending: Emma Louise Webb, WBC and Toby Jenkins, aat

Petitions, Public Questions, Statements: None

The Committee received a report which highlighted the health benefits of holding the Marathon and encouraging local participation. Members were very supportive of the event, but asked that the dates be checked to ensure that a clash with Mothering Sunday was avoided.

Woking Joint Committee agreed 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.

Reason for decision

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.

51/18 DECISION TRACKER (FOR INFORMATION) [Item 10]

Declarations of Interest: None

Officers attending: Nicola Thornton-Bryar, Partnership Committee Officer, SCC

Petitions, Public Questions, Statements: None

The Woking Joint Committee noted the decision tracker.

52/18 FORWARD PLAN (FOR INFORMATION) [Item 11]

Declarations of Interest: None

Officers attending: Nicola Thornton-Bryar, Partnership Committee Officer, SCC

ITEM 2

Petitions, Public Questions, Statements: None

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

Meeting ended at: Time Not Specified

Chairman

SURREY COUNTY COUNCIL



WOKING JOINT COMMITTEE

DATE: 13 MARCH 2019

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 2017/18 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:**

- (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 proposed capital works programme for 2019/20 shown in table 2 at section 2.3
- (iv) Note that a further Highways Update will be brought to the next meeting of this Committee.

REASONS FOR RECOMMENDATIONS:

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

1. INTRODUCTION AND BACKGROUND:

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

2. ANALYSIS:

2.1. Local Committee finance

Revenue budget 2018/19

- 2.1.1. The revenue budget for 2018/19 was increased to £168,182.

Capital budget 2018/19

- 2.1.2. The capital budget for 2018/19 was set at £36,363, which was unchanged from the 2017/18 figure.

Revenue budget 2019/20

- 2.1.3. There is intended to be no revenue budget during the 2019/20 financial year. This will obviously have a significant impact on our ability to react to any maintenance issues that may be raised by Members or the public.

Capital budget 2019/20

- 2.1.4. The capital budget for the 2019/20 financial year has been confirmed as £177,778.

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. Those 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	Detail/Limits	Progress	Estimated cost (£)
ITS Redding Way, Knaphill – removal of bus gate (rising bollards and prohibition) and realign road.	Construct – removal of bus gate / bollards and realignment of junction with roundabout.	Work to start on site 18 February 2019 following WBC work in car park.	167,000

Vicarage Road pedestrian crossing. (S106 funded)	Construct – relocation of bus stop, kerb line alterations and installation of pedestrian crossing.	Work to start on site first week of March 2019.	133,900
Southwood Avenue LSR	Carriageway maintenance - whole Road (Micro Asphalt).	Contingency scheme.	65,000
Greenvale Road LSR	Carriageway maintenance - whole Road (Micro Asphalt).	Contingency scheme.	15,000
Birdswood Drive LSR	Carriageway maintenance - whole Road (Micro Asphalt).	Contingency scheme.	20,000
Bateson Way LSR	Carriageway maintenance – whole road.	Contingency scheme.	24,000
Burnham Road LSR	Carriageway maintenance – whole road.	Contingency scheme.	33,000
Burnham Close LSR	Carriageway maintenance – whole road.	Contingency scheme.	13,000
Clinton Close LSR	Carriageway maintenance – whole road.	Contingency scheme.	22,000
White Rose Lane LSR	Carriageway maintenance – whole road.	Contingency scheme.	75,000
Guildford Road LSR	Carriageway maintenance – whole road.	Contingency scheme.	7,000

Table 1 - Capital works programme 2018/19

2.3. Local Committee capital works programme 2019/20

2.3.1. The capital works programme is presented as a combined programme of ITS and capital maintenance works in Table 2, below.

2.3.2. As has been the case in previous years, it is proposed that the Committee adopt a flexible approach so that as schemes develop, the programme can be adapted to the available budget.

Scheme	Scheme Type / Limits	Estimated cost (£)
Westfield Road – speed reducing measures	ITS Design / construction - Traffic islands between Honeypots Road to Apers Avenue.	40,000
Bampton Way – pedestrian facility	ITS Design / construction - enlarge existing pedestrian refuge island adjacent to Goldsworth Park Centre.	25,000
Lock Lane – width restriction	ITS Design / construction - Traffic Order and signs for width restriction at bridge over Wey Navigation at Pyrford Lock.	6,000
A320 Egley Road – speed limit review	ITS Design / construction - speed limit review between Turnoak Roundabout and Mayford Roundabout and including Guildford Road as far as Westfield Road.	12,000
Capital Drainage	Implementation / Construction.	30,000
Signing / road markings / pedestrian dropped kerbs	Implementation / Construction.	10,000
Goldsworth Road roundabout	Carriageway maintenance – roundabout junction with Morrison’s entrance.	35,000
Westfield Road	Carriageway maintenance – either side of junction with Mayford Close.	15,000
Havelock Cottages (Egley Road)	Carriageway maintenance – access road between Egley Road and cottages.	7,500

A320 Guildford Road junc with Mount Hermon Road and Hill View Road	ITS Construction – junction improvements (potential for this to be delivered as part of the A320 Housing Infrastructure Fund (HIF) project from Victoria Arch, southwards.	60,000
Lincoln Drive, Pyrford	Carriageway maintenance – Old Woking Road to lamp column 2 (approx. 65m).	43,000
White Rose Lane	Carriageway maintenance – between Ashwood Road and Wendela Close.	48,000
Coniston Road, Old Woking	Carriageway maintenance – complete length, joint sealing, repair of defective concrete areas and micro-surfacing.	35,000
Brewery Lane, Byfleet	Carriageway maintenance – between High Road and Eden Grove Road.	52,000
Goldsworth Road roundabout	Carriageway maintenance – roundabout junction with Parley Drive.	38,000

Table 2 – Capital works programme 2019/20

2.4. Local Committee revenue works programme

2.4.1. Table 3 below shows the 2018/19 spend progress to date.

Item	Allocation (£)	Committed Spend to date (£)
Revenue maintenance allocation	£168,182	157,468
Contractor OHP	Included in allocation figures	10,714
Total	£168,182	£168,182

Table 3 - 2017/18 Revenue Maintenance Expenditure

2.5. Parking

The 2018 review lining is underway and the signs were installed at the end of January 2019.

Other highway related matters

www.surreycc.gov.uk/woking

2.6. Customer services

2.7. The total number of enquiries received in the calendar year 2018 is 144,409, which is an average of 12,034 per month. This represents an increase of approximately 29% from the total received in 2017. This is mainly due to the severe weather experienced in the early part of the year and increase in defect reports.

2.8. The increase in defect reports is reflected in the balance of enquiries between SCC and Kier. All reports are categorised at the point of logging, either automatically through the website or by officers. Safety defects are directed to Kier with the remainder passed to the SCC local office for further investigation. During 2017 the average split was 53% SCC and 47% Kier, in 2018, because of the additional defect reports this has reversed to 53/47.

2.9. For Woking specifically, 8,478 enquiries were received between January and December of which 4,018 were directed to the local area office for action, of these 95% have been resolved. This is slightly above the Highways countywide average of 94%.

2.10. During 2018, 319 stage 1 complaints were received (a 12% reduction on 2017) of which Woking received 14 and two were escalated to stage 2. The service was not found to be at fault in either of these stage 2 complaints following independent investigation. There were no complaints directed to the Local Government Ombudsman.

2.11. Major schemes

2.11.1. Woking Integrated Transport Project

No update recieved

2.11.2. Woking Sustainable Transport Package

No update received.

2.12. Centrally funded maintenance

2.12.1. Table 4 below shows the current status of the Horizon 2 Woking Roads programme for 2018/19.

Horizon 2 – 2018/19 Carriageway programme, Woking				
Road name	Location	Limits	Type of work	Status
A320 Egley Road	Woking	Mayford Green Roundabout	Road Major Maintenance	Completed.
A247 High Street /	Old Woking	High Street to Broadmead	Road Major Maintenance	Complete

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Broadmead Road		Bridge (district boundary)		
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
D3740 Weston Way	Woking	Lincoln Drive to Lovelace Drive	Road Major Maintenance	Complete

Table 4 - 2018/19 Horizon 2 Woking Roads Programme

Horizon 2 – 2018/19 Pavement (footway) 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

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D3647 Meadway Drive	Horsell	High Street to Ridgeway	Footway Slurry	Completed
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Table 5 - Horizon 2 Woking Pavement (Footway) Programme.

2.13. Road safety

2.13.1. Table 6 below shows the Woking road safety programme for 2018/19.

2.13.2. 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, additional 40mph repeater signs and some kerb works.	Work to be completed by end of March, except new sign to be erected within Brookwood Cemetery.
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	Traffic Order made – signing to be complete by end of March.
B380 Westfield Road	Provide pedestrian refuge islands	Design progressed. Construction postponed (see 2019/20 ITS proposals).

Table 6 - 2018/19 Woking Road Safety Programme

2.14. Passenger Transport

Nothing to report.

2.15. Other key information, strategy and policy development

Nothing to report.

3. OPTIONS:

www.surreycc.gov.uk/woking

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:

Area assessed:	Direct Implications:
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:

www.surreycc.gov.uk/woking

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

Consulted:

-

Annexes:

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Background papers:

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WOKING JOINT COMMITTEE

DATE: 13 MARCH 2019
LEAD OFFICER: ERNEST AMOAKO, PLANNING POLICY MANAGER

SUBJECT: COMMUNITY INFRASTRUCTURE LEVY (CIL) –
 ARRANGEMENT ON MANAGING THE PROPORTION OF THE
 CIL INCOME EARMARKED FOR LOCAL COMMUNITY
 PROJECTS

AREA: WOKING

SUMMARY OF ISSUE:

The Council adopted its Community Infrastructure Levy (CIL) Charging Schedule on 24 October 2014 to take effect from 1 April 2015. The Community Infrastructure Levy Regulations 2010 (as amended) imposes a duty on the Council as a CIL Charging Authority to pass on a proportion of its CIL income to local communities where the chargeable development takes place. Where there is an adopted Neighbourhood Development Plan in place for the area, the Neighbourhood Area gets 25% of the CIL income. Where there is no Neighbourhood Development Plan in place, the local community gets 15% subject to a cap of 100 dwellings. Where there is no designated Neighbourhood Area, it is proposed that the Ward boundary will be the basis for earmarking the CIL income.

To date, the Council has received a total of £1,985,478.71 from CIL contributions. A Map showing the amount of CIL receipt earmarked for each Ward or Neighbourhood Area where the chargeable development had taken place is in Appendix 1.

The CIL Regulations prescribe what CIL income earmarked for local community projects must broadly be used on. The money must be used to support the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on the area. It is emphasised that the responsibility for determining how the rest of the CIL receipts, in this case the 85% or 75% is used resides with the Council. In this regard, the report only focuses on how the 25% or 15% that is earmarked for local community infrastructure projects is managed.

The report proposes how local community projects could be identified and how communities can make a request to the Council to secure money to enable the delivery of the projects.

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

- (i) The arrangement for managing the proportion of the CIL receipts earmarked for local community projects as set out in Section 2 of the report be noted and approved;
- (ii) Local Ward Borough Councillors in conjunction with County Divisional Councillors take the leading role in identifying local community infrastructure projects that CIL receipts could be used, and in doing so should work in partnership with designated Neighbourhood Forums and other recognised stakeholders within the Ward or Neighbourhood Area.

REASONS FOR RECOMMENDATIONS:

To enable the effective and efficient management of the proportion of the CIL receipts that is earmarked for local community projects.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Woking Borough Council has adopted the Community Infrastructure Levy as the main means for securing developer contributions towards the provision of infrastructure to address the impacts of development. In this regard, the Community Infrastructure Levy is going to be a significant source of funding for infrastructure provision to support future development. The Council has delegated responsibility to the Joint Committee to consider how Community Infrastructure Levy (CIL) receipts will be expended in Woking, taking into account the approved Infrastructure Capacity Study and Delivery Plan (IDP) for Woking.
- 1.2 The Council's CIL Charging Schedule sets out how much levy will be charged for various types of development in different geographical areas. Based on the projected development requirements of the Core Strategy, it is estimated that by 2025 about £14M could be secured from CIL receipts. The CIL Charging Schedule can be accessed by this link: <http://www.woking2027.info/infrastructure>. To date a total of £1,985,478.71 has been received.
- 1.3 The Government requires the Council to pass on a proportion of its CIL income to local communities where the chargeable development occurred. Given that there are no parishes in Woking, the Government expects the Council to keep the money and ring-fence it for local community projects. If the area has an adopted Neighbourhood Plan based on a defined Neighbourhood Area, the Neighbourhood Area will be entitled to 25% of the CIL income from chargeable development within the Neighbourhood Area. If the area has not got a Neighbourhood Plan, they will be entitled to 15% subject to a cap of 100 dwellings. For the purposes of identifying the geographical scope for allocating the money to areas without a Neighbourhood Plan, it is proposed that the Ward boundary will form the basis for allocating the money.
- 1.4 Appendix 1 is a Map showing the amount of CIL income earmarked for each Neighbourhood Area or Ward. This information has and will continue to be published by 31 December of each year in the Council's Annual Monitoring Report (AMR). The AMR can be accessed by this link:

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

<http://www.woking2027.info/developmentplan/corestrategy/annualmonitoringreport>.

Monthly updates can be provided to Councillors on request.

- 1.5 Whilst Government Regulations are very prescriptive about the process for setting the CIL charge and what the CIL money should be used on, they do not specify the means by which local communities should identify the infrastructure projects they wish to spend the CIL money and/or how that money could be secured from the Council to deliver the projects. These are matters that are left at the discretion of local communities and the Council respectively. The report proposes arrangements for determining these matters. In particular, the report sets out how community projects could be identified, how local communities could request money from the Council to deliver the projects, who should lead on coordinating the above and how decisions would be made when the request to secure the money is made to the Joint Committee.
- 1.6 It is important for local community projects that would benefit from CIL money to have broad community support, acknowledging that sometimes it would be difficult to get everyone to agree on priority projects that would be necessary to benefit the community. The role of Ward Borough Councillors and County Divisional Councillors working with Neighbourhood Forums could be particularly vital in galvanising local support for priority projects and/or ensuring that priority projects are included in Neighbourhood Plans. It should be noted that reference to Councillors in the report means both Ward Borough Councillors and County Divisional Councillors.

2. ANALYSIS:

- 2.1 As indicated in Appendix 1, a significant amount of CIL income has now accrued which local communities could use to deliver local community infrastructure projects.
- 2.2 Given that CIL income is intended for addressing the impacts of development in local communities, it is appropriate that local Ward Borough Councillors in conjunction with County Divisional Councillors take the lead role in deciding how the CIL money should be used and on what community infrastructure projects. In making these decisions, Councillors should work in partnership with designated Neighbourhood Forums and other relevant stakeholders in the community. This will be necessary to ensure that the priority infrastructure projects that would be identified and submitted to the Joint Committee for CIL funding would have broad local community support. Where there is a list of projects already identified in an adopted Neighbourhood Plan, the Joint Committee would consider such schemes as having broad local support given that they would have been through the statutory plan making process and the required public consultation requirements associated with that.
- 2.3 CIL receipts can only be used for:
 - a. The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b. Anything else that is concerned with addressing the demands that development places on an area.
- 2.4 When considering any request for money, the Joint Committee will seek to make sure that schemes that are submitted for funding meets the above prescribed definition of what the money can be spent on and that the projects have broad community support before the request is approved.

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- 2.5 Councillors should submit their list of projects to benefit from CIL income to the Deputy Chief Executive, who will prepare a report to the Joint Committee to consider. Councillors should include the following details when submitting the list of projects:
- a. Name of the infrastructure/project that the CIL income will deliver;
 - b. A brief description of the project and what it seeks to achieve;
 - c. Evidence of broad community support for the project.
- 2.6 Once the lists of projects have been approved by the Joint Committee, Councillors can work with the relevant providers and stakeholders such as Neighbourhood Forums to procure the contract for delivering the projects. Invoices for the payment of the works should be sent to the Deputy Chief Executive who will process and authorise them for payment. For audit trail and accountability purposes, the Council will only make payment when invoices for the works have been provided. Various Wards or Neighbourhood Areas can pool resources together to deliver common projects that have cross-area significance. The management of the delivery of the projects/contracts to timescales and costs will be the responsibility of the local communities and not the Council. Officers can provide advice when necessary. Councillors should notify the Deputy Chief Executive when the projects are completed. Projects that are approved and completed will be recorded and published in the AMR and the Joint Committee will be notified. At this stage it is expected that decisions on applications to draw on the CIL money will be made by the Joint Committee as a whole. However, this arrangement will be monitored, and if necessary, a Task Group of a small number of Members of the Joint Committee can be set up to consider the applications.
- 2.7 It is hoped that Councillors and their local communities would come to mutual agreement on what priority projects CIL income should be used. However, in the unlikely situation where a broad agreement could not be reached, Councillors could request for the matter to be considered by the Joint Committee.
- 2.8 Woking Borough Council will set up a separate account for each Ward or Neighbourhood Area to manage the money. Requests for money should not exceed the total amount secured for the Ward or Neighbourhood Area at the time the application is made. The Council will not forward fund or pay for the cost of any project that is over the total amount secured for the area. Any such request will be refused.
- 2.9 To manage the administration of the payment of invoices, the Council will make payment for invoices at the following specified times: in respect of CIL income received from 1 April to 30 September in any financial year payment will be made by 28 October of that financial year. The Council will make payments for invoices in respect of CIL income received from 1 October to 31 March in any financial year by 28 April of the following financial year. Councillors should note these prescribed dates when submitting invoices for payment. Obviously, some Wards and Neighbourhood Areas may not wish to spend their CIL money received during a particular payment period or financial year but may wish to carry that forward until sufficient amount of money has been accumulated for their projects. This is most likely to be the case.
- 2.10 For transparency, updates on the total amount of CIL income received each year, spent and on what projects will be published in the Council's Annual Monitoring Report by 31 December of each year. This will include how much money has been earmarked for each Ward or Neighbourhood Area and what the money has been used on. This

will be published in the AMR and put on the Council's website. The ambition is to provide monthly updates on how much has been earmarked for the various Wards or Neighbourhood Areas in the Council's Green Book. In addition, updates will be provided as part of the Agenda for each of the quarterly meetings of the Joint Committee.

- 2.11 The proposals in the report will create new responsibilities for Councillors. Added to this is the complexity of the CIL Regulations that has to be taken into account. The Planning Policy Team will always be willing to facilitate training for Members to help them manage this process effectively and to clarify any concerns they may have. They will also be available to provide advice whenever that is needed.

3. OPTIONS:

- 3.1 The Council has a statutory duty to pass on a proportion of its CIL income to local communities where the development took place. There is therefore no alternative option available in this regard. The means by which local communities identify and prioritise their infrastructure projects is not prescribed and are at the discretion of local communities. It is acknowledged that there would be variations on how various communities may wish to identify their priority projects. The key test should always be whether the projects that are identified has broad community support and meets the definition of what the money can be spent on as prescribed by Government Regulations.

4. CONSULTATIONS:

- 4.1 The following have been consulted and their comments have been incorporated into the report:
- Councillor David Bittleston - Chair of the Woking Joint Committee;
 - Cllr Ashley Bowes - Portfolio Holder for Planning (Woking Borough Council);
 - Douglas Spinks - Deputy Chief Executive (Woking Borough Council); and
 - Leigh Clarke - Financial Services Manager (Woking Borough Council)

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The cost of administering how much of the CIL income will be earmarked for local community projects, managing the individual accounts for the various Wards and Neighbourhood Areas and providing updates on money received and spent is being met from existing Planning Policy and Finance Service Plan budgets. Members should however note that 5% of the total CIL money received during any given year can be set aside towards the administration of the CIL, and it is proposed that this money should be set aside before the rest is apportioned for infrastructure projects.
- 5.2 A total of £1,985,478.71 has been received by the Council. The specific amounts earmarked for each Ward or Neighbourhood Area is in Appendix 1. It should be noted that at this stage, the amount earmarked for each Ward or Neighbourhood Area does

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not take into account the proposed amount for the administration of CIL. It is estimated that CIL will generate an indicative total income of about £14M across the Borough by 2025.

6. RISK MANAGEMENT:

- 6.1 The Council has a duty to pass on a proportion of its CIL income to local communities where the development occurred. The Council will be failing on this duty if it did not set up an effective and a robust arrangement for transferring the money and ensuring that it is used appropriately. It is important to note that the Regulations give authority to the Council to recover CIL money passed on to local communities under certain circumstances, such as the inappropriate use of the money.
- 6.2 The responsibility to help identify local community projects and using CIL money to deliver them are new responsibilities for both local Ward Borough Councillors and County Divisional Councillors. The tasks involved can also be contentious, in particular, when there is insufficient funding to deliver necessary infrastructure and projects have to be prioritised. Officers can facilitate training, briefing and provide advice to assist Members when needed.
- 6.3 Given that there will be a specified amount of money for local communities to spend, it is critical for Councillors to provide oversight to ensure that there is tight control over the delivery of the project to avoid costs and delays spiralling out of control.
- 6.4 The expectation is that Councillors would normally be able to work with their local residents to identify priority infrastructure projects that have broad support. However, there is a risk that this might not always be the case, and reaching an agreement could be protracted. In such situations, Councillors may refer the situation to the Joint Committee for consideration.

7. LOCALISM:

- 7.1 The report has borough-wide implications given that every Ward or Neighbourhood Area could potential receive a proportion of CIL income for community projects.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 There are no equalities and diversity implications.

9. OTHER IMPLICATIONS:

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

9.1 Crime and Disorder implications

No implications arising from the report.

9.2 Sustainability implications

No implications arising from the report.

9.3 Corporate Parenting/Looked After Children implications

No implications arising from the report.

9.4 Safeguarding responsibilities for vulnerable children and adults implications

No implications arising from the report.

9.5 Public Health implications

No implications arising from the report.

9.6 Human Resource/Training and Development

No implications arising from the report.

10. CONCLUSION AND RECOMMENDATIONS:

10. The Council has a duty to pass on a proportion of its CIL income to local communities where the chargeable development occurred. The report sets out the arrangement for identifying community infrastructure projects, how requests can be submitted to the Council to secure money to deliver the projects and how the delivery of the projects will be monitored and published. Ward Borough Councillors in conjunction with County Divisional Councillors are asked to take the lead role in managing this process.

11. WHAT HAPPENS NEXT:

- 11.1 All Ward Borough Councillors and County Divisional Councillors should be notified of the recommendations of Joint Committee as soon as it is reasonable after the meeting, in particular, their attention should be drawn to the role they are required to play in managing local CIL income to deliver local community infrastructure projects. Officers will be happy to organise training and briefing for Councillors.
- 11.2 The Council will set up separate accounts for each Ward or Neighbourhood Area to manage the respective CIL contributions. Officers will provide monthly updates on the amount of CIL income received for each Ward or Neighbourhood Area as set out in the report. Councillors can apply for money to be released for community projects based on the conditions set out in this report.

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- 11.3 Officers will monitor and report to the Joint Committee on how much money has been earmarked for each Ward/Neighbourhood Area and on what projects they have been spent. This will be published in the Council's Annual Monitoring Report by 31 December of each year.

Contact Officer:

Ernest Amoako, Planning Policy Manager and (01483 743427).

Consulted:

Douglas Spinks - Deputy Chief Executive

Leigh Clarke – Financial Services Manager

Councillor David Bittleston - Chair of the Joint Committee

Councillor Ashley Bowes – Portfolio Holder for Planning, Woking Borough Council

Borough Portfolio Holder

Councillor Ashley Bowes – Portfolio Holder for Planning

Annexes:

Appendix 1 – Map showing CIL money earmarked for each Ward or Neighbourhood Area.

Sources/background papers:

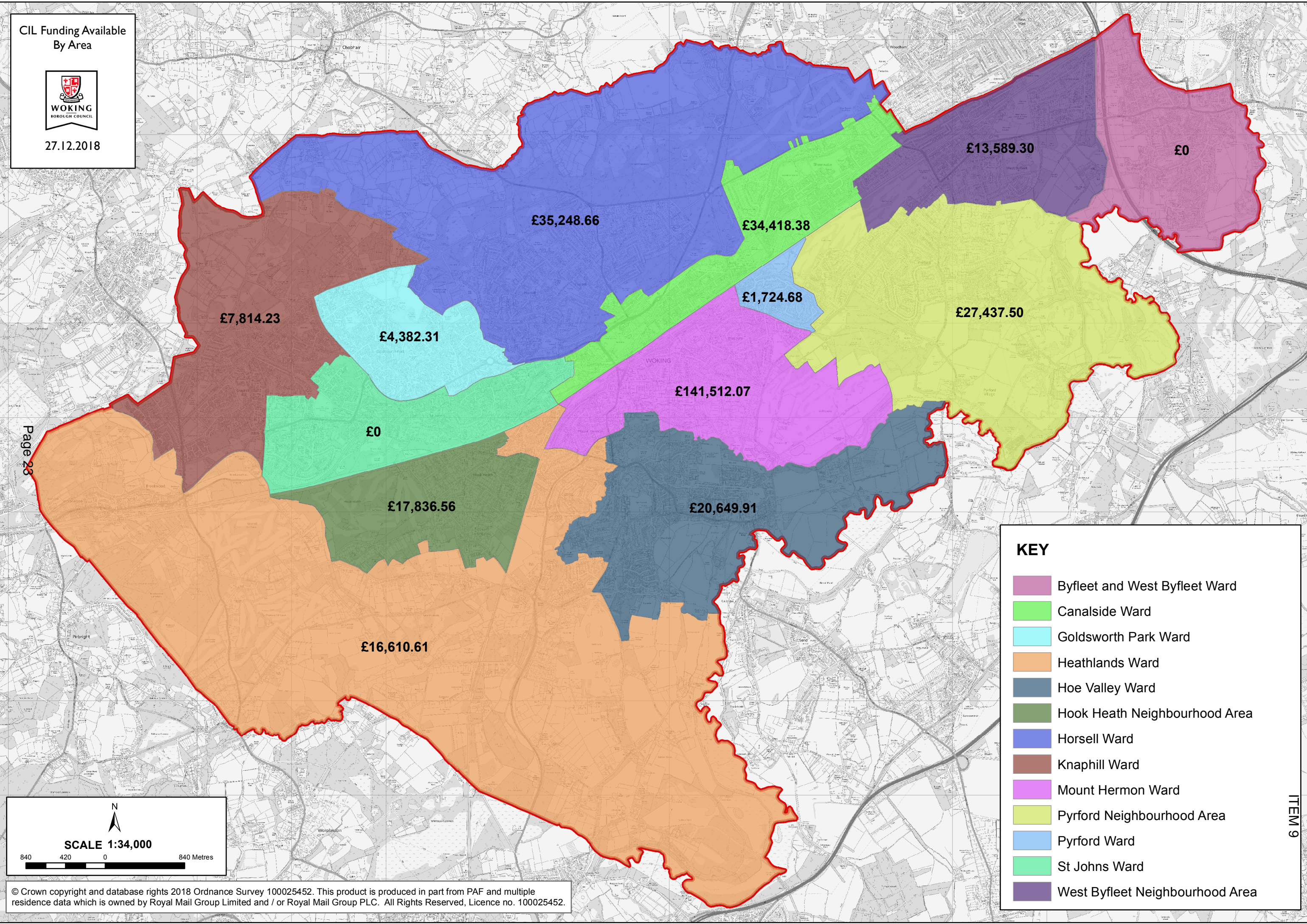
- The Community Infrastructure Levy (Amendment) Regulations 2013.
- Community Infrastructure Levy Charging Schedule.

CIL Funding Available
By Area



27.12.2018

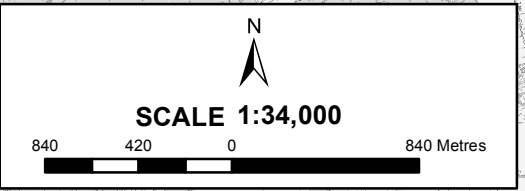
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KEY

- Byfleet and West Byfleet Ward
- Canalside Ward
- Goldsworth Park Ward
- Heathlands Ward
- Hoe Valley Ward
- Hook Heath Neighbourhood Area
- Horsell Ward
- Knaphill Ward
- Mount Hermon Ward
- Pyrford Neighbourhood Area
- Pyrford Ward
- St Johns Ward
- West Byfleet Neighbourhood Area

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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.
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	

Joint Committee (Woking) - Forward Programme 2018/19 (formal and informal)

Details of future meetings			
<p>Dates for the Woking Joint Committee 2019: 13 March, 26 June, 25 Sept and 4 Dec</p> <p>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.</p>			
Topic	Purpose	Contact Officer	Proposed date
Highways Update	Standing item for all Woking Joint Committees	SCC Area Highway Manager	ALL
Decision Tracker	For information	Partnership Committee Officer	ALL
Forward Programme	Review the Forward Programme and consider further themes for Member briefings	Partnership Committee Officer	ALL
Community Infrastructure Levy (CIL)	To review the process of allocating CIL (neighbourhood element) funding within Woking borough	WBC Planning Policy Manager and SCC Infrastructure Agreements Manager	March 2019
Highways England	To inform members on scheme to upgrade junction M25 junction 10	HE (names tbc)	INFORMAL Feb or June 2019
Cycling Strategy	Update of borough strategy	Tamsin Ward	INFORMAL Feb or June 2019
Womens's Support Centre	Overview of activities supporting women leaving prison	(refer Health and Well-being group)	March 2019
Community Resilience/flooding strategy	Workshop on updated flooding strategy	George Rice	INFORMAL - TBC
Election of Chair / Vice Chair	New Chair is usually elected every 2 years	Partnership Committee Officer	June 2019
Local Transport Strategy	Update of forward programme leading to full review	Caroline Prince/Bryony Clifford	Summer 2019
Streetworks	Co-ordination of utility works etc on the highway	Matt Jezzard	INFORMAL - TBC

Education	School place planning and performance statistics	Oliver Gill and education officer	INFORMAL - TBC
Healthwatch Surrey	Overview of activities	Via Joe Crome	INFORMAL - TBC