

# Agenda

Waverley  
Local  
Committee

**We welcome you to  
Waverley Local Committee**  
Your Councillors, Your Community  
and the Issues that Matter to You

## Discussion

**Items include:**

- Highways Update
- Community Safety Report
- Guildford – Godalming Greenway

*Please note: only a limited number of paper copies will be available at the meeting for the public.*



## Venue

**Location:** Waverley Council  
Chamber, The Burys,  
Godalming GU7 1HR

**Date:** Friday, 29 June 2018

**Time:** 10.00 am



**SURREY**

# 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 your area, you can ask the local committee a question about it. All local committees provide an opportunity to raise questions, informally, up to 30 minutes before the formal 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 local 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 Surrey and have a local issue of concern, you can petition the local 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.



## Attending the Local Committee meeting

Your Partnership Officer is here to help.

*email:* [yvette.ortel@surreycc.gov.uk](mailto:yvette.ortel@surreycc.gov.uk)

*Tel:* 01932 795120 (text or phone)

*Website:* <http://www.surreycc.gov.uk/waverley>



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This is a meeting in public.

Please contact **Yvette Ortel, Partnership Committee Officer** using the above contact details:

- If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language
- If you would like to attend and you have any **additional needs, e.g. access or hearing loop**
- If you would like to talk about something in today's meeting or have a local initiative or concern.





















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

Mrs Victoria Young, Waverley Eastern Villages (Chairman)  
Mr Richard Hampson, Haslemere (Vice-Chairman)  
Mr David Harmer, Waverley Western Villages  
Mr Andy MacLeod, Farnham Central  
Mr Peter Martin, Godalming South Milford and Witley  
Dr Andrew Povey, Cranleigh & Ewhurst  
Mr Wyatt Ramsdale, Farnham South  
Mrs Penny Rivers, Godalming North  
Mr Stephen Spence, Farnham North

### **Borough Council Appointed Members**

Cllr Maurice Byham, Bramley Busbridge and Hascombe  
Cllr Carole Cockburn, Farnham Bourne  
Cllr James Edwards, Haslemere Critchmere and Shottermill  
Cllr Pat Frost, Farnham. Wrecclesham & Rowledge  
Cllr Jerry Hyman, Farnham Castle  
Cllr Denis Leigh, Milford  
Cllr Richard Seaborne, Bramley Busbridge and Hascombe  
Cllr Liz Townsend, Cranleigh West  
Cllr Nick Williams, Godalming, Farncombe and Catteshall

Chief Executive  
**Joanna Killian**

				
<p><b>Victoria Young</b> (Chairman) <a href="mailto:victoria_young@surreycc.gov.uk">victoria_young@surreycc.gov.uk</a> Waverley Eastern Villages</p>	<p><b>Richard Hampson</b> (Vice Chairman) <a href="mailto:richard_hampson@surreycc.gov.uk">richard_hampson@surreycc.gov.uk</a> Haslemere</p>	<p><b>David Harmer</b> <a href="mailto:david.harmer@surreycc.gov.uk">david.harmer@surreycc.gov.uk</a> Waverley Western Villages</p>	<p><b>Andy MacLeod</b> <a href="mailto:andy.macleod@surreycc.gov.uk">andy.macleod@surreycc.gov.uk</a> Farnham Central</p>	<p><b>Peter Martin</b> <a href="mailto:peterj.martin@surreycc.gov.uk">peterj.martin@surreycc.gov.uk</a> Godalming South Milford and Witley</p>
				<p><i>For councillor contact details, please visit:</i></p> <p>Surrey County Council <a href="http://www.surreycc.gov.uk/waverley">www.surreycc.gov.uk/waverley</a></p>
<p><b>Andrew Povey</b> <a href="mailto:andrew.f.povey@surreycc.gov.uk">andrew.f.povey@surreycc.gov.uk</a> Cranleigh and Ewhurst</p>	<p><b>Wyatt Ramsdale</b> <a href="mailto:wyatt.ramsdale@surreycc.gov.uk">wyatt.ramsdale@surreycc.gov.uk</a> Farnham South</p>	<p><b>Penny Rivers</b> <a href="mailto:penny.rivers@surreycc.gov.uk">penny.rivers@surreycc.gov.uk</a> Godalming North</p>	<p><b>Stephen Spence</b> <a href="mailto:stephen.spence@surreycc.gov.uk">stephen.spence@surreycc.gov.uk</a> Farnham North</p>	
				
<p><b>Maurice Byham</b> <a href="mailto:maurice.byham@waverley.gov.uk">maurice.byham@waverley.gov.uk</a> Bramley, Busbridge and Hascombe</p>	<p><b>Carole Cockburn</b> <a href="mailto:carole.cockburn@waverley.gov.uk">carole.cockburn@waverley.gov.uk</a> Farnham Bourne</p>	<p><b>James Edwards</b> <a href="mailto:james.edwards@waverley.gov.uk">james.edwards@waverley.gov.uk</a> Haselmere, Critchmere and Shottermill</p>	<p><b>Pat Frost</b> <a href="mailto:pat.frost@waverley.gov.uk">pat.frost@waverley.gov.uk</a> Farnham, Wrecclesham and Rowledge</p>	<p><b>Jerry Hyman</b> <a href="mailto:jerry.hyman@waverley.gov.uk">jerry.hyman@waverley.gov.uk</a> Farnham Castle</p>
				<p><i>For councillor contact details, please visit:</i></p> <p>Waverley Borough Council <a href="http://www.waverley.gov.uk">www.waverley.gov.uk</a></p>
<p><b>Denis Leigh</b> <a href="mailto:denis.leigh@waverley.gov.uk">denis.leigh@waverley.gov.uk</a> Milford</p>	<p><b>Richard Seaborne</b> <a href="mailto:richard.seaborne@waverley.gov.uk">richard.seaborne@waverley.gov.uk</a> Bramley, Busbridge and Hascombe</p>	<p><b>Liz Townsend</b> <a href="mailto:liz.townsend@waverley.gov.uk">liz.townsend@waverley.gov.uk</a> Cranleigh West</p>	<p><b>Nick Williams</b> <a href="mailto:nick.williams@waverley.gov.uk">nick.williams@waverley.gov.uk</a> Godalming, Farncombe and Catteshall</p>	



## 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*

***Note: This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.***

***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.***

*If you have any queries regarding this, please contact the representative of the **Community Partnerships Team** at the meeting.*

## OPEN FORUM - INFORMAL PUBLIC QUESTIONS

Before the formal Committee session begins, the Chairman will invite questions from members of the public attending the meeting. Where possible questions will receive an answer at the meeting, or a written response will be provided subsequently.

### 1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 2 MINUTES OF PREVIOUS MEETING

(Pages 1 - 18)

To approve the minutes of the previous meeting on 9 March 2018 as a correct record.

### 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 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

#### **4 CHAIRMAN'S ANNOUNCEMENTS**

To receive any Chairman's announcements.

*Agenda item only*

#### **5 PETITIONS & PETITION RESPONSES**

(Pages 19 - 24)

To receive any petitions in accordance with Standing Order 68. Notice must be given in writing or by email to the Partnership Committee Officer at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's e-petitions website as long as the minimum number of signatures (30) has been reached 14 days before the meeting.

- (i) A petition has been received from Simon Jaggard which contains 517 signatures and reads:

**"Reduce the speed limit outside St. Joseph's Specialist School, Cranleigh; 20mph is plenty.**

Amlets lane has a 40 mph speed limit, with no pavement or properly marked crossings. It is dangerous for our children, staff and the public to cross the road to reach public footpaths. The blind corners makes evasive action difficult for both pedestrians and motorists. The new family housing development (125+ homes) opposite will bring more children onto Amlets lane and increased traffic; cars, bicycles and on foot. Amlets Lane is narrow and not suitable for a 40 mph speed limit; to drive at this speed would be reckless and the limit invites this from the young and impatient. We ask that Surrey County Council reduce the speed limit to 20mph in line with other schools for the public good."

*Petition response report attached.*

- (ii) A petition has been received from Stewart Edge and Jo Aylwin which contains 178 signatures and reads:

**"Potters Gate Primary School Pedestrian Safety Improvements Petition.**

We, the undersigned, petition Surrey County Council to make the roads around Potters Gate Primary School (Beavers Road, Potters Gate and part of Falkner Road) significantly safer by introducing a 20 mph limit and by installing any other behaviour-changing improvements on these roads. The West St / Crondall Lane junction also needs significant improvement.

During the morning rush hour cars use Beavers Road / Falkner Road as a 'rat run' to avoid the jams in lower Crondall Lane approaching the West St junction, and as a short cut to the Hart Car Park. Along Beavers Road there are parked cars reducing the road to a single carriageway. Many children, including all those on the 'safe route' using the Crondall Lane pedestrian lights, have to cross this road, often between parked cars. The situation will worsen with the development of 120 houses at the Hopfields for which Crondall Lane is the only exit. There are 'S106' funds available from the



development which could be used for some or all of the work.”

*Petition response report attached.*

## **6 WRITTEN PUBLIC QUESTIONS**

To answer any questions from residents or businesses within the Waverley Borough area in accordance with Standing Order 69. Notice should be given in writing or by email to the Partnership Committee Officer by 12 noon four working days before the meeting.

## **7 WRITTEN MEMBER QUESTIONS**

To receive any written questions from Members under Standing Order 47. The deadline for members' questions is 12 noon four working days before the meeting. Notice should be given by email to the Partnership Committee Officer.

## **8 LOCAL COMMITTEE DECISION TRACKER (FOR INFORMATION)** (Pages 25 - 26)

To review any outstanding Local Committee decisions.

## **9 HIGHWAYS UPDATE (EXECUTIVE FUNCTION)** (Pages 27 - 38)

To receive an update from the Highways Area Team Manager.

## **10 GUILDFORD-GODALMING GREENWAY (EXECUTIVE FUNCTION)** (Pages 39 - 68)

The Local Committee is asked to agree that the Guildford-Godalming Greenway route (as detailed in Annex B) is adopted into the Waverley Cycle Plan.

## **11 LOCAL COMMITTEE COMMUNITY SAFETY FUNDING (EXECUTIVE FUNCTION)** (Pages 69 - 94)

To agree the delegated budget of £3,000 for community safety projects in 2018/19 and to update the Local Committee of the funding spend in 2017/18.

## **12 REPRESENTATION ON PARTNERSHIPS AND BOARDS (EXECUTIVE FUNCTION)** (Pages 95 - 118)

This report seeks the appointment of Members as the Local Committee representatives on the Waverley Early Help Advisory Board and the Community Safety Partnership ('Safer Waverley Partnership') during the current municipal year.

## **13 LOCAL COMMITTEE FORWARD PROGRAMME 2018-19 (FOR INFORMATION)** (Pages 119 - 120)

To note the proposed forward programme and consider any additional items for future discussion.

## **14 DATE OF NEXT MEETING**

To be held on Friday 21 September 2018 at 10am in Waverley Borough Council Chamber, The Burys, Godalming GU7 1HR.

(10am – 10.30am: Open Forum Informal Public Question Time)



**DRAFT**

Minutes of the meeting of the  
**Waverley LOCAL COMMITTEE**  
 held at 10.00 am on 9 March 2018  
 at Hale Institute Village Hall, Wings Road, Farnham GU9 0HW.

**Surrey County Council Members:**

- Mrs Victoria Young (Chairman)
- \* Mr Richard Hampson (Vice-Chairman)
- Mr David Harmer
- \* Mr Andy MacLeod
- \* Mr Peter Martin
- \* Dr Andrew Povey
- Mr Wyatt Ramsdale
- \* Mrs Penny Rivers
- \* Mr Stephen Spence

**Waverley Borough Council Members:**

- \* Cllr Carole Cockburn
- \* Cllr James Edwards
- \* Cllr Pat Frost
- \* Cllr Jerry Hyman
- \* Cllr Denise LeGal
- \* Cllr Denis Leigh
- \* Cllr David Round
- \* Cllr Richard Seaborne
- \* Cllr Liz Townsend

\* In attendance

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**OPEN FORUM**

Members of the public asked questions of the committee relating to Surrey County Council functions. Attached at Annex A are the questions and answers summarised.

**1/18 APOLOGIES FOR ABSENCE [Item 1]**

Apologies for absence had been received from the Chairman County Councillor Victoria Young, and County Councillors David Harmer and Wyatt Ramsdale.

**2/18 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes of the previous meeting were approved as a correct record of the meeting.

## ITEM 2

### **3/18 DECLARATIONS OF INTEREST [Item 3]**

County Councillor Stephen Spence declared a personal interest in Item 9 of the agenda, as he was a member of the Ramblers Association.

### **4/18 CHAIRMAN'S ANNOUNCEMENTS [Item 4]**

There were no Chairman's Announcements made at the meeting.

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

There were no petitions received for submission at this meeting.

### **6/18 PETITION RESPONSES: ROAD SAFETY OUTSIDE SCHOOLS IN WITLEY [Item 6]**

Members considered a report responding to two petitions submitted to the Waverley Local Committee on 8 December 2017 requesting improvements to road safety in the surrounding areas of Witley Infant School, Barrow Hills and Chandler Junior Schools.

The Witley Parish Council clerk, alongside the local members County Councillor Peter Martin and Borough Councillor Denis Leigh, thanked the officers for the report and supported the proposals. Councillor Martin asked that if the highways schemes were progressed that a detailed consultation with residents be carried out beforehand.

#### **The Waverley Local Committee agreed that the:**

- (i) Measures set out in Tables 1 & 2 of the committee report be carried out, with the dropped kerb improvements carried out when funding is identified.
- (ii) Measures set out in paragraphs 3.3 & 3.6 of this report would be added to the list of possible future highway improvements in Waverley for prioritisation and consideration for future local committee funding.
- (iii) Safer Travel Team would work with the schools to take up more of the road safety education and training activities offered by the county council.

#### Reasons for decisions:

These proposed highway measures will help improve the road environment to encourage more walking, cycling and scooting to school. The proposals would therefore also help reduce congestion and driver frustration in the immediate area of these schools. The measures suggested would need to be prioritised alongside suggestions for other highway schemes across Waverley. The recommended school travel plan and road safety education improvements would also help to improve road safety and reduce reliance on the car for the school journey.

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

There were no members questions submitted for this committee.

**8/18 WRITTEN PUBLIC QUESTIONS [Item 8]**

Four public questions were submitted to this committee. The questions, answers and supplementary questions are attached at Annex B.

**9/18 RIGHT OF WAY: ALLEGED PUBLIC FOOTPATH BETWEEN NEW ROAD AND CLOCK BARN LANE, BUSBRIDGE [Item 9]**

Members considered an application to recognise a public footpath between New Road and Clock Barn Lane in Busbridge.

**Declarations of Interest:** County Councillor Stephen Spence declared a personal interest in this item as a member of the Ramblers Association.

**Officers in attendance:** Debbie Prismall, Senior Countryside Access Officer

Mr Richard Flavell, who was objecting to the officer recommendation made the following points:

- At previous meetings the officer had stated that there was not sufficient evidence to meet the statutory obligations to make the order
- That there had been a barbed wire fence across the entrance to stop people using the pathway at a point in the last 20 years
- Previous cases had evidenced that public footpaths could not end at a cul-de-sac.
- That user evidence had not been reported correctly and that as the landowners they should not have to foot the bill for repairs.

The Countryside Access Officer introduced the report stating that recent legal advice was that public footpaths could end in cul-de-sacs, that none of the users remember a barbed wire fence across the footpath especially one that infringed their ability to use the footpath, and that the legal advice on which to consider the application was attached at Annex B of the report.

**Member discussion: Key points:**

1. It was a difficult application as there was diverging opinion on the evidence, and members could understand the viewpoints of both the applicant and the landowners. But overall the members were in support of the officer recommendation especially as there was a 6 week consultation period where objections could be received and assessed.

The Members voted on the officer recommendation, the result of which was 12 for the recommendation, 2 against and 1 abstention.

**The Local Committee (Waverley) agreed that:**

- (i) Public Footpath rights be recognised over the route shown B – C – D - E on drawing no. 3/1/3/H13a and that a Map Modification Order be made under sections 53 and 57 of the Wildlife and Countryside Act 1981 to modify the Definitive Map and Statement. The route would be known as Public Footpath No. 602, Busbridge.

## ITEM 2

- (ii) If objections are maintained to such an order, it would be submitted to the Secretary of State for Environment, Food and Rural Affairs for confirmation.
- (iii) Public Footpath rights are not recognised over the route shown A – B on drawing no. 3/1/3/H13a and as such no Map Modification Order be made.

### Reasons for decision:

The evidence submitted in support of the application was considered insufficient to prove that public rights are established over A – B but sufficient to establish that public footpath rights are reasonably alleged to subsist over B – C – D - E, having been acquired under both statutory presumed dedication (under s.31(6) of the Highways Act 1980) and common law. It was considered that the landowners have not taken sufficient actions to demonstrate their lack of intention to dedicate the section B – C – D – E during the relevant period. Therefore, a Map Modification Order to modify the Definitive Map and Statement by the addition of a public footpath as described above should be made under s. 53 of the WCA 1981.

## **10/18 CABINET MEMBER FOR HIGHWAYS: UPDATE [Item 10]**

**Declarations of Interest:** None

**Cabinet Member in attendance:** Surrey County Council Cabinet Member for Highways, Cllr Colin Kemp

### **Report Author introduction:**

1. This was a follow up meeting, having attended the September committee, to update the members on the overall highways programme for the Waverley area, and discuss the process for identifying the schemes for the 2018/19 and future programmes, to start discussions on individual roads. The Cabinet Member mentioned that in future reports there would have more detail on when roads were deferred, and for the future schemes annex would include the current priority rating for information.
2. It was understood that there was not enough funding to do everything that members and residents wanted to do, but that the increased local committee funding, and the additional £5million to help address the impacts of the cold weather was helpful.
3. In addition, local county councillors were being given £7,500 to spend on local highways items to empower them to support local residents. The criteria for this was currently being finalised and would be with members as soon as possible, with a menu of prices for different types of highways items.

**Parish Council representatives had been invited to raise questions with the Cabinet Member on this item, the following were the key points:**

1. Witley Parish Council representative asked what the timescales were for engaging on the scheme lists. The Cabinet Member stated that comments on the 2018/19 list were needed ASAP, comments on the 2019/2020 lists by June, and that the £5million to address cold weather would be an evolving list.
2. Haslemere Town Council Chairman asked who was responsible for potholes arising where utility companies had been working. The Cabinet Member responded stating that utility companies were required to repair the road, but SCC paid for any consequential damage.
3. Dunsfold Parish Council Chairman asked what the process was for engaging with the Cabinet Member on key roads in the parish and getting them onto the programme. The Cabinet Member responded stating that the link was through the county councillor for the area. Any correspondence to him needed to also be copied to the local county councillor.
4. Elstead Parish Council Chairman asked whether the £7,500 county councillor funding could be used for footpaths and bridleways improvements. The Cabinet Member responded stating that the criteria was soon to be finalised, and he would publicise this at that point.

**Member discussion: Key points:**

1. Members were in support of the delegated funding to local committees and the county councillors, but requested that the menu of options be properly costed, as previously the costs had not translated into practice when requested. The Cabinet Member agreed with this, but stated that members needed to be aware of their environment, the same scheme on a larger road would cost more than a smaller road as there might be additional costs involved.
2. Members commended the Cabinet Member on the communication that took place on works during the cold weather, the information was much better than previous years and showed leadership and an understanding of what residents needed. The Cabinet Member thanked members and stated that yes the work that took place happened in the same way as previous years but the communication was the big difference this year.
3. Members discussed the current Government bidding round for funding for infrastructure, and the Wrecclesham Relief Road, and who was responsible for coordinating the work. The Cabinet Member stated that the Government was asking for proposals for up to £100million to improve the economy, and that a number of schemes were being considered for submission from Surrey County Council, the Wrecclesham Relief Road being one. The decision would be made by the Leader, Deputy Leader and the Cabinet Member for Highways.
4. Members asked for clarity about the different pots of funding that was available to local committees and councillors.

## ITEM 2

The Waverley Local Committee agreed to note the report, following the comments made for consideration by the Cabinet Member for Highways.

### **11/18 HIGHWAYS UPDATE (EXECUTIVE FUNCTION) [Item 11]**

**Declarations of Interest:** None

**Officers in attendance:** John Hilder, South West Area Highways Manager and Adrian Selby, Maintenance Engineer for South West Surrey.

**Member discussion: Key points:**

1. There was some confusion as to which of the funds needed to be spent within 2017/18 and which could be rolled over into 2018/19. It was agreed that there would be communication making it more transparent coming to members.
2. There was also confusion about how the s106 monies was identified within the report, the Area Highways Manager stated that he was finding out the latest figures currently.
3. There was a discussion about the highways schemes that would be required to alleviate the traffic within Farnham. It was noted that the sums needed to address this outweighed the funding for the local committee. The Area Highways Manager agreed but mentioned two schemes that Surrey County Council was considering submitting for the current round of Government funding, if selected these could fundamentally change traffic patterns in Farnham, but unlikely to be started before 2025.

**The Local Committee (Waverley) agreed:**

- (i) To note the capital works being progressed during 2017/18
- (ii) To note the ongoing revenue works being carried out.
- (iii) To delegate to the Area Highway Manager, in consultation with the Chairman and Vice Chairman and Divisional Member, the ability to resolve any problems encountered to facilitate scheme delivery throughout the year.
- (iv) The highways budget for 2018/19 be utilised as set out in the committee report.

Reasons for decision:

This enables the area highways team to progress highways works within the 2018/19 financial year.

### **12/18 LOCAL COMMITTEE DECISION TRACKER (FOR INFORMATION) [Item 12]**

**Declarations of Interest:** None

**Officers in attendance:** Michelle Collins, Partnerships Lead (West Surrey)

**The Waverley Local Committee agreed** to remove the following items off the decision tracker, as they had been completed:

- Petition relating to the Fox Pub, following the response at the last committee



- That the report on the proposed rights of way considered earlier was brought to this committee
- That a report on the road safety outside schools has come to this committee
- That a report on the highways schemes for 2017/18 has come to this committee.

**13/18 LOCAL COMMITTEE FORWARD PROGRAMME 2017-18 [Item 13]**

**Declarations of Interest:** None

**Officers in attendance:** Michelle Collins, Partnership Lead (West Surrey)

**The Waverley Local Committee agreed** the forward programme, with a report to a future meeting relating to general infrastructure across the borough being added to the forward programme.

**14/18 DATE OF NEXT MEETING [Item 14]**

The next meeting of the Waverley Local Committee is due to take place on 29 June 2018, at Waverley Borough Council, Godalming.

Meeting ended at: 12.10pm

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**Chairman**

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**SCC LOCAL COMMITTEE (WAVERLEY)  
9 March 2018**



**ITEM 8 - WRITTEN PUBLIC QUESTIONS**

**1. Mrs Milne has asked the following question:**

My husband and I run a business that overlooks the one-way system. On a near daily basis, my colleagues and I witness cars, vans, and sometimes lorries coming around the one way system the wrong way, often at speed. We witness drivers making what could be a fatal error often daily, but at a minimum bi-weekly, and sometimes, twice in the same day. Could you please advise what action can be taken before there is a serious accident that could easily result in a fatality, or life changing injuries? (Please see attached letter at Annex A)

**The Area Highways Manager (South West), provided the following answer:**

An analysis of the collision data for this location shows that there are no recorded injury accidents on file involving vehicles travelling in the wrong direction along Dogflud Way, which does not indicate a particular safety problem currently exists in terms of a history of poor road safety. Although officers recognise the potential for such an incident.

Surrey County Council Highway Engineers and Surrey Police Road Safety Officers have visited the site to assess the situation regarding vehicles travelling the wrong direction along Dogflud Way. The existing signs have been checked and are correct as per the current guidance contained within the Traffic Signs Regulations and General Directions 2016. The officers also visited the cycle Shop 'Hoops Velo' which is situated at the corner of Woolmead and East Street opposite Dogflud Way. Staff in the shop indicated that they had witnessed on occasion vehicles travelling towards Dogflud Way and felt that motorists may be inadvertently turning right on to East Street and travelling towards Dogflud Way when exiting St Cross Road. They could not confirm the regularity of the occurrences. Signage is present in St Cross Road and East Street to advise drivers to turn left as they approach the junction with East Street, however, the officers did identify an additional sign and road marking that may help to further highlight the one way system. Installation of these items is likely to be in the April/May.

A potential long term solution could come from the proposed junction alterations for Woolmead, East Street and Dogflud Way which form part of the planning conditions for highway mitigation measures relating to the East Street Brightwells and Woolmead developments, which will significantly change the layout of the junction and the direction of travel around the one way system. Officers can take into account the existing problems when approving the new proposed general arrangements.

**2. Mrs Hacker, submitted the following question:**

“Langham Close has a long history of disrepair. It was included in Project Horizon with Catteshall Lane. Given the state of the road and due to the surface it was then considered to be a stand-alone project and was due to be re-surfaced in May - November 2017. This did not happen and now it seems that our road has been removed from the list altogether, despite its continual deterioration and hazardous surface. Our question to this committee is, “why and is this acceptable?”

**It was agreed that the Cabinet Member for Highways would provide a written response following the meeting.**

**3. Mr Fawkner-Corbett on behalf of residents of Common Road, submitted the following question:**

In order to stop heavy vehicles from using Common Road, when approaching from the Guildford Road direction, we would like the entrance to the road to be physically narrowed by width restriction bollards. We are therefore requesting the support of the Local Committee to move this forward, and to ensure that it is included in the Surrey Highways programme of works. (Please see attached letter at Annex B)

**The Area Highway Manager (South West), provided the following answer:**

The entrance to Common Road at the junction with the B2128 Guildford Road is currently a narrow, single lane, one way system that measures approximately three meters in width. Surrey County Council would not propose to further narrow the carriageway and introduce a width restriction at this location as this may adversely affect access for emergency services potentially increasing response times and access for refuse collections and deliveries within the road.

If residents are reporting high numbers of heavy good vehicles using the road as a short cut to Amlets Lane a 7.5t weight restriction could be considered which would prevent Common Road being used except for access purposes. The Waverley Local Committee would need to consider, prioritise and fund the request as part of the proposed 2018/19 highway works programme. The estimated cost to assess and introduce a formal weight restriction on Common Road is likely to be approximately, £15,000 which is based on other similar schemes carried out in the past.

**Mr Fawkner-Corbett asked the following supplementary question at the meeting:**

With the proposed increasing population in the Cranleigh area, there was a need for urgent effective mitigating action on the highways network.

**Local Members County Councillor Dr Povey and Borough Councillor Liz Townsend provided the following response:** They supported the comments made by Mr Fawkner-Corbett, and it was noted that Cllr Townsend would be working with rangers to introduce bollards to reduce erosion of the common.

**4. Cllr David Beaman, Farnham Town Councillor, has asked the following question:**

To what extent is Waverley Borough Council involved in the current evaluation by Surrey County Council of identifying those roads which will be put forward for inclusion in the proposed Major Road Network and thus qualify for consideration for investment since this appears to be the best opportunity to help secure funds for construction of a Wrecclesham Bypass?

**The Cabinet Member for Highways, provided the following response:**

Waverley Borough Council was a consultee to the proposed Major Roads Network, the same as Surrey County Council. The Wrecclesham Bypass was one of the schemes currently under consideration for submission.

**Issue Regarding Road Safety on Dogflud Way**

**Annex A**

I would like to draw attention to an important safety issue on the one-way system around Dogflud Way in Farnham, which causes me considerable concern.

My husband and I run a business that overlooks the one-way system. On a near daily basis, my colleagues and I witness cars, vans, and sometimes lorries coming around the one way system the wrong way, often at speed. We witness drivers making what could be a fatal error often daily, but at a minimum bi-weekly, and sometimes, twice in the same day.

I have reported this issue to Surrey County Council's Highways on several occasions, and they subsequently inspected the signs. They reported that the signage is sufficient, and that the matter should rest with the Police. I have spoken to the Police, who would be happy to prosecute. Prosecution after the fact does, however, defeat the object of prevention.

I suspect the County Council's hands are tied given squeezed budgets and the fact the inspectors consider the signs to be appropriate (notwithstanding that we've seen a council van make the same error...). SCC's most recent reference is ME-157650 - DOGFLUD WAY, FARNHAM, and their most recent response is attached.

I fundamentally cannot accept that the signage is adequate, given the regularity of this occurrence. I have collected several photos, but not of every incident, as often we're only alerted by beeping, at which point the car pulls over, or turns into the sports centre car park as a refuge. We don't know if the cars come from behind Woolmead and cross the hatching, or come from the road next to the old Jaguar garage, and mistakenly turn right, or both. Sample photos are attached to this email letter.

I have pointed out to the Highways Department that there is a children's skate park and gym on this road, and children in particular don't always look both ways on a one way road, as they are not expecting cars to come in the opposite direction. Even as an adult, it's so easy to concentrate on the flow on oncoming traffic, that it's easy not to look the other way.

This is an accident waiting to happen, and a real threat to the safety of Farnham residents. It is frankly astonishing that I haven't yet witnessed an accident.

Could you please advise what action can be taken before there is a serious accident that could easily result in a fatality, or life changing injuries?

Thank you in advance for taking this issue as seriously as is required.



**Width restriction bollards on Common Lane, Cranleigh****Annex B**

As the representative of the residents of Common Road, Cranleigh, I would like to re-emphasise our concerns about the state of Common Road and the verges on the residents' side of the road. Over the last few years there has been increasing use of the road by heavy vehicles, some of which will be using the road to bypass Cranleigh via Amlets Lane. More recently with a new estate being developed on Amlets Lane itself, Common Road has become a useful access point for contractors' vehicles. As a narrow residential road, it is unlikely that it was ever intended to carry such heavy traffic. Compounding the significant problems created by these heavy vehicles, has been the increased use of the road for parking, frequently by the occupants of such vehicles parking in order to shop or work in the village. In addition, with the increased use of the road by commercial vans for parking, the carriageway becomes significantly narrowed, with the result that passing heavy vehicles frequently ride up on the grass verge. Such vehicles will have often have picked up speed once they reach the straight section of the road, making the damage to the verges and the already deteriorating road surface, that much worse.

The residents have been involved with SCC for over two years in an effort to highlight the problems being created by the volume of traffic using Common Road from the Guildford Road direction, and in particular by heavy vehicles. Our suggestions for speed limitation measures (20 mph speed limit, sleeping policemen, and the creation of a chicane) have all been turned down, mainly for financial reasons. The only road improvement has been for kerbing to be put in place on the Common side of the road, but this has only made all the problems with the residents' verges that much worse. The original understanding with SCC had been for the kerbing to be inserted on both sides of the road, but unfortunately this was unable to be funded. There is an increasing need for potholes to be repaired as the heavy traffic persists and the road surface continues to deteriorate.

By preventing heavy traffic from using Common Road, the rate of deterioration of the carriageway and verges would be slowed.

We very much hope that in its parking review SCC will have taken on the residents' requests for a chicane to be created by a 2-3 vehicle length of permitted parking on the residents' side of the road, adjacent to Tilehurst, and also the obvious need for double yellow lines opposite the residents' drives.

The road is too narrow to allow parking opposite these drives. All these measures would have obvious safety benefits.

With no pavement, and especially in winter, we very much hope SCC recognise the risk to pedestrians using the road

Our resulting request to the Local Committee is as follows: In order to stop heavy vehicles from using Common Road, when approaching from the Guildford Road direction, we would like the entrance to the road to be physically narrowed by width restriction bollards. We are therefore requesting the support of the Local Committee to move this forward, and to ensure that it is included in the Surrey Highways programme of works.





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**SCC LOCAL COMMITTEE (WAVERLEY)**  
**9 March 2018**



**OPEN FORUM FOR PUBLIC QUESTIONS**

1. **Mrs McKern, The Bourne** asked a question relating to the whether Surrey County Council had a Plan B should retail outlets not be the answer to drawing residents into Farnham.

**The Cabinet Member for Highways** stated that this was an evolving picture, and Surrey County Council would feed into Waverley Borough Council and the developer Crest Nicholson as appropriate. That queries like this should be fed into the developer Crest Nicholson.

2. **Mr Hesse**, stated that there is was an increasing elderly population within Waverley, and there was a decreasing number of places available for residents especially with the closure of Cobgates. What is Surrey County Council doing to combat this?

**The Chairman** advised Mr Hesse that he would refer the question to the Cabinet Member for Adults for a response within the month. It was also mentioned that the Leader of the Council has asked that residents and members support the Council's lobbying of local MPs to improve the funding for this arena.

**\*\* Following the meeting, the Cabinet Member for Adults provided this response:** We are undertaking in partnership with the property team of assessing the growing need for residential accommodation (particularly nursing care), extra care and respite services through-out the county. The Cobgates site is included in this assessment, but at this stage in cannot advise the future of this site. I hope that this answers your question

3. **Cllr Hyman asked** whether there had been a modelling of the proposed redesign of East Street, and if so could this modelling be made public.

**The Area Highways Manager** stated that this has been modelled, and was satisfied that it would work. He would try to get this information to residents by 22 March 2018.

4. **Cllr Beaman asked** when the sign outside the sweet shop on Downing Street would be fixed as it was causing a safety hazard.

**The Cabinet Member for Highways** advised Cllr Beaman that it was due to be fixed the following week.

5. **Cllr Steven Haines asked** why there was nothing on the proposed works to mitigate against the new Dunsfold applications, and whether parish councils could be part of this conversation.

**The Cabinet Member for Highways** advised that he was having conversations with Waverley Borough Council on applications to be considered by the Borough

## ITEM 2

Council, and that parish councils would be consulted as part of the planning process.

**6. Cllr Murphy asked why there was nothing on Project Horizon for Elstead area.**

**The Cabinet Member for Highways advised** that he liaise with his county councillor to feed in as part of the local conversations. **The Area Highways Manager suggested** that Elstead Parish Council consider what they could complete with some lengthsman funding, should the committee approve this later in the agenda.

**7. A Farnham Town Councillor asked** whether there was a proposal to resurface the Hindhead Road to Tilford as it was in an appalling state.

**The Area Highways Manager advised** that he was aware of this road, but the committee needed to consider roads in priority order which shifted as road conditions changed. He would look at whether it was included for future years.

**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (WAVERLEY)**

**DATE: 29 JUNE 2018**



**LEAD OFFICER: DUNCAN KNOX – ROAD SAFETY & ACTIVE TRAVEL TEAM MANGER**

**SUBJECT: ROAD SAFETY OUTSIDE SCHOOLS:  
ST JOSEPH'S SCHOOL CRANLEIGH**

**DIVISION:**

**SUMMARY OF ISSUE:**

A petition was presented to the Waverley Local Committee by Simon Jaggard which calls for improvements to Amlets Lane in the vicinity of St Joseph's School.

**RECOMMENDATIONS:**

**The Local Committee (Waverley) is asked to note the petition and agree that**

- (i) The Safer Travel Team and key stakeholders including the Police will investigate the issues set out in the petition with reference to Surrey County Councils (SCC's) 'Road Safety Outside Schools' and 'Setting Local Speed Limits' policies.
- (ii) The Safer Travel Team will return to the Waverley Local Committee in September 2018 with a report outlining any recommendations resulting from the investigation.

**REASONS FOR RECOMMENDATIONS:**

A petition has been received by the Waverley local Committee which reads:

***“Reduce the speed limit outside St. Joseph's Specialist School, Cranleigh; 20mph is plenty.***

*Amlets lane has a 40 mph speed limit, with no pavement or properly marked crossings. It is dangerous for our children, staff and the public to cross the road to reach public footpaths. The blind corners makes evasive action difficult for both pedestrians and motorists. The new family housing development (125+ homes) opposite will bring more children onto Amlets lane and increased traffic; cars, bicycles and on foot. Amlets Lane is narrow and not suitable for a 40 mph speed limit; to drive at this speed would be reckless and the limit invites this from the young and impatient. We ask that Surrey County Council reduce the speed limit to 20mph in line with other schools for the public good.”*

## ITEM 5

The Safer Travel Team will investigate the above issues with reference to the county council's 'Road Safety Outside Schools' and 'Setting Local Speed Limits policies, and will return to the next Local Committee meeting with a report describing the conclusions of the investigation and possible recommendations.

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

- 1.1 One of the most frequently expressed road safety concerns is that of the safety of children outside schools. At school drop off and pick up times the roads in the immediate vicinity of the schools are especially busy and there is usually a higher level of vehicle, pedestrian, scooter and cyclist activity. This causes slower vehicle speeds and the congestion and very often leads to frustration from residents and motorists at the apparent chaos caused by parents and children arriving or leaving the school.
- 1.2 Concerns have been expressed via a petition, containing 517 signatures of support.

### **2. ANALYSIS:**

- 2.1 Following the 'Road Safety Outside Schools' and 'Setting Local Speed Limits policies', analysis will be carried out using collision data, speed data, and site visits will be carried out to assess road user behaviour.

### **3. OPTIONS:**

- 3.1 Following investigations a full committee report will be brought to the Waverley Local Committee in September 2018 for consideration.

### **4. CONSULTATIONS:**

- 4.1 As part of the Road Safety Outside Schools policy process, the school and county councillor will be consulted.

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

- 5.1 Any recommendations for engineering measures to improve this location will be added to the list of possible future highway improvement schemes for prioritisation alongside other requests for schemes within Waverley. This will take into account the likely effect of the proposals on congestion, accessibility, safety, environment and economy (CASEE).

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

- 6.1 This report and any future reports will be created in accordance with the council's 'Road Safety Outside Schools' and 'Setting Local Speed Limits' policy which have been subject to Equality and Diversity impact assessments.

## **7. LOCALISM:**

- 7.1 Any future proposals and recommendations will be developed in consultation with the school community, local and divisional members.

## **8. 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

### 8.1 Crime and Disorder implications

Proposals deriving from the investigation could contribute to reduced anti-social driving.

### 8.2 Sustainability implications

Proposals deriving from the investigation could reduce fear of road danger and encourage more sustainable modes of travel. This would result in fewer carbon emissions and less air pollution.

### 8.3 Corporate Parenting/Looked After Children

Proposals deriving from the investigation could improve the safety and accessibility of looked after children attending the special school.

### 8.4 Public Health implications

Proposals deriving from the investigation could reduce the risk of road collisions and support active travel which improves the health of the participants. Reduced reliance on motorised road travel reduces emissions that are detrimental to air quality and public health.

## **9. CONCLUSION AND RECOMMENDATIONS:**

- 9.1 Any conclusions and recommendations will be detailed in a future report to the Waverley Local Committee.

## **10. WHAT HAPPENS NEXT:**

- 10.1 The Safer Travel Team and partners will seek to investigate the concerns using the 'Road Safety Outside Schools' and 'Setting Local Speed Limits' policies.

ITEM 5

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**Contact Officer:**

Duncan Knox      Road Safety & Active Travel Team Manager  
020 85417443

**Annexes:** None

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (WAVERLEY)**

**DATE: 29 JUNE 2018**



**SURREY**

**LEAD OFFICER: DUNCAN KNOX – ROAD SAFETY & ACTIVE TRAVEL TEAM MANGER**

**SUBJECT: ROAD SAFETY OUTSIDE SCHOOLS PETITION: POTTERS GATE C of E PRIMARY SCHOOL, FARNHAM**

**DIVISION:**

**SUMMARY OF ISSUE:**

A petition was presented to the Waverley Local Committee by Stewart Edge and Jo Aylwin which calls for improvements to roads in the vicinity of Potters Gate School, Farnham.

**RECOMMENDATIONS:**

**The Local Committee (Waverley) is asked to note the petition and agree that**

- (i) Surrey County Council will consult with key stakeholders to investigate the issues set out in the petition and officers will report back to the Waverley Local Committee in September 2018, outlining any recommendations resulting from the investigation.

**REASONS FOR RECOMMENDATIONS:**

A petition containing 178 signatures has been received by Waverley Local Committee which reads:

***“Potters Gate Primary School Pedestrian Safety Improvements Petition.***

*We, the undersigned, petition Surrey County Council to make the roads around Potters Gate Primary School (Beavers Road, Potters Gate and part of Falkner Road) significantly safer by introducing a 20 mph limit and by installing any other behaviour-changing improvements on these roads. The West St / Crondall Lane junction also needs significant improvement.*

*During the morning rush hour cars use Beavers Road / Falkner Road as a ‘rat run’ to avoid the jams in lower Crondall Lane approaching the West St junction, and as a short cut to the Hart Car Park. Along Beavers Road there are parked cars reducing the road to a single carriageway. Many children, including all those on the ‘safe route’ using the Crondall Lane pedestrian lights, have to cross this road, often between parked cars. The situation will worsen with the development of 120 houses at the Hopfields for which Crondall Lane is the only exit. There are ‘S106’ funds available from the development which could be used for some or all of the work.”*

## ITEM 5

Surrey County Council officers will investigate the above issues and will return to the next Local Committee meeting with a report describing the conclusions of the investigation and possible recommendations.

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

- 1.1 One of the most frequently expressed road safety concerns is that of the safety of children outside schools. At school drop off and pick up times the roads in the immediate vicinity of the schools are especially busy and there is usually a higher level of vehicle, pedestrian, scooter and cyclist activity. This causes slower vehicle speeds and congestion and very often leads to frustration from residents and motorists at the apparent chaos caused by parents and children arriving or leaving the school.
- 1.2 Concerns have been expressed via a petition, containing 178 signatures of support.

### **2. CONSULTATIONS:**

- 2.1 As part of the process, the school and county councillor will be consulted.

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

- 3.1 Any recommendations for engineering measures to improve this location will be added to the list of possible future highway improvement schemes for prioritisation alongside other requests for schemes within Waverley. This will take into account the likely effect of the proposals on congestion, accessibility, safety, environment and economy (CASEE).

### **4. LOCALISM:**

- 4.1 Any future proposals and recommendations will be developed in consultation with the school community, local and divisional members.

### **5. CONCLUSION AND RECOMMENDATIONS:**

- 5.1 Any conclusions and recommendations will be detailed in a future report to the Waverley Local Committee.

### **6. WHAT HAPPENS NEXT:**

- 6.1 Surrey County Council and partners will seek to investigate the concerns.

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#### **Contact Officer:**

Duncan Knox                      Road Safety & Active Travel Team Manager  
020 85417443

**Annexes:** None

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# Waverley Local Committee Decision Tracker

This tracker monitors progress against the decisions that the Local Committee has made. It is updated before each committee meeting.

- Decisions will be marked as 'open', where work to implement the decision is ongoing.
- When decisions are reported to the committee as **complete**, they will also be marked as 'closed'. The Committee will then be asked to agree to remove these items from the tracker.
- Decisions may also be 'closed' if further progress is not possible at this time, even though the action is not yet complete. An explanation will be included in the comment section. In this case, the action will stay on the tracker unless the Committee decides to remove it.

Meeting Date	Item	Decision	Status (Open /Closed)	Officer	Comment or Update
22 September 2017	8	<b>HIGHWAYS ENGLAND - HINDHEAD TUNNEL</b> – Highways England to be invited back in about six months to provide more information to the Local Committee and to answer further questions.	Open	Partnership Committee Officer	Highways England has been invited to the Local Committee on 9 March 2018. This item is now due to come to the September 2018 committee.
22 September 2017	12	<b>HIGHWAYS: B2130 DUNSFOLD ROAD / D181 BARRIHURST LANE - SPEED LIMIT ASSESSMENT</b> – Change the speed limit to 40mph along B2130 Dunsfold Road, westwards from the existing de-restriction to a point 430 metres east of the access to The Lodge and D181 Barrihurst Rd, southwards from the existing de-restriction to its junction with B2130 Dunsfold Road.	Open	Senior Engineer – Road Safety	Part of this has been completed. The Committee is asked in the Highways Update report at the 29 June Local Committee to agree the final stage, i.e. on Stovolds Hill.

22 September 2017	13	<b>WAVERLEY PARKING REVIEW 2017</b> – To conduct the notice of intention to implement the amendments in the report and implement those agreed following this process.	Open	Engineer, Parking Strategy and Implementation Team	The lining and signing work for the 2017 Waverley Parking review is about to be ordered with our contractors. Installation is expected to be carried out over Summer 2018, with lining likely to be carried out first.
9 March 2018	6	<b>WITLEY SCHOOLS PETITION RESPONSE</b> – Carry out the environmental works agreed as part of the report	Open	Maintenance Engineer	The proposed work is in progress. An update will be available at the 21 September Local Committee.
9 March 2018	9	<b>RIGHTS OF WAY, BUSBRIDGE</b> – Advertise the notification to recognise the route, and resolve objections.	Open	Countryside Access Officer	Scheduled to come to the 21 September 2018 Local Committee.
9 March 2018	10	<b>FUNDING AVAILABLE</b> – To provide a summary of the funding available for county councillors and whether it needed to be spent in year or could be rolled over	Closed	Partnerships Lead / Area Highways Manager	This information is available in the Highways Update report for 29 June Local Committee.
9 March 2018	13	<b>FORWARD PROGRAMME</b> – To include an item on general infrastructure across the borough	Closed	Partnerships Lead	This has been added to the Forward Programme for 29 June Local Committee. Item to be scheduled.

## SURREY COUNTY COUNCIL



## LOCAL COMMITTEE (WAVERLEY)

DATE: 29 JUNE 2018

LEAD OFFICER: FRANK APICELLA – ACTING AREA HIGHWAY MANAGER (SW)

SUBJECT: HIGHWAYS UPDATE

AREA(S) AFFECTED: ALL DIVISIONS IN WAVERLEY

**SUMMARY OF ISSUE:**

This report provides an update on the 2017/18 programme of highway improvement and maintenance works funded by this committee, an update on other centrally funded projects being promoted in the local area, as well as details of the budgets allocated to the committee in 2018/19 and recommendations on expenditure of the same.

**RECOMMENDATIONS:****The Local Committee (Waverley) is asked:**

- (i) To note the committee approved works being progressed during 2018/19
- (ii) To approve that the £78K, 15% top slice of the parking surplus, be equally split between the 9 divisional members equating to £8666 per member.
- (iii) To approve the revocation of the national speed limit on Stovolds Hill and to approve the new 40mph speed limit on Stovolds Hill from the junction of the B2130 Dunsfold Road up to the entrance of Dunsfold Park, a distance of approximately 1300m as shown on Annex 2.
- (iv) To delegate to the Acting Area Highway Manager, in consultation with the Chairman and Vice Chairman and Divisional Member, the ability to resolve any problems encountered to facilitate scheme delivery during the year of the schemes identified by the Committee.

**REASONS FOR RECOMMENDATIONS:**

The committee is asked to agree the recommendations to enable early progression of works orders.

<b>1. INTRODUCTION AND BACKGROUND:</b>
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- 1.1 Surrey County Council's Local Transport Plan (LTP) aims to improve the highway network for all users. In general terms it aims to reduce congestion, improve accessibility, reduce the frequency and severity of road casualties, improve the environment, and maintain the network so that it is safe for public use.
- 1.2 The Local Committee for Guildford has an annual delegated highways budget with which to implement measures that contribute towards the objectives set out in Surrey County Council's LTP, according to local priorities.

<b>2. ANALYSIS:</b>
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### 2.1 2018/19 Budget Programme of Works

#### *Available Highway Budget*

- 2.1.1 At the full Council meeting of 6 February 2018 it was agreed to establish a new Member Local Highway Fund from 2018/19 of £7.5k per divisional member, rising to £10k in 2019/20 and £15k in 2020/21. Divisional members will have received a directive from the Cabinet Member, Colin Kemp, on how this fund is to be expended.
- 2.1.2 Additionally the countywide devolved Committee revenue budget has increased from £450k in 2017/18 to £1.85m in 2018/19. It is proposed to rise to £2m in 2019/20 and £2.5m by 2020/21.
- 2.1.3 This is to be allocated equally across the 11 Committees equating to £168,182 of revenue monies per Committee.
- 2.1.4 The countywide devolved Capital will remain at £400k for 2018/19, and again this is to be shared equally between the 11 committees, equating to £36,363.
- 2.1.5 At the meeting of 22 September 2017 the local committee agreed that further parking surplus could be utilised in 2018/19 (and annually thereafter):- and up to 15% of the total available surplus could be top sliced annually, for the committee to separately resolve any relative priorities that arise across the entire nine divisions of Waverley.

In summary:-

Committee Budget	Amount
Capital maintenance	<b>£36,363</b>
Revenue maintenance	<b>£168,182</b>
Revenue Highway Fund	<b>£75,000</b>
Parking surplus (15% top slice of £520k)	<b>£78,000</b>

- 2.1.6 At the March committee it was agreed that £126k of the revenue maintenance be used to allocate £14k per divisional member for local highway priorities
- 2.1.7 It was agreed however that £4k of this £14k revenue budget should be allocated towards lengthsman type work, to be determined by the divisional member, and offered to the Parish/Town Councils if so determined. If not then the Maintenance Engineer would require an early instruction to enable expenditure of these monies for the provision of a vegetation gang through the year to carry out the work.
- 2.1.8 A further £25k was also allocated towards the lengthsman scheme, as in previous years, to enable Parish and Town Councils to bid for monies, to carry out locally important areas of highway work such as vegetation cut back, sign cleaning, ditch clearance etc.
- 2.1.9 The balance of the revenue budget, (approx £17k), is used to cover any contract overheads, and provides a small contingency fund for any unforeseen eventualities.
- 2.1.10 Some members did not expend part or all of the £10,000 allocated to them in 2017/18, if so this, will roll forward to 2018/19 on an individual basis, as parking surplus does not have to be spent in year.
- 2.1.11 At the Informal meeting held on the 20th April, members agreed that the 15% of this available parking surplus fund (£520K) which equates to £78,000 be split equally between all nine divisional members. This equates to a further £8,666.
- 2.1.12 In summary each of the 9 divisional members has allocated the following amounts:-

Member Budget	Amount
Works	<b>£10,000</b>
Localism	<b>£4,000</b>
Revenue Highway Fund	<b>£7,500</b>
Parking surplus	<b>£8,666</b>

## **2.2 Programme of Works**

### *Capital*

- 2.2.1. It was approved that £5k of capital maintenance is directed to signs and lines by the local team, and that the balance of capital funding, (approx £31k), is used by the area team to deliver any other works deemed necessary during the year.
- 2.2.2 The current committee running list of Local Transport Plan (LTP) schemes is currently valued in excess of £1.4m. It is intended to hold a member Highways Workshop during July/August to rationalise the current (LTP) list of capital schemes, their estimated costs, and relative priorities.

## ITEM 9

### *Revenue*

- 2.2.3 It is important that the individual member allocations are allocated at an early stage to ensure that works can be programmed effectively and enable early commitment to contractors for proposed expenditure for delivery before the end of the financial year.
- 2.2.4 All nine divisional members have been invited to meetings with the Acting Area Highway Manager in order to determine what local priorities exist for these allocations, and to enable early programming and ordering of works.
- 2.2.5 Divisional members who have yet to make their choices are encouraged to make contact with the Acting Area Highway Manager as soon as possible to ensure that these proposals can be programmed and avoid the funding being lost.
- 2.2.6 Annex 1 identifies the member expenditure currently planned.

### **Other highway related matters**

#### **2.3 Customer services**

- 2.3.1 Highways & Transport received 45,357 enquiries and reports during the first quarter of 2018, an average of 15,119 per month, this is a significant increase from the same period in the last three years.
- 2.3.2 For Waverley specifically, 6,233 enquiries have been received of which 2,338 were directed to the local area office for action, 94% of these have been resolved. This response rate is slightly above the countywide average of 92%.
- 2.3.3 Between January and March, Highways received 85 stage 1 complaints of which 12 were for the Waverley area. In addition four were escalated to Stage 2 of the complaints process, none of which were upheld following independent investigation

#### **2.4 Traffic Orders**

- 2.4.1 As part of the 2017/18 Highways Works Programme the Local Committee agreed a request from the Road Safety Team to lower the speed limit on the B2130 Dunsfold Road from national speed limit (60mph) to 40mph from the junction of Barrihurst Lane to approximately 1000m south west from Stovolds Hill in an effort to try and reduce casualties along this section of road. This change is shown at Annex 2.
- 2.4.2 Due to an administrative error it has been noted that since the scheme has been completed the speed limit on Stovolds Hill has remained at the national speed limit and has not been lowered to 40mph, which has caused confusion for local residents.
- 2.4.3 The Road Safety Team have conducted a speed survey on Stovolds Hill. The average recorded speed is 36mph in both directions. Therefore, in line with the Surrey County Council policy for 'Setting Local Speed Limits' it has been recommended to lower the speed limit on Stovolds Hill to 40mph which would provide consistency when using the B2130 Dunsfold Road and Barrihurst Lane.



- 2.4.4 Consultation has been carried out with Surrey Police who are in support of lowering of the speed limit on Stovolds Hill from National speed limit to 40mph, which is in line with the policy for 'Setting local Speed Limits'.

## **2.5 Street Lighting**

- 2.5.1 The County Council's Street Lighting engineers are currently investigating the potential of converting all of the current street lights to LEDs. A detailed report will be taken to the County Council's Cabinet in the autumn for a final decision.

## **2.6 Major schemes**

### *Farnham Redevelopment Works*

- 2.6.1 Crest Nicholson started works on the 21st February to prepare land in Farnham Town Centre for the multi-million pound Brightwells Regeneration scheme. The plans include a Marks and Spencer Simply Food, a new six-screen cinema operated by Reel cinemas, eight restaurants and 24 retail units.
- 2.6.2 Works have commenced to facilitate the building work starting in July, to enable the creation of a temporary access haul road directly from the A31, complete with new access bridge, designed to reduce traffic disruption during the works.
- 2.6.3 The project also includes the refurbishment of Grade II listed Brightwells House, a new town square and re-landscaping at Brightwells Gardens with some 60 new trees to be planted. As well as providing over 800 new jobs, the scheme will provide extra housing for the area with 239 new apartments, 72 of which will be shared ownership.
- 2.6.4 It is also understood that Berkeley Homes, who are the developer involved with the Woolmead redevelopment, are seeking to commence the demolition of the entire site this summer.
- 2.6.5 Negotiations are ongoing to ensure that the amount of disruption involved with two large developments being carried out in the centre of Farnham, is mitigated wherever possible.

### *B3000 New Pond Road Rail Bridge*

- 2.6.4 The Network Rail bridge works commenced at the end of April, as planned, and are ongoing as per the schedule below.
- 2.6.5 Unfortunately, as anticipated these works have created additional delays in the area, but this is being closely monitored, and if changes are deemed necessary to the temporary traffic management locally, then then will be upgraded to suit.

## ITEM 9

Summary of scheduled works:

Date	Time	Activity
Monday 23 April to Friday 13 July 2018	08:00 - 18:00	Full closure of New Pond Road (B3000) with diversions
Sunday 29 April to Monday 30 April 2018	01:15 - 04:00	Preparatory work; installation of temporary scaffold bridge for road utility diversion
Saturday 26 May to Tuesday 29 May 2018	00:55 - 04:55	Removal of old overbridge and replacement of new overbridge
Sunday 24 June 2018	00:55 - 10:40	Removal of the temporary utility cable scaffold bridge
Sunday 24 June to Friday 13 July 2018	08:00 - 18:00	Reinstate utilities, completion of road surfacing, road markings
Friday 13 July 2018	18:00	New Pond Road (B3000) re-opened

### 2.7 Centrally funded maintenance

#### Horizon 2

2.7.1 Horizon 2 is the name given to the Council's Asset Management Programme for the period 2017 – 2021. The programme of works to be delivered for Waverley remains as presented in the annex to the March Local Committee and can be found on the website at :-

<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/horizon-highway-maintenance-investment-programme>

#### Additional £5m – Winter damage programme

- 2.7.2 The focus for this has been on the Surrey Priority Network SPN 2 & 3 (essentially B & C roads) and the list of schemes identified for this funding is currently being assessed.
- 2.7.3 If additionally some A & D roads were suggested by members, then most of these have been removed from the list and will be considered for inclusion in the existing county programmes. There are however some A roads which are included on the list due to these already being categorised as a SPN 2 and having similar characteristics to B roads.
- 2.7.4 Officers have already started to walk these roads to determine what treatment (patching or Local Structural Repair) is needed in each of these locations and the extent of the work needed. This will be done over the next few weeks, and it is hoped that the majority of this work will be effected over the next 2-3 months. This is obviously subject to clashes with other programmed highway work that is going on around the network and our ability to find network space and permitting.
- 2.7.5 In addition to the £5m being invested during 2018/19, the cabinet approved on the 29<sup>th</sup> May to a further investment during 2018/19 of £7m followed by a further £8m in 2019/20 to improve the condition of the highways network.

## 2.8 Passenger Transport

2.8.1 There was no update at the time of writing this report.

## 2.9 Other key information, strategy and policy development

2.9.1 There was no update at the time of writing this report.

### **3. OPTIONS:**

3.1 Officers seek to implement the most cost effective measures which meet scheme objectives. Officers will revert to the Chairman, Vice Chairman and Divisional Member, or indeed the Committee as appropriate, whenever preferred options need to be identified.

### **4. CONSULTATIONS:**

4.1 None at this stage. Officers will consult the Chairman, Vice Chairman and Divisional Members as appropriate in the delivery of the programmes detailed above.

### **5. FINANCIAL IMPLICATIONS:**

5.1 The financial implications of this paper are detailed in section 2 above.

### **6. WIDER IMPLICATIONS:**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	A well-managed highway network can contribute to reduction in crime and disorder as well as improve peoples' perception of crime.
Equality and Diversity	It is an objective of Surrey Highways to take account of the needs of all users of the public highway.
Localism (including community involvement and impact)	The Local Committee prioritises its expenditure according to local priorities.
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.

**7. CONCLUSION AND RECOMMENDATIONS:**

- 7.1 This Financial Year's approved programmes are currently in the process of being programmed and delivered as identified in Annex 1.
- 7.2 The individual member allocations together with the £7500 Highway fund needs to be allocated to enable early commitment to contractors for proposed expenditure. Members who have not yet provide their choices do need to do so as soon as possible to ensure that the works can be programmed and to avoid the funding being lost.

**8. WHAT HAPPENS NEXT:**

- 8.1 The Acting Area Highway Manager will work with Divisional Members, the Chairman and Vice-Chairman to deliver this Financial Year's approved programme of works.
- 

**Contact Officer:** Frank Apicella  
SCC Acting Area Highway Manager SW  
Tel 0300 200 1003

**Consulted:**

As detailed within the report.

**Annexes:**

Annex 1 – Progress of Committee capital and revenue schemes 2018/19.

Annex 2 – Proposed Speed Limit change in Stovolds Hill, Dunsfold.

**Background papers:**

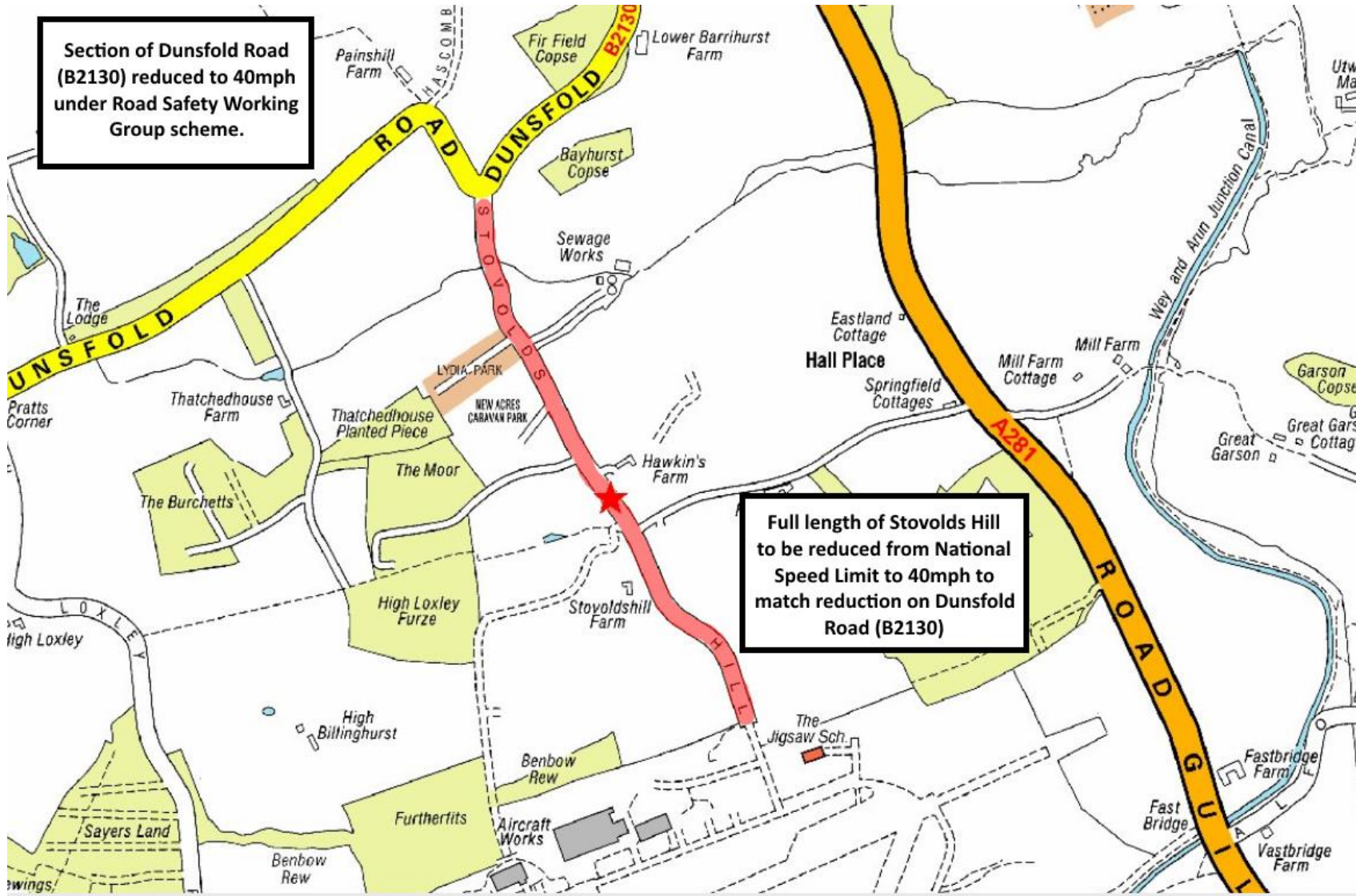
Local Committee (Waverley) March 2018 Highways Update.

Member	Local Revenue (10k each)		Local Revenue (4k Each Localism)		Members Highway Fund (7500 each)		18/19 Parking Surplus (8666 each)		17/18 capital allocation (10k each)		Overall Total Committed
	Value	Description	Value	Description	Value	Description	Value	Description	Value	Description	
Hampson	10000	Local Team	4000	Haslemere Town Council	2500	Haslemere Town Council					21500
					5000	Local Team					
<b>Total</b>	<b>10000</b>		<b>4000</b>		<b>7500</b>		<b>0</b>		<b>0</b>		
River	10000	Langham Close surfacing	4000	Godalming Town Council	2500	Godalming Town Council	3000	Langham Close surfacing			24500
					2500	Charterhouse Bridge Signs					
					2500	Langham Close surfacing					
<b>Total</b>	<b>10000</b>		<b>4000</b>		<b>7500</b>		<b>3000</b>		<b>0</b>		
Macleod									10000	C/F 17/18	10000
<b>Total</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>10000</b>		
Harmer									1500	C/F 17/18	1500
<b>Total</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>1500</b>		
Spence									5000	C/F from 17/18 - to be spent on	5000
<b>Total</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>5000</b>		
Martin	10000	Pullman Lane surfacing	4000	Witley PC	2500	Godalming Town Council	8666	Pullman Lane surfacing			27666
					2500	Pullman Lane surfacing					
<b>Total</b>	<b>10000</b>		<b>4000</b>		<b>5000</b>		<b>8666</b>		<b>0</b>		
Ramsdale			4000	Farnham Town Council							4000
<b>Total</b>	<b>0</b>		<b>4000</b>		<b>0</b>		<b>0</b>		<b>0</b>		
Povey	10000	Summerlands Footway surfacing	2000	Cranleigh PC ( Bus Shelter)					10000	C/F 17/18	24000
			2000	Ewhurst Parish Council							
<b>Total</b>	<b>10000</b>		<b>4000</b>		<b>0</b>		<b>0</b>		<b>10000</b>		
Young	3000	Bramley P.C (Drainage investigation)	2000	Hascombe	2500	Dunsfold P.C	3000	Bramley PC (Downslink)			23500
	2500	Chiddingfold	2000	Wonersh	2500	Hambledon P.C					
	2500	Alfold			2500	Busbridge					
	500	Hascombe									
<b>Total</b>	<b>9000</b>		<b>4000</b>		<b>7500</b>		<b>3000</b>		<b>0</b>		

Allocation	90000	36000	67500	77994		271494
Committed	49000	24000	27500	14666	26500	115166
Unallocated	41000	12000	40000	63328	-26500	156328

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Annex 2



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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (WAVERLEY)**

**DATE: 29 June 2018**



**LEAD OFFICER: BECKY WILLSON  
TRANSPORT PLANNER: CYCLING**

**SUBJECT: GUILDFORD-GODALMING GREENWAY**

**DIVISION: GODALMING NORTH, GODALMING SOUTH, MILFORD AND  
WITLEY**

**SUMMARY OF ISSUE:**

The Godalming Cycle Campaign (GCC) in partnership with the Guildford Bicycle Users Group (G-Bug) have developed plans for a 'greenway' along the River Wey corridor.

The spine of the route will run between Guildford town centre and Godalming but it also includes an extension to Milford and links to other key destinations along it.

The route is suitable for all ages and abilities so it would be safe, quiet and away from busy roads. It will be inclusive for others such as wheelchair users and parents with pushchairs. It would make many local journeys more attractive for walking and cycling.

**RECOMMENDATIONS:**

**The Local Committee (Waverley) is asked to agree that:**

- (i) The Guildford-Godalming Greenway route (as detailed in Annex B) is adopted into the Waverley Cycle Plan.

**REASONS FOR RECOMMENDATIONS:**

The Guildford-Godalming Greenway Proposal is a detailed and well-considered report. It has been produced by local residents who regularly travel along the corridor and has involved all the relevant local cycle groups.

The Surrey Cycling Strategy (2014-2026) invites local involvement to the local cycle plans and the aims of the Guildford-Godalming Greenway supports the objectives of the strategy.

Many of the sections identified for improvement have already been noted under the cycle plans for Guildford and Waverley. The proposal ties them all together under a strategic route which can be implemented in sections as and when opportunities are available.

The vision is to provide a route that a wide variety of users could comfortably share including pedestrians, cyclists, wheelchair users, and parents with pushchairs. By

providing attractive alternatives to driving all will benefit from reduced pollution and congestion and walking and cycling provides many health benefits to the individual.

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

- 1.1 The Surrey Cycling Strategy recognises the health, pollution and congestion reduction benefits of encouraging a shift away from personal motorised transport. A good quality cycling network also enables transport for those who are unable, or chose not, to use a motorised vehicle. As such the aim of the strategy is more people cycling in Surrey, more safely.
- 1.2 Under the cycling strategy local cycle plans have been developed for Guildford and Waverley to identify missing infrastructure and support cycling locally.
- 1.3 The Godalming Cycle Campaign (GCC) have developed a proposal called the Guildford-Godalming Greenway in support of the cycling strategy, and to encourage more provision for walking and cycling.
- 1.4 Many people travel on the corridor between Guildford and Godalming for work, school, shopping and leisure. According to census data 3,840 people commute for work daily between Guildford and Godalming. Of these only 50 cycle while 2,957 chose to drive. It is a relatively flat five miles between the two towns; a distance most people could easily cycle in about 30 minutes.
- 1.5 The combined population of the towns and villages served by the route is over 150,000. As well as residential areas there are train stations, bus routes, shops, businesses and leisure activities. Many shorter journeys would also be made along the Greenway.
- 1.6 Some of the route is already in place with paths that permit cycling as well as walking. However the quality of these paths renders them less than ideal and, in some places, there are issues that actively deter their use by bike or with pushchairs. The existing facilities also do not provide a continuous route.
- 1.7 The Guildford-Godalming Proposal from GCC presents a plan for improving the existing paths and joining them up to provide continuity. A considerable amount of work has gone into the proposal and the executive summary is attached as Annex A. By adopting the proposal into the local cycle plans we are recognising it as a key route and supporting the local residents who want it and will use it.

## **2. ANALYSIS:**

- 2.1 The aim of the Guildford-Godalming Greenway is to provide a well-designed route suitable for day to day activities such as getting to school, going shopping, commuting to work, or walking or cycling for leisure. The route is designed to be accessible to a small family group, out together on bikes. If this 'yard-stick' is adopted the greenway will automatically be of a standard appropriate to a wide range of users.
- 2.2 While the route has been selected with utility in mind, most of it passes through scenic landscape making it suitable for leisure as well. However it is not intended that this should be a route for cycling at speed. Fast routes for commuting by bike may be better provided separately.

- 2.3 An objective of the Surrey Cycling Strategy is to make cycling a safe, attractive and convenient mode of transport for people of all ages and levels of confidence. For this it lists five design principles to ensure that new infrastructure is of high quality, drawing from national and international best practice. They are:
- Inclusive
  - Safe and secure
  - Comfortable and well maintained
  - Continuous
  - Go where people want to go
- 2.4 Walking and cycling are by their nature more **inclusive** for most as a form of transport. You don't need to be a certain age, pass a test or buy a car or ticket. A well designed and implemented route will provide inclusive access for many users such as older and young cyclists, pedestrians, wheelchair users, and parents with pushchairs.
- 2.5 Many people find road traffic intimidating and are discouraged from walking and cycling as a result. Parents are understandably reluctant to allow their children to cycle on or near busy roads. The provision of a well-designed and largely off-road route will offer a protected and suitable environment in which children and those who are less confident can be **safe and secure**.
- 2.6 As a utility route it should be **comfortable and well maintained**. It should not be prone to flooding or be reduced to mud after rain. Users should expect to be able to use it in ordinary, everyday clothing without arriving at their destination dirty. The surface should be relatively firm and flat. A loose or rutted surface greatly increases the effort required to cycle and can unseat the inattentive or inexperienced. A poor surface makes cycling particularly difficult for children riding bikes with smaller wheels. The standard of construction should follow recognised guidelines.
- 2.7 It is vital that the route is **continuous**. Stopping and starting is the most difficult aspect of cycling and so a route that allows people on bikes to keep going is important. This is amplified for families where parents face the additional challenge of managing children at every stop. The quality of the route should also be continuous, i.e. a user should expect a similar standard of provision throughout the route and not be faced with a section on a busy stretch of road part way along their journey.
- 2.8 As a key corridor this route will clearly **go where people want to go**. It will run close to a significant population, linking homes to many destinations such as shops, schools, leisure facilities and public transport while still taking a direct route.
- 2.9 Following these principles GCC have assessed the route in the proposal and given a red, amber, green status for each section depending on the level of intervention required to bring it up to standard. This can be seen on the map in Annex A.
- 2.10 The detail on each section, including links, is considered at length in the GCC Proposal. To keep the length of this report down this has not been attached in full however is available upon request. SCC officers including the Highways team have also gone through each section of the report and provided additional

comments based on their experience and expertise. This table, which includes the suggestions from the GCC proposal, is attached as Annex B.

### **3. OPTIONS:**

- 3.1 In determining the most appropriate route between Guildford and Godalming many alternatives were scrutinised. The route suggested in Annex B has been selected because it is most suitable for the target audience and best connects with adjacent sections to form a continuous route that should be achievable if funding is available.
- 3.2 Alternatives often represent the desire lines for different audiences, either faster, on-road commuters or off-road riders using cycles suited to rougher terrain. In future it may be appropriate to develop some of the alternative options to make them more accessible for cycling in its various forms.
- 3.3 At a detailed design stage it may be that slight routing changes need to be made. However any changes would be in keeping with the aim to provide a direct, safe and attractive route for all ages and abilities.

### **4. CONSULTATIONS:**

- 4.1 The Surrey Cycling Strategy was fully consulted on when it was developed. The Waverley Cycle Plan is available online at [www.travelsmartsurrey.info](http://www.travelsmartsurrey.info). This includes a link to an anonymous survey where comments or suggestions can be left on any aspect of the cycle plan.

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

- 5.1 Providing all the necessary works on the Guildford-Godalming Greenway will require considerable capital investment. No funding has yet been allocated to any of the improvements.
- 5.2 However the route has been broken down into sections, with detail on what is required at each, to make it easier to identify sources of funding and construct in a piecemeal approach.
- 5.3 Possible sources of funding may involve developer contributions/CIL or bids to the Local Enterprise Partnership, DfT, or other grant bodies.
- 5.4 The Local Committee may choose to fund some improvements where there are lower costs involved.

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

- 6.1 An Equality Impact Assessment was undertaken for the Surrey Cycling Strategy.

### **7. LOCALISM:**

- 7.1 The Guildford-Godalming Greenway will provide a safe, attractive and useful route for those who live or travel in the vicinity. Increased walking and cycling

has benefits to the health of the participants and encourages self-reliance. It helps to reduce traffic congestion and will reduce carbon emissions where it replaces other motorised transport.

- 7.2 As the 'tube-style' map in Annex A shows, the main route has a potential to serve a population of over 150,000 people living within a mile or so of the route.
- 7.3 When complete the route will result in improved accessibility to Guildford and Godalming town centres as well as other key destinations and residential areas along the route.

## **8. OTHER IMPLICATIONS:**

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

### 8.1 Sustainability implications

Increasing levels of walking and cycling can have a positive impact in congestion reduction and a consequent reduction in carbon emissions.

The creation of an attractive greenway connecting residential areas with key destinations will encourage modal shift which has implications for health, improved mobility, accessibility and reduced dependency on private vehicles.

### 8.2 Public Health implications

Active travel (walking and cycling), particularly for utility trips such as travelling to work, school and shopping, is considered a key deliverable against public health priorities such as obesity and air quality. The National Institute for Health and Care Excellence (NICE) Guidance – Physical Activity: Walking and Cycling states that walking and cycling reduces the risk of heart disease, stroke, cancer, obesity and type 2 diabetes. It can help keep the musculoskeletal system healthy and promote mental wellbeing.

## **9. CONCLUSION AND RECOMMENDATIONS:**

- 9.1 The Guildford-Godalming Greenway has the potential to be a safe and attractive route for a variety of users that also provides an alternative to driving.
- 9.2 It is recommended that the Local Committee adopt the Guildford-Godalming Greenway route (as detailed in Annex B) into the Waverley Cycle Plan.

<b>10. WHAT HAPPENS NEXT:</b>
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10.1 If the recommendation is agreed the Guildford-Godalming Greenway will form a part of the Waverley Local Cycle Plan. It will be an annex to the plan and will be viewable online at [www.travelsmartsurrey.info](http://www.travelsmartsurrey.info). Opportunities for funding will continue to be sought to make the relevant improvements to compete the route.

---

**Contact Officer:**

Becky Willson, Transport Planner: Cycling, 020 8541 8042

**Consulted:**

Guildford and Waverley local ward and divisional councillors  
Guildford and Waverley officers  
Godalming Cycle Campaign  
Waverley Cycle Forum  
G-BUG

**Annexes:**

Annex A: A Guildford to Godalming Greenway: Executive Summary  
Annex B: The Guildford-Godalming Greenway route with SCC comments

**Sources/background papers:**

A Guildford to Godalming Greenway: Executive Summary  
A Guildford to Godalming Greenway: Proposal  
A Guildford to Godalming Greenway: Alternative route assessments  
A Guildford to Godalming Greenway: Index to maps  
Surrey Cycling Strategy 2014-2026  
Surrey Cycling Strategy Equality Impact Assessment  
Census data

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# A Guildford to Godalming Greenway

## Executive Summary

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Surrey Cycling Strategy 2014-2026 sets out a vision to *get more people in Surrey cycling, more safely*<sup>1</sup>. It presents the broad plan for achieving this and invites local involvement to contribute to the detailed, area specific plans<sup>2</sup>.

This document has been prepared by The Guildford Bicycle Users Group (G-Bug) and Godalming Cycle Campaign (GCC) to propose a coherent plan for the development of a greenway in the River Wey corridor to the south of Guildford. The two groups wholeheartedly support the vision of the Surrey Cycling Strategy and have endeavoured, in this plan, to deliver many of its specific goals.

The creation of a continuous 'greenway' route from the centre of Guildford to Godalming is proposed. This spine will join up many shorter routes to shops, schools and other important destinations to create a local network. An extension to Milford is proposed from where it would be possible to continue to Elstead and beyond. The vision is to provide a route that a wide variety of users could comfortably share including pedestrians, cyclists, wheelchair and buggy users, and parents wheeling pushchairs.

At the Guildford end, the route takes into consideration the important route to Cranleigh (via the Downs Link) and its potential to link to Dunsfold Park.

### Why create a Greenway?

The Surrey Cycling Strategy recognises the health, pollution and congestion reduction benefits<sup>3</sup> of encouraging a shift away from personal, motorised transport. The most recent national census<sup>4</sup> shows that many people commute daily in one direction or the other between Guildford and Godalming, but few currently cycle. Of course, journeys between the two towns are made for many other purposes as well. The relatively flat terrain between Guildford and Godalming recommend it as route for walking and cycling and a well-constructed greenway could attract people towards forms of transport other than the private motor car.

The Waverley Local Plan and The Waverley Cycling Strategy also propose the provision of cycle-friendly infrastructure as a means to encourage sustainable transport and to ease congestion on local roads.

Some of the route is already served by paths on which cycling is permitted. However, the quality of these paths renders them less than ideal and, in some places, there are issues that actively deter their use by bike. Also, the existing paths do not provide a continuous route. This document presents a plan for improving the existing paths and joining them up to provide continuity.

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<sup>1</sup> Surrey Transport Plan – Cycling Strategy 2014 – 2026, Executive Summary, Page 4

<sup>2</sup> Surrey Transport Plan – Cycling Strategy 2014 – 2026, Executive Summary, Point 2, Page 5

<sup>3</sup> Surrey Transport Plan – Cycling Strategy 2014 – 2026, Executive Summary, Page 4

<sup>4</sup> National Census 2011 – Of the 3,840 people who recorded a commute between Guildford and Godalming (or vice versa) on the day of the census, the vast majority (2,957) travelled by car.

## What would the Greenway look like?

A well-designed route suitable for walking and family-friendly, utility cycling is proposed.

The aim is to provide a route suitable for day to day activities such as getting to school, going shopping, commuting to work or simply enjoying time out in the fresh air. The route is designed to be accessible to a small family group, out together on bikes. If this 'yard-stick' is adopted, the greenway will automatically be of a standard appropriate to a wide range of users.

While the route has been selected with utility in mind, almost all of it passes through scenic landscape making it eminently suitable for leisure as well. However, it is not intended that this should be a route for cycling at speed. Fast routes for commuting by bike may be better provided separately.

What might a family group require? The Surrey Cycling Strategy lists 5 design principles<sup>5</sup> all of which are very relevant to a family group:

- Inclusive
- Safe and secure
- Comfortable and well maintained
- Continuous
- Go where people want to go

The details set out in the introduction and in more detail below, demonstrate that this route will clearly **go where people want to go**. It will run close to a significant population, linking homes to many 'destinations' such as shops, schools, leisure facilities and public transport.

It is vital that it is **continuous**. Stopping and starting is the most difficult aspect of cycling and so a route that allows people on bikes to keep going is important. This is amplified for families where parents face the additional challenge of managing children at every stop. The quality of the route should also be continuous, i.e., a user should expect a similar standard of provision throughout the route and not be faced with a 'no-go-area' part way along their journey.

As a utility route, it should be **comfortable and well maintained**. It should not be prone to flooding or being reduced to mud after rain. Users should expect to be able to use it in ordinary, everyday clothing without getting dirty. The surface should be relatively firm and flat. A loose or rutted surface greatly increases the effort required to cycle and can unseat the inattentive or inexperienced. A poor surface makes cycling particularly difficult for children riding bikes with smaller wheels. The precise standard of construction should follow recognised guidelines.

Many people find road traffic intimidating and are discouraged from cycling as a result. Parents are understandably reluctant to allow their children to cycle on or near busy roads. The provision of a well-designed and largely off-road route will offer a protected and suitable environment in which children and others can be **safe and secure**.

A well designed and implemented route will provide **inclusive** access for many users such as older cyclists, pedestrians, wheelchair and buggy users, and parents wheeling pushchairs.

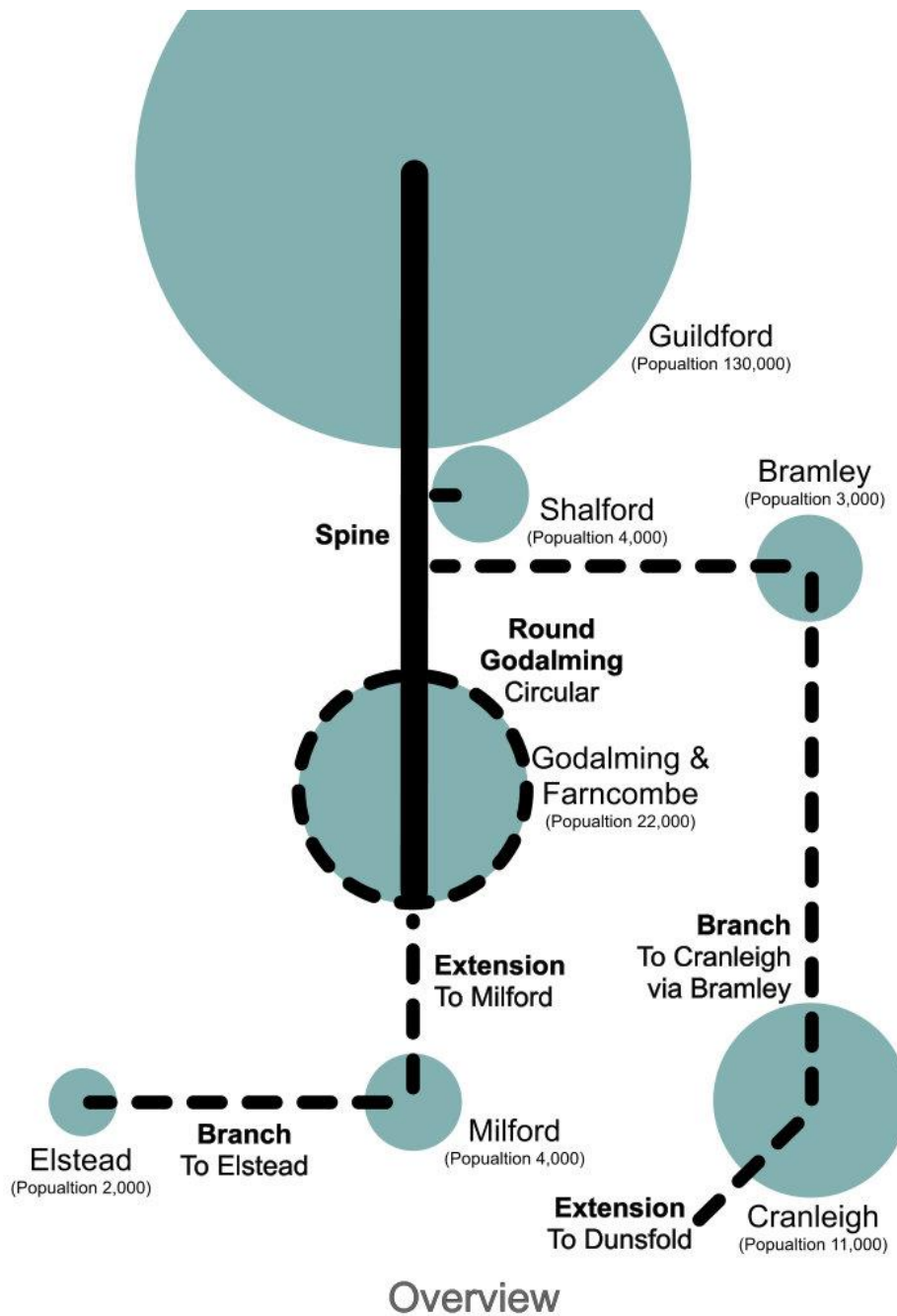
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<sup>5</sup>Surrey Transport Plan – Cycling Strategy 2014 – 2026, Section 6.1, Page 13



## Route Overview

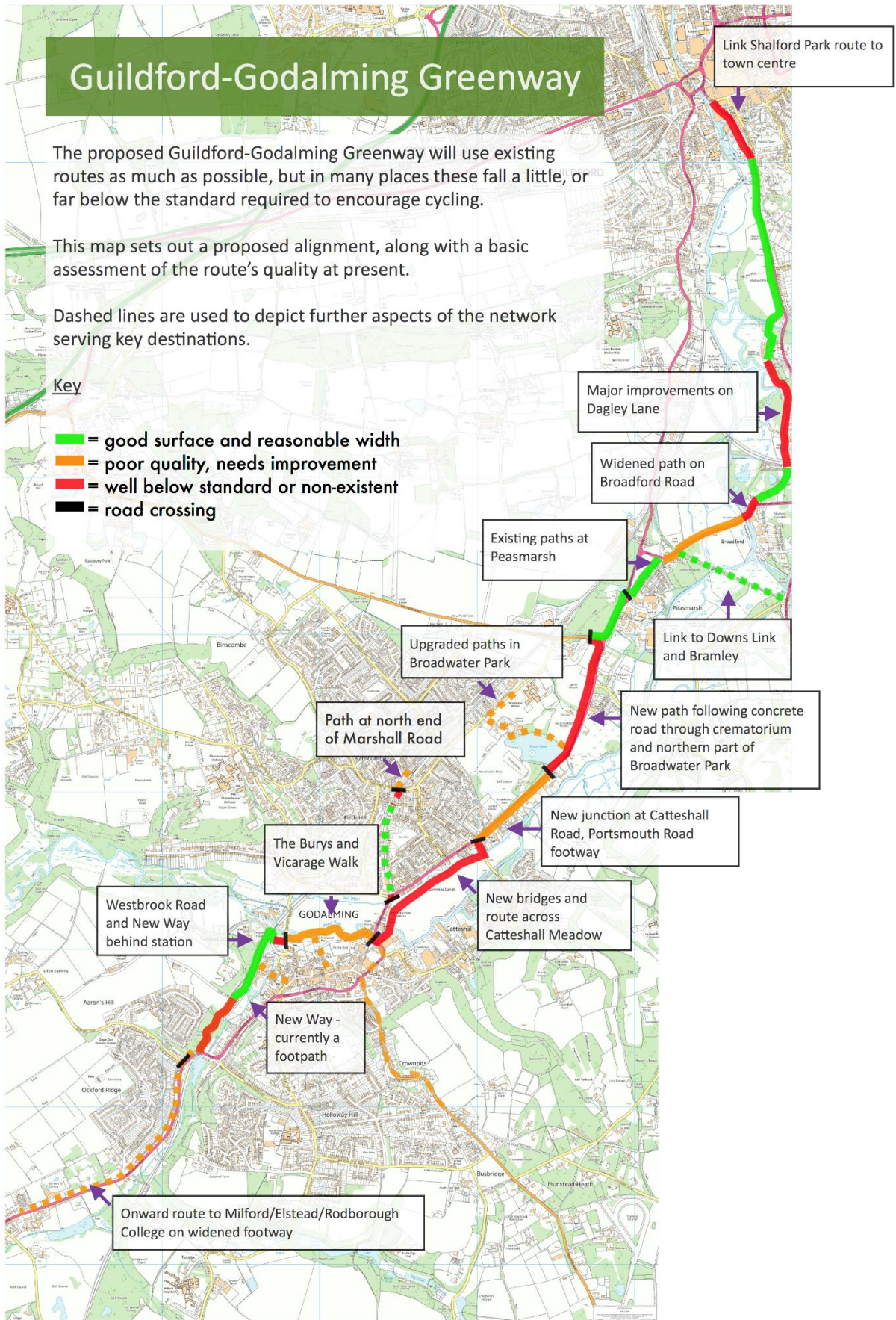
This 'tube map' style map provides an overview of the plan:



Proposed Guildford-Godalming Greenway

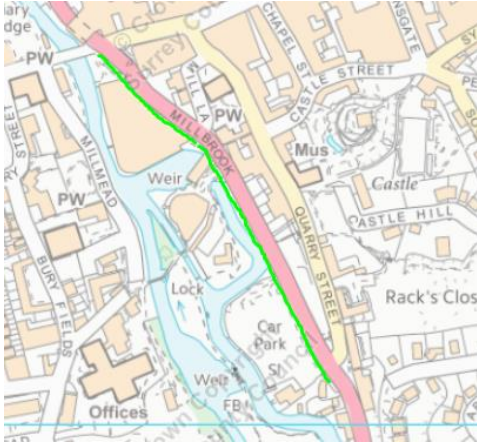
The 'spine' of the route runs from the centre of Guildford to Godalming with an extension to Milford. The route serves many key destinations directly and short 'links' are proposed to connect to others.


This map demonstrates that the proposed greenway has the potential to serve a population of over 150,000 people living within a mile or so of the route.

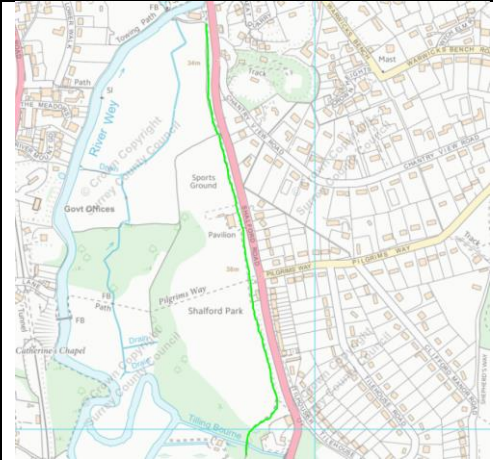


# Guildford Godalming Greenway with SCC comments

## Guildford Borough sections

Section (in green) and issues	Godalming Cycle Campaign proposal	SCC comments	SCC est. cost	Priority/ timescale
 <p>No cycle provision and a busy intimidating road environment.</p> <p>Not suitable for families or less confident cyclists.</p>	<p>Create a bi-directional, shared route along Millbrook.</p> <p>The existing pavements along the entire length of Millbrook are sufficiently wide for shared use. The road space is generous and some space could be reallocated to make the pavements even wider if pedestrian/cycle segregation is more appropriate in this busy area.</p> <p>The occasional junctions (i.e., the entrance to Debenhams loading bay, the turn into the Yvonne Arnaud Theatre and the car park entrance) should be adjusted to give level passage and clear priority to pedestrians and cyclists.</p>	<p>This is also a heavily-used pedestrian route to the town centre and while the footways are reasonably wide we would rather see a segregated cycle route as they aren't wide enough to reduce conflict between pedestrians and cyclists.</p> <p>The highway is wide here and so there is scope for a protected cycle lane on both sides of the carriageway. However this would require space being taken from the carriageway which would affect general traffic and public transport. This is a heavily congested area and a key link to the town centre so we couldn't cause a negative impact on other modes. The impact of this would have to be considered prior to advocating any alteration to the highway.</p> <p>Any changes made here would also need to tie into the wider plans for the gyratory.</p>	<p>20-25k if just simple cycle lane lining.</p> <p>Much more to create a suitable family-friendly route.</p>	<p>This is a <b>high</b> priority section however isn't straightforward due to busy town centre location.</p> <p>Likely to be <b>long-term</b> plan to tie into GBC plans for the town centre.</p>

		<p>An alternative route is via Millmead using the footbridge behind the theatre. However the existing bridges are too narrow and parapets too low and it is a considerably longer route to the town centre.</p>		
 <p>Surface is rough and uneven</p>	<p>Resurface and improve surface markings to guide users onto the route.</p>	<p>Guildford Rowing Club owns this section.</p>	<p>8-10k</p>	<p><b>Low priority</b> <b>Medium-term</b></p>
	<p>Raise the short section to bring it above flood level and allow drainage under the path.</p>	<p>This is a popular route and could do with widening however is a lower priority compared to other sections.</p> <p>Where the tree roots protrude also needs to be levelled to improve the comfort of the route.</p> <p>The Sustrans agreement with the landowner (GBC) needs to be checked.</p>	<p>90k</p>	<p><b>Low priority</b> <b>Medium-term</b></p>



There is a low-lying section that can flood and accumulate sediment.

This stretch is a sub-standard width. Tree roots make aggressive speedbumps for cycles, buggies and wheelchairs.




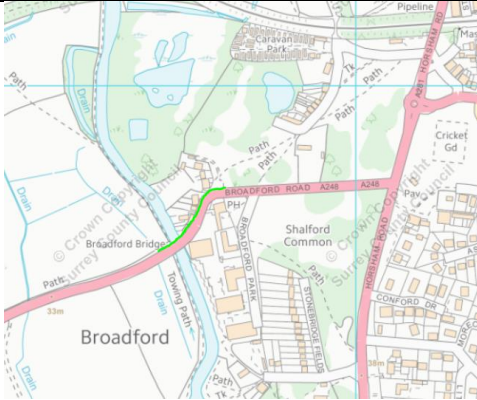

Adjust the entrance to give level passage and clear priority to pedestrians and cyclists.


We agree that it is preferable for pedestrians and cyclists to have priority however this requires a site specific assessment involving Highways and Road Safety colleagues.

The issue of who has priority at side roads depends on the environment at that location and should be based on factors such as safety and visibility, and where the highest flows are (drivers or non-motorised users). Any changes need


**Low priority**  
**Long-term**

<p>Vehicles entering and exiting Shalford Park appear to have priority which puts cyclists at risk because the traffic is often approaching them from behind.</p> <p>Vehicles turning into the car park from Millbrook pose an especially high risk because the turn in is easy and they can therefore be travelling at speed.</p>		<p>to prioritise reducing personal injury accidents.</p>		
 <p>This bridleway is unsurfaced making it muddy and impassable at times.</p> <p>A short stepped section prevents pushchairs, wheelchairs and cyclists using this link.</p>	<p>Raise this low-lying section to bring it above flood level and allow drainage under the path and extend it to introduce a reduced gradient to the top of the incline.</p> <p>A good surface exists under the mud. An annual maintenance plan is all this is required to keep it in good order.</p>	<p>GBC have recently commissioned design work into this. The surface will be improved so it can be used all year round and the stepped section will be graded out.</p> <p>Options for low-level lighting will also be considered.</p> <p>Shalford Parish Council are also supportive of the scheme and may be able to cover the costs of an annual clearing of the path.</p>	<p>£150k</p>	<p><b>High</b> priority – a popular bridleway which if improved would create an attractive walking and cycling route connecting the village of Shalford to Guildford town centre.</p> <p><b>Medium-term</b> – no funding has yet been secured.</p>

 <p>Currently cyclists are required to re-join the road to get to and across Broadford Bridge. For north-to-south riders, this involves two crossings of what is often a very busy road. The surfacing of the road is poor.</p>	<p>Reallocate space away from the carriageway and eastern footway to create a wider, shared-use path on the west side of Broadford Road. This would also move traffic back away from the front of the cottages benefiting residents. Re-designate the current footbridge to shared use.</p>	<p>It will not be possible to reduce the carriageway as HGVs use this road however we may be able to reallocate space from eastern footway as suggested. It would likely still be a sub-standard width but only for a short distance. If Stats diversions are needed it would increase the cost considerably.</p> <p>The footway area on the west side of the bridge should be widened and surfaced too (~£10k).</p>	<p>50-100k</p>	<p><b>High</b> priority section but difficult and expensive (with no available funding) so likely to be <b>long-term</b> aspiration.</p>
 <p>The path from the old railway bridge to the junction of Unstead Wood with Broadford Road is narrow and becomes</p>	<p>Widen and resurface.</p>	<p>Agree. Surface would need to be suitable for year round use. May also wish to consider low-level lighting bollards.</p>	<p>15-20k</p>	<p><b>Low</b> priority <b>Long-term</b></p>

<p>frequently overgrown. Tree roots have made the path uneven.</p>				
 <p>It is easy for vehicles to turn into Oakdene Road at speed putting pedestrians and cyclists at risk at the junction. This is particularly significant for cyclists travelling north along Oakdene Road wishing to turn right onto the short section of shared use path alongside Bradford Road.</p>	<p>Introduce traffic calming measures, e.g., adjust the junction to give level passage and clear priority to pedestrians and cyclists crossing the end of Oakdene Road.</p>	<p>Acknowledge that there is a desire to improve this junction for cyclists. It is another area that would require a site specific assessment to determine what the best intervention would be.</p> <p>It would be worth assessing the speeds of drivers on Bradford Road, especially on the bend. If there are speed issues these would need to be addressed and a raised table on Oakdene Road wouldn't help as could cause shunt collisions. Also if the table needed to be set back in Oakdene Road it would reduce visibility for cyclists turning right onto Bradford Road. The area would need to be looked at in more detail and colleagues in the design team may have alternative ideas to improve it.</p> <p>The shared use footway on Bradford Road needs vegetation to be cleared back to maximise the width available.</p>	<p>8-10k</p>	<p><b>Low priority</b></p> <p><b>Medium-term</b></p>



 <p>The A3100 has no formal crossing point for pedestrians or cyclists. The road is very busy at peak times and crossing can be difficult even at the refuges.</p>	<p>Provide a shared use crossing at the junction of the A3100, Old Portsmouth Road and (the closed off end of) Mill Lane.</p>	<p>The exact type of crossing facility provided needs to follow guidance from Local Transport Note 1/95.</p> <p>A signalised crossing needs to be a certain distance from the roundabout but if too far from the desire line won't necessarily be used.</p> <p>It may be possible to enhance the existing crossing point by widening the central refuge to accommodate cycles and slowing vehicles exiting and approaching the roundabout.</p> <p>Feasibility would need to be done to explore the most appropriate option and location.</p> <p>Maintenance cost will also be an issue.</p>	<p>150k</p>	<p>TBC</p>
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The B3000 crossing is currently via a refuge adjacent to the roundabout. Crossing here can be stressful. Traffic approaches from multiple directions, signage obstructs visibility and vehicles on the roundabout do not always indicate their turn. Traffic flow can be continuous at busy times of the day.

An alternative, shared use crossing point is needed. This should be set back from the roundabout (near to the crematorium entrance.).


As above the type of facility needs to follow guidance from LTN 1/95.

A standalone Toucan crossing would need to be staggered and would take space. May need to widen the central refuge but this may also create faster entry as would reduce deflection.

Maintenance cost will also be an issue.



200k



TBC



 <p>A paved pathway exists from the entrance of the crematorium through to its boundary with the northern edge of Broadwater Park. While the ground it traverses appears to be associated with the crematorium, it is screened from the public area and is gated to public access.</p> <p>An earth mound lies across the existing path at the borough boundary.</p>	<p>Create access to the path suitable for cyclists and pedestrians. Clear/repair the surface of the path.</p> <p>Remove the mound to provide a connection for cyclists and pedestrians.</p>	<p>The Crematorium is being redeveloped and this will become a service road for use of the crematorium only. They are not willing to permit the greenway to use the service road.</p> <p>Instead the footway will need to be widened to create a shared use path adjacent to the road.</p>	<p>140k</p>	<p><b>High priority</b></p> <p><b>Long-term</b></p>
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### Waverley Borough Sections



Section	GCC Proposal	SCC comments	SCC est. cost	Timescale/ priority
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 <p>500 meters of paved roadway link the borough boundary to the lakeside. This comprises a substantial concrete base and is currently accessible to motorised vehicles. The surface has deteriorated in places. At the entrance to the Rugby Club area, there is a gate across the road to restrict vehicle access.</p>	<p>Surface to the appropriate standard. Manage parking. Provide cycle/pedestrian access when vehicle access is closed.</p>	<p>This land is owned by WBC and leased to the Broadwater Sports Club, and the Rugby Club who also sub-lease to Guildford croquet club. Discussions would need to include them to see what would be possible.</p> <p>An alternative would be to create a route adjacent to the A3100 but this would cost more and be less pleasant as next to traffic.</p>	<p>50-60k</p>	<p><b>Low priority</b> <b>Long-term</b></p>
	<p>Mark out the route to minimise cycle/vehicle conflict</p>	<p>This will be WBC owned.</p>	<p>1k</p>	<p><b>Low priority</b> <b>Long-term</b></p>


<p>The route needs to cross/skirt the small car park at this point.</p>				
 <p>The current bridge over the lake outflow is too narrow for shared pedestrian/cycle use.</p>	<p>Construct a second bridge to accommodate a continuous cycleway.</p>	<p>Should be possible to just widen the existing bridge.</p>	<p>TBC</p>	<p><b>Low priority</b> <b>Long-term</b></p>
	<p>Either the existing path should be widened or a separate path for cycling should be constructed parallel to the existing path.</p>	<p>Conformation is needed that WBC are supportive of cycling here. Path would need to be 3m wide to minimise conflict.</p>	<p>30k</p>	<p><b>Medium-priority</b> <b>Long-term</b></p>

<p>A surfaced path exists alongside the lake. It is rather narrow for shared use.</p>				
 <p>An area relatively free from vegetation exists between the woodland bordering the park and the road.</p>	<p>Early Broadwater estate maps show a track linking the lakeside to a former lodge (now the entrance to the golf course.) It has become overgrown with mostly shrubby vegetation but its alignment can be traced through the woodland.</p> <p>Clear vegetation and re-establish the route.</p> <p>Create a path through this area parallel to the A3100, Meadow.</p>	<p>The existing shared facility has been recently cleared back. Widening an existing path will be much cheaper than creating a new one.</p>	<p>100k</p>	<p><b>Medium-priority</b></p> <p><b>Long-term</b></p>
	<p>Reconstruct the crossing point to a standard suitable for shared pedestrian/cycle use. Ideally this should be light controlled.</p>	<p>The type and location of crossing facility provided needs to follow guidance from LTN 1/95.</p> <p>Would need to explore where along this section would be the most useful location for crossing. Surveys assessing demand may be relevant.</p> <p>Maintenance cost will also be an issue.</p>	<p>150k</p>	<p><b>Medium-priority</b></p> <p><b>Long-term</b></p>

<p>The A3100 crossing is currently via a refuge. The refuge is not big enough to accommodate cycles and the road can be very busy making crossing difficult.</p>				
 <p>No cycle facilities exist here but the footway is wide.</p>	<p>The roadside pavement is wide throughout this length and could accommodate shared use.</p> <p>Redesignate and sign for shared use.</p>	<p>Agree although it does become very narrow at the Catteshall Road end and would like to see this widened to prevent the pinch-point. This would need to be done as a part of any junction improvements mentioned below.</p>	<p>5k for signs and dropped kerbs</p>	<p><b>Medium-priority</b></p> <p><b>Medium-term</b></p>

	<p>Introduce light control at the junction and set back the stop-line for traffic emerging from Catteshall Road to the bridge over Hell Ditch (point 2.10 on the map.) Operate single-line-alternate working up to the junction, releasing space for the cycleway. (This also moves queuing traffic away from the neighbouring properties reducing noise, pollution and intrusion for the residents.)</p>	<p>This suggestion has been looked into and it is not feasible. As it's a bus route the stop line would need to be set very far back and a feasibility study concluded this wouldn't work.</p> <p>Other options have been considered. These include adding a roundabout, or signalling the junction. A suitable option is still to be agreed on.</p>		<p><b>High</b> priority <b>Long-term</b></p>
<p>This short section of Catteshall Road is narrow and frequently completely blocked by vehicles queuing to exit onto Meadow. There have been accidents including one fatal.</p>				
	<p>Widen the existing path and surface appropriately for the rural setting. (Examples of surfacing that could prove appropriate can be found alongside the River Wey Navigation at Guildford.)</p>	<p>This is all common land and a flood area so will be very difficult to achieve.</p> <p>Suggest that the Wey navigation would be a better route and make improvements to the towpath instead. Although this would need permission from the National Trust.</p>	<p>50-150k</p>	<p><b>Medium</b> priority <b>Medium term</b></p>



<p>An unsurfaced path exists through to the Town Bridge</p>				
 <p>The existing route, via the car-park of Godalming United church, connects to the Town Bridge where the busy A3100 crosses the River Wey. Even for experienced cyclists, this road is intimidating, with its uphill approach to a junction designed for maximum traffic flow rather than cyclist safety. An alternative route, suited to family-friendly cycling, is required.</p>	<p>A new pedestrian/cycle bridge is proposed to cross the River Wey just downstream from the Town Bridge.</p>	<p>Might be slightly easier to put a crossing nearer Sainsbury's but will need to be high enough for boats to get underneath.</p> <p>Realistically this will be very difficult to fund and achieve.</p>	<p>High</p>	<p><b>High</b> priority <b>Long-term</b></p>



Bridge Street/Woolsack Way junction. There is currently only a refuge to assist crossing between Homebase and Bury Fields. It is a busy junction, designed to keep traffic moving quickly. People crossing the road must contend with traffic approaching from multiple directions.

Provide a shared use crossing.

This is a tricky area where the whole junction needs to be rethought out.

Congestion is a problem here too.

Maintenance cost will also be an issue.

150k

**High** priority

**Long-term**



Provide appropriate signage. Also, where the path emerges from behind the bowls club pavilion, just to the north of the band-stand, some adjustments may be required to make the route clear.


Formalising this route may create issues, would need to be discussed further with WBC.


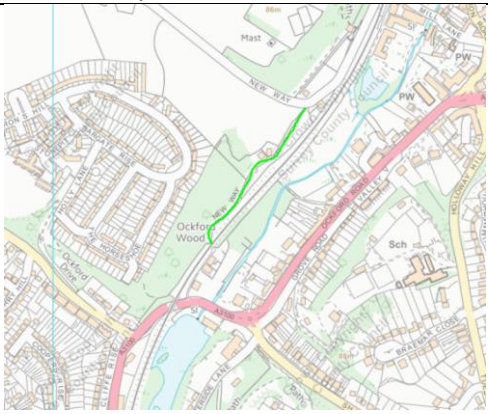
Will want to widen it in places but avoid mature trees.


35k

**Medium** priority

**Medium-term**

<p>The pathway through the Phillips Memorial Park has recently been upgraded and provides a generally adequate route for shared-use.</p>				
 <p>Borough Road crossing. Although there have been recent, beneficial improvements here, traffic is still unwilling to give way to people who need to cross. A stronger, clearer priority to pedestrians and cyclists is needed here.</p>	<p>Provide a shared use crossing.</p>	<p>Recently installed a road table here. Couldn't do anymore here at the time as it is a conservation area.</p>	<p>40k – if a zebra crossing is possible</p>	<p><b>Medium</b> priority <b>Medium-term</b></p>

 <p>Vicarage Walk. This path carries limited and mostly commuter foot traffic (essentially to and from the station and Westbrook Mills), it is too narrow for pedestrians and people on bikes to pass comfortably.</p>	<p>Increase the width of the path and with a wider bridge at its junction with Westbrook.</p>	<p>This will require land take and converting a footpath to a cycle track.</p> <p>Given the expense and difficulties in achieving this it would be considered very low priority.</p>	<p>TBC</p>	<p><b>Low priority</b></p> <p><b>Long-term</b></p>
	<p>Engineer a more gentle slope and widen and resurface the path. Upgrade to shared use, resurface and provide suitable lighting.</p>	<p>Further comments are needed from the Rights of Way team.</p>	<p>50k+</p>	<p><b>Low priority</b></p> <p><b>Long-term</b></p>

<p>Footpath at the point it leaves the surfaced section of New Way. The surface is badly eroded resulting in a significant drop in level.</p> <p>Section of New Way linking to A3100. The surface has significant pothole damage and the land is unlit throughout. It is thus unsuitable for use in inclement conditions, or at night.</p>				
 <p>Portsmouth Road from the New Way junction to the rail bridge. The footway is too narrow for shared use.</p>	<p>Widening the footway for shared use to continue south towards Milford.</p>	<p>Unlikely to be able to widen this to create a sufficiently wide enough footway to be shared use. Would still be a pinch-point.</p> <p>The section all the way to Milford is about 1.8km and could easily cost hundreds of thousands to widen it. In places the highway is wide however there may be some pinch-points along the route. Measures would need to be taken to prevent anti-social pavement parking.</p>	<p>10k</p>	<p><b>Low priority</b></p> <p><b>Long-term</b></p>

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (WAVERLEY)**

**DATE: 29 June 2018**



**SURREY**

**LEAD OFFICER: LOUISE GIBBINS, COMMUNITY SAFETY OFFICER**

**SUBJECT: LOCAL COMMITTEE COMMUNITY SAFETY FUNDING**

**DIVISION: ALL WAVERLEY**

**SUMMARY OF ISSUE:**

The local committee has a delegated budget of £3,000 for community safety projects in 2018/19. This report sets out the process by which this funding should be allocated to the Community Safety Partnership and/or other local community organisations that promote the safety and wellbeing of residents. The report also provides a progress update regarding last year's funding.

**RECOMMENDATIONS:**

**The Local Committee (Waverley) is asked to agree that:**

- (i) The committee's delegated community safety budget of £3,000 for 2018/19 be retained by the SCC Community Safety Team, on behalf of the local committee, and that the Community Safety Partnership and/or other local organisations be invited to submit proposals for funding that meet the criteria and principles set out in section 3 of this report.
- (ii) Authority be delegated to the SCC Community Safety Manager, in consultation with the Chairman and Vice-Chairman of the local committee and divisional members as appropriate, to authorise the expenditure of the community safety budget in accordance with the criteria and principles stated in section 3 of this report.
- (iii) The committee receives updates on the project(s) that was funded, the outcomes and the impact it has achieved.

**REASONS FOR RECOMMENDATIONS:**

The report sets out a process for allocating the committee's delegated community safety budget of £3,000 to local organisations to achieve the recommendations outlined above.

There is also an update on how last year's funding was used in order to provide visibility and promote accountability within the Community Safety Partnership.

<b>1. INTRODUCTION AND BACKGROUND:</b>
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- 1.1 Prior to 2016, the local committee had historically chosen to passport its delegated community safety funding to the local Community Safety Partnership (CSP) to assist in their efforts to tackle crime and anti- social behaviour on behalf of residents. The CSP in Waverley is known as the Safer Waverley Partnership.
- 1.2 Following countywide analysis of the projects that were funded through CSPs and the outcomes achieved, the local committee agreed that its local CSP should firstly be invited to provide an outline of any prospective projects that could be supported from the committee's funding for approval. This aimed to provide greater oversight of the committee's expenditure. In the context of the County's Medium Term Financial Plan and the requirement upon all county services to contribute to significant savings, the process would also help to achieve better value for money from projects in support of the County Council's wider community safety priorities.
- 1.3 In 2016/17, the committee awarded £3,000 as a contribution toward the costs of Domestic Homicide Reviews (DHRs) in Waverley. DHRs are a statutory requirement under the Domestic Violence & Victims Act 2004 and review any case where there has been a death at the hands of a relative or member of the same household. The purpose of a review is to evaluate the role of the authorities prior to, during and after the incident. The lessons learned are used to shape future practice and prevent further cases of a similar nature
- 1.4 Since the inception of these measures Waverley had conducted 3 DHRs (more than any other borough in Surrey) and a 4<sup>th</sup> was anticipated in 2017.
- 1.5 It is a legal requirement for DHRs to employ the services of an independent chairman to oversee proceedings as well as the acquisition of any specialised expertise needed. In addition, there is a requirement for substantial administrative resource and this may come from either an internal or external source. Therefore DHRs can be an expensive measure, currently averaging approximately £10-£12,000 with the highest cost so far being £25,000. This was funding that Waverley Borough Council had been picking up at that point. The CSP executive had therefore prioritised DHRs to be its top funding priority.
- 1.6 The 2016/17 funding went towards an independent Chair and administration to support the completion of DHR3. This allowed the report to be completed and submitted to the Home Office for quality assurance and has been published on the Surrey Against Domestic Abuse website.
- 1.7 In 2017/18, the committee awarded £2,350 towards the Safe Drive Stay Alive Theatre based education production requesting £1 per young person booked to attend SDSA based on bookings from Nov 2016. Safe Drive, Stay Alive in Surrey is a theatre based education production that aims to raise road safety awareness amongst young people and to positively influence their attitudes to driving. The ultimate aim is to reduce the number of road traffic collisions involving young people and the number of deaths and injuries amongst this at risk driver group. An update on the local committee's funding is described below.



## 2. ANALYSIS OF PREVIOUS FUNDING:

- 2.1 2017/18 Safe Drive Stay Alive – Over eleven thousand people attended the 19 performances in late October and early November, bringing the total audience, since April 2005, to just under 138 000. The audience comprised 11 700 students, teachers/tutors/instructors, from over 90 schools, colleges, youth groups, the British Army, and over 100 invited special guests. See Annex A for the full SDSA report and Annex B for Waverley bookings.
- 2.2 In 2017, every attendee received a copy of the Young Driver’s Guide, a trolley/locker coin key ring and a wrist band printed with the SDSA logo. Attendees were encouraged to ‘check in’ to register their details via online platform using the link [www.safedrivesurrey.org/checkin](http://www.safedrivesurrey.org/checkin) in order to receive driver and road safety information updates in the 12 months post performance. All schools have received copies of the Follow Up Tutor resource to support follow up work on Impulsivity, Distraction, Peer pressure, Mobile phones and Drink/Drug driving.

## 3. 2018/19 FUNDING:

- 3.1 As in the previous year, a clear and simple process designed to support CSPs will be adopted in order that funds can be processed efficiently this year.
- 3.2 Local CSPs will be invited to submit a brief outline of the projects that they would like to put the committee’s funding towards, on a simple template designed for this purpose.
- 3.3 To assist CSPs in identifying suitable projects, the following criteria will be provided as a guide:
- (a) Results in residents feeling safer
  - (b) Has clear outcomes that align with the priorities of the local committee and/or the CSP
  - (c) Is non recurrent expenditure
  - (d) Does not fund routine CSP activities (e.g. salaries, training)
  - (e) Is not subsumed into generalised or non-descript funding pots
  - (f) Does not duplicate funding already provided (e.g. domestic abuse services, youth work, transport costs, literature which could be co-ordinated across all CSPs)
- 3.4 To ensure funds can be utilised within the current financial year, it is suggested that a deadline of **29 September 2018** is imposed for the submission of outline projects by CSPs and/or local organisations. This deadline will be communicated widely to local CSPs and partner organisations.
- 3.5 To ensure that funds can be distributed speedily and efficiently, it is recommended that authority is delegated to the SCC Community Safety Manager, in consultation with the Chairman and Vice-Chairman of the Local

Committee, along with the relevant divisional member, to authorise the expenditure of the committee's funds outside the formal quarterly committee meeting cycle. This should allow local organisations to obtain approval, initiate and implement projects with the minimum of delay.

- 3.6 Once implemented, the CSP and any other recipients of this funding will be required to provide the local committee with a short update on each project, outlining how the funding was used and the difference and impact it has made in the local community.

#### **4. OPTIONS:**

- 4.1 All viable options were considered and appraised when forming the recommendations to the Local committee. The previous arrangement, whereby the committee transferred both its funding and the decision-making about how the funding could be used to the CSP was not considered to provide sufficient information on the impact that the funding or the outcomes it had achieved.
- 4.2 The recommended funding arrangements will employ a simple process for the commitment of funds by the committee to enable greater scrutiny over the use of this funding.

#### **5. CONSULTATIONS:**

- 5.1 Local committee chairmen were collectively consulted about this process for allocating community safety funding as recommended in this report, before its implementation last year.

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

- 6.1 The costs of the recommendations in this report are contained within existing revenue budgets. Early scrutiny of proposed projects by CSPs and local organisations will help to achieve better value for money for the Committee's funding.

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

- 7.1 There are no direct equalities or diversity implications. However, through its membership of the local CSP and external bodies, the County Council can help to ensure that local services are accessible to harder to reach groups. The CSP also maintains ongoing monitoring of hate and domestic abuse crimes.

#### **8. LOCALISM:**

- 8.1 The proposals contained in this report will enable CSPs and/or other suitable local organisations to submit projects that support the County Council's strategic goal of enhancing resident experience.

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

<b>9. OTHER IMPLICATIONS:</b>
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<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	Set out below
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

9.1 Crime and Disorder implications

The county council's membership of local CSPs helps ensure the achievement of its community safety priorities. The committee's funding for local community safety projects enables the CSP and/or other local organisations to help to promote safety, reduce crime, and tackle antisocial behaviour and raise awareness of safer practices and behaviours.

<b>10. CONCLUSION AND RECOMMENDATIONS:</b>
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- 10.1 The recommendations contained in this report are intended to secure greater oversight of the committee's community safety expenditure and achieve better value for money through projects that help to achieve the County's community safety priorities.

<b>11. WHAT HAPPENS NEXT:</b>
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- 11.1 The CSP will be advised of the funding process agreed by the Local Committee and invited to access this funding.

**Contact Officer:**

Louise Gibbins, Community Safety Officer, 0208 541 7359

**Consulted:**

Surrey's local committee chairmen and local committee members.

**Annexes:** Annex A: SDSA Report 2017. Annex B: SDSA Bookings summary 2017

**Sources/background papers:**

- Waverley Local Committee, September 2016. Item 9, Local Committee funding of Community Safety Projects
- Waverley Local Committee, June 2017, Item 8, Local Committee Community Safety Funding

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# *Safe Drive Stay Alive - Surrey*

## November 2017 performances

### Summary report



[www.safedrivesurrey.org](http://www.safedrivesurrey.org)





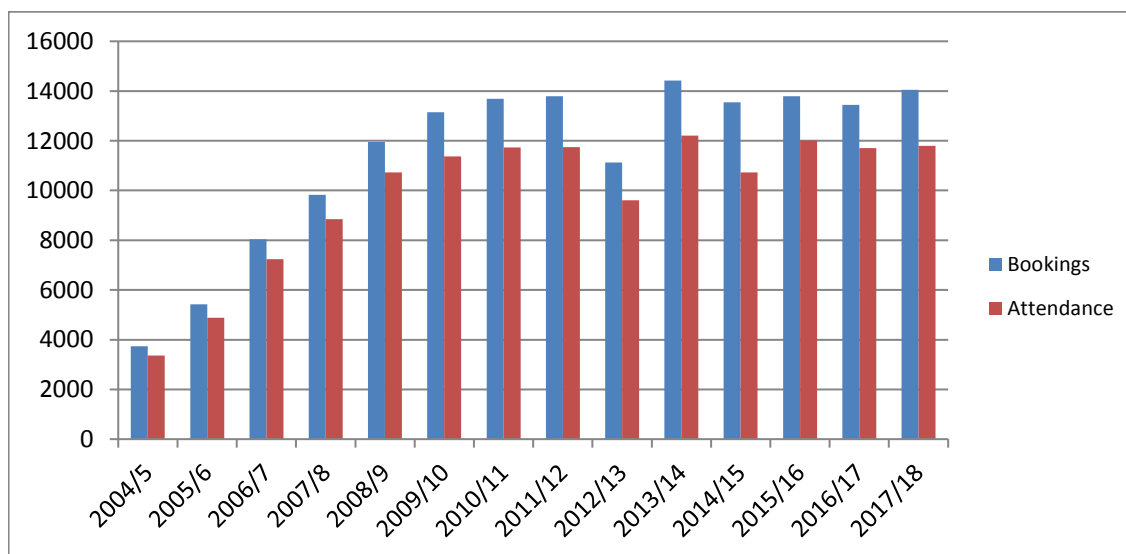
## Overview

SDSA aims to positively influence the attitudes and driving behaviours of young people, reducing the frequency and severity of road traffic collisions and, therefore, the number of deaths and injuries on Surrey's roads. Over the last 13 years we have invited, received and collated a large amount of feedback from students, teachers, parents, VIP invited guests, partner agencies and financial supporters. To view some of these comments you can visit [www.safedrivesurrey.org](http://www.safedrivesurrey.org). The feedback has been overwhelmingly positive, supporting the SDSA team's belief that SDSA has a positive influence on young people's attitude to driving and risk.



## November 2017 performances

11 800 people attended the 19 performances in late October and early November, bringing the total audience, since April 2005, to just under 138 000. Our audience comprised 11 700 students, teachers/tutors/instructors, from over 90 schools, colleges, youth groups and the armed forces, and over 100 invited VIP guests.



NB: A charge of £2.50 per person, towards transport costs, in November 2012 (2012/13), affected booking numbers and attendance. Attendance in November 2014 (2014/2015) was affected by the cancellation of a performance, as 500 students from Strodes College were not able to attend as the M25 was partially closed due to an accident.

## Partners and Financial Supporters

The delivery of *Safe Drive, Stay Alive* performances is made possible through Surrey Fire & Rescue Service working in partnership with other emergency service organisations and members of the public and due to the generosity of many financial supporters, all of whom we would like to thank.

## Thank you to our partnership organisations



Frimley Health **NHS**  
NHS Foundation Trust



Representatives from our partner organisations join Chief Fire Officer, Russell Pearson, and the VIP performance 'cast' - 2 November 2017.



## Thank you to our SDSA financial supporters



Office of the Police and Crime  
Commissioner for Surrey

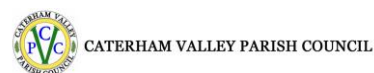


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TOYOTA (GB) PLC



Representatives from our financial supporters join Chief Fire Officer, Russell Pearson, and the VIP performance 'cast' - 2 November 2017.



**The High Sheriff of Surrey and Councillors from Surrey, Mole Valley and Waverley Borough Councils, join Chief Fire Officer, Russell Pearson, and the VIP performance 'cast' - 2 November 2017.**

### **VIP performance and event - Thursday 2 November 2017**

Around 100 invited guests, including Surrey dignitaries, representatives from partner organisations and financial supporters, joined Surrey Fire & Rescue Service senior officers to view one of the live performances. Following the performance a networking event was held to recognise individual contributions towards the delivery of another 'season' of performances.



**Russell Pearson, Chief Fire Officer, Surrey Fire & Rescue Service (centre) Mark Taylor, Education Manager, Surrey FRS (left) and Stuart Read, Surrey Police (retiring from Surrey Police and SDSA) receiving a SFRS plaque.**



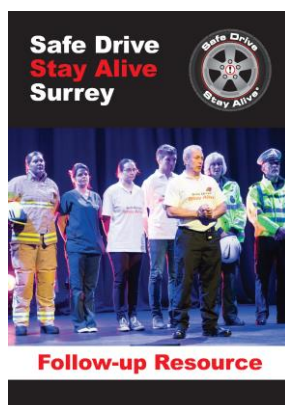
**Robert Napier CBE - High Sheriff of Surrey (2017 - 2018) and Councillor Colin Kemp, Cabinet Member for Highways, Surrey County Council.**



**Paul Simon, UK Branded Wholesale Manager, ExxonMobil, Sarah Haywood, Policy Officer, Office of the Police & Crime Commissioner for Surrey and Jon Wilshire, Chief Underwriting Officer, esure.**

## Extended learning

In 2017, every attendee received a copy of the Young Driver’s Guide (see below), a SDSA trolley/locker coin key ring, a SDSA wrist band and were encouraged to ‘check in’ to register their details (via the RSGB Connect online platform) using the link [www.safedrivesurrey.org/checkin](http://www.safedrivesurrey.org/checkin) in order to receive driver and road safety information updates in the 12 months post performance. All schools have received copies of the Follow Up Tutor resource (see below) to support follow up work on Impulsivity, Distraction, Peer pressure, Mobile phones and Drink/Drug driving.



SDSA Greater Manchester shared the tutor resource, with SDSA Surrey free of charge, having commissioned Dr Fiona Fylan, Leeds Beckett University, to guide and advise on how to construct the resource, incorporating activities, in four modules, that draw upon the latest Behaviour Change Techniques (BCT) research. Dr Fylan is a Health Psychologist who specialises in understanding the decisions that people make that affect their health and wellbeing and how to help people make more appropriate or less risky decisions. Fiona’s research addresses a wide range of health related behaviours and focuses on two main areas: driving and vision. Her research on driving explores why people drive the way they do, the way in which they think about driving and how to change the decisions they make when driving, in order to increase safe and responsible driver behaviour.

## Road Safety GB Connect

Email has been found to be the most efficient and cost effective way of building and maintaining an online audience. While social media has become a popular tool for road safety marketing, email marketing offers better traction as 90% of all emails are delivered to the intended recipient's inbox, whereas only 2% of Facebook fans will see a post in their newsfeed.

### Two of the first four messages from 2017/2018 content calendar

#### Message 1 - Check-in confirmation

From: Surrey SDSA <info@firstcar.co.uk>  
 Subject: Thank you for checking-in at SDSA Surrey

Print preview HTML Plain text



Thank you for checking in at SDSA Surrey!



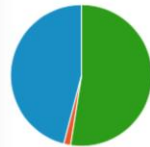
Good news...

Campaigns > Thank you for checking-in

#### Thank you for checking-in

Sent on 2 Dec 2017 to 766 unique subscribers in [SDSA attendees](#)

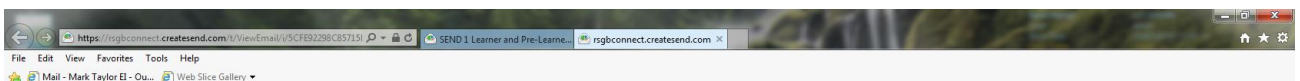
View Share Campaign Export Report



53.32% of all recipients [opened so far](#)  
 0% clicked a link (0 people)  
 0.27% [unsubscribed](#) (2 people)  
 0 people marked it as spam (0%)  
 0 [shares](#) across Facebook, Twitter & email

Top countries ( <a href="#">full report</a> )	OPENS
United Kingdom	571
United States of America	21
Ireland	8
Germany	4
Russia	3

#### Message 4 - Educational email to learners/pre-learners



#### Remember Safe Drive Stay Alive?

It may seem a long time ago, but everything you heard at SDSA affects young drivers, their passengers and other road users (just like you!) every single day. When you checked-in, you told us that you either hadn't started learning to drive yet, or that you were currently learning. If you've passed since then - congratulations! If not, here are three articles we think you might find useful.

#### NEW DRIVING TEST



Read all about how the driving test has changed for 2018 and what to expect when you take yours.

#### PREP FOR YOUR TEST



When you come to take your practical driving test, the day should contain no surprises.

#### AVOID FAILING



We give you the top 10 reasons why people fail their driving test, so you can help avoid them!



#### Remember Nich's story?

"I opened the door saying the keys are where we left them, and a two police officers where standing there"

[Click here to read it again online](#)

Sent by FirstCar Ltd, working with SDSA Surrey.

You are receiving this email because you checked-in at SDSA to receive updates.

Preferences | Unsubscribe

## Analysis/Data

766 young people 'checked-in' their details, of which 643 were either currently learning to drive or pre-learners

Of the four emails sent so far

- Check-in confirmation
  - 63% open rate
  - No click options
- Feedback email
  - 44% open rate
  - 20% click through rate
- Prize winner announcement
  - 44% open rate
  - No click options
- Educational email to learners/pre-learners
  - 33% open rate
  - 16% click through rate



## Prize winners

### Car insurance policy discount - £500 each - courtesy of insure the box

AC	Caterham School
SB	Cranleigh School

### Car dash cams - RRP £99 each - courtesy of NextBase

HC	Brooklands College
EM	Godalming College
TH-B	Oxted School
CH	Reed's School

### Amazon gift cards - £50 each

SB	East Surrey College
CT	East Surrey College
GS	East Surrey College
RD	East Surrey College
RK	Godalming College
LM	Merrist Wood College
TM	North East Surrey College of Technology
HB	St Andrew's Catholic School
RK	St John's School
JB	St Peters School

## Young Driver's Guide - Feedback

My daughter came to your performance at Dorking Halls with Reed's School recently and I wanted you to know that it really did impact on her and also her friends. She was really struck by the people who had been bereaved by dangerous/drink driving and how brave they were to speak to them so openly. I also wanted to say thank you for the **Young Driver's magazine** she came home with. What a great resource for new drivers and their parents. Thank you again to all involved. She passed her test on Saturday and I feel more confident that she understands the responsibility of being behind the wheel having heard your speakers.

**SH**

**Mother of attendee**

**November 2017**



**The Safe Drive Stay Alive - Surrey team - 2 November 2017.**

## Selection of feedback - November 2017

Once again, a big thank you to yourself and your team for organising Safe Drive. I've heard so many conversations about it afterwards, which is a great sign and also I've had some really positive feedback from students and their parents about its impact.

**DG**

**Head of Year 12**

**Woking College**

I have rarely, if ever, attended such a powerful, hard hitting, perfectly organised, impactful event – congratulations to everyone involved with this excellent initiative. Particular thanks to the contributors on stage, who provided such moving personal stories in a way which reached the hearts and minds of everyone in the audience, young and not-so-young alike!

**Jim Glover**

**High Sheriff of Surrey in Nomination**



**Rowan Roberts, Surrey Fire & Rescue Service and performances Host, Stuart Read, Roads Policing Officer - Surrey Police and Andy Gray, Surrey Fire & Rescue Service**

On behalf of myself and my colleagues Sienna and Emily, we would like to thank you for allowing us to attend the Safe Drive, Stay Alive event yesterday in Dorking. All three of us came away taken aback by the true impact of irresponsible driving, due to making poor choices, which can have life changing outcomes for those present at the RTC and the ripple effect impact on those closest to them.

Using real life stories and the public sector speakers made it all very real and present which drilled the core principles of the event into those watching in the audience. It is most certainly a great way to deliver the message. Previously attending a similar event whilst I was at College, 3 or 4 years ago, it struck me how much the presentation of stories has developed over the years with a much more diverse approach to how these RTC's can happen as a result of a range of poor decisions. Every single one of the speakers are incredibly brave and inspirational to be using their pain into a positive approach to helping others, something many of us struggle with.

**HM, SK, EC**

**Surrey Family Services Interns**

I wanted to thank you and the rest of the team behind Safe Drive Stay Alive for the presentation on Thursday 2 November at the Dorking Halls. Both myself and Simon Brown, the Road Safety Programme Manager for the Hertfordshire Road Safety Partnership, attended the morning session and found the event was very powerful and well put together, and very much welcomed the opportunity to network with guests. It was incredibly useful to look at ways in which we might refresh and improve the Hertfordshire programme of Learn 2 Live in the future. Please pass on my compliments to all the speakers and people who bring it together.

**KW**

**Hertfordshire Road Safety Partnership**

Thank you very much for you and your team for last night's presentation. With what I have heard from individuals it has been an eye opener and they also have mentioned about how professional the presentation and your team was throughout. If your team conducts any other presentation then we would be more than happy to take this opportunity and your support.

**Sgt JG**

**The Princess Royal Barracks, Deepcut, Surrey**

ITEM 11



**Fiona Would - South East Coast Ambulance Service, Magda Winsor, Emergency Department - Kings Hospital, and Ben Mulholland - Driver of car in road traffic collision.**

Went to Safe Drive Stay Alive with my son last night in Dorking. What an amazing, enlightening and moving event. Thank you so much to all involved. Total respect for you all. It absolutely works. He is telling all his friends to go to the next one

**PB**

**Kier Highways**

The performance was extremely well put together, it was real and to the point. It really touched me and many ways, I will never forget it that's for sure. It has made me aware of so many things, I admire all of the people that spoke and made the performance truly meaningful and heart-tugging. It was so beneficial and would recommend to all!!

**BF**

**Student (via website feedback)**

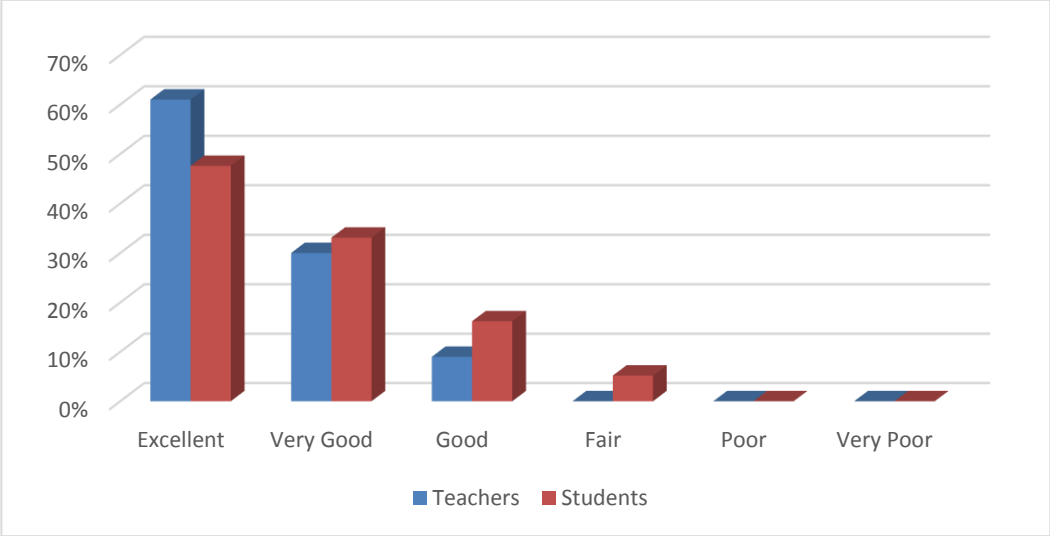


**Students arriving at Dorking Halls, Sharon Blackmore, mother of Dean, on stage, and students filling the Grand Hall, for the VIP performance, on 2 November 2018.**

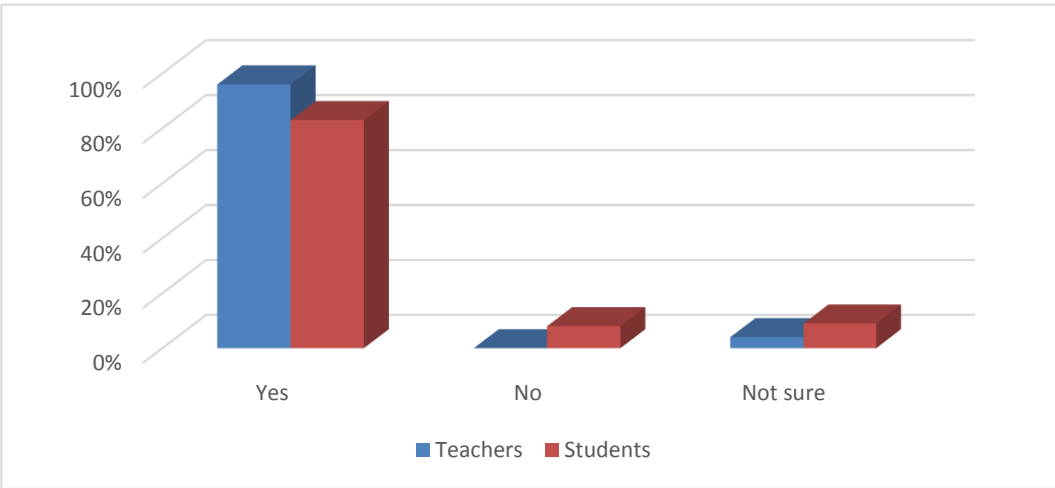


# Online questionnaires - November 2017 - Teachers and students

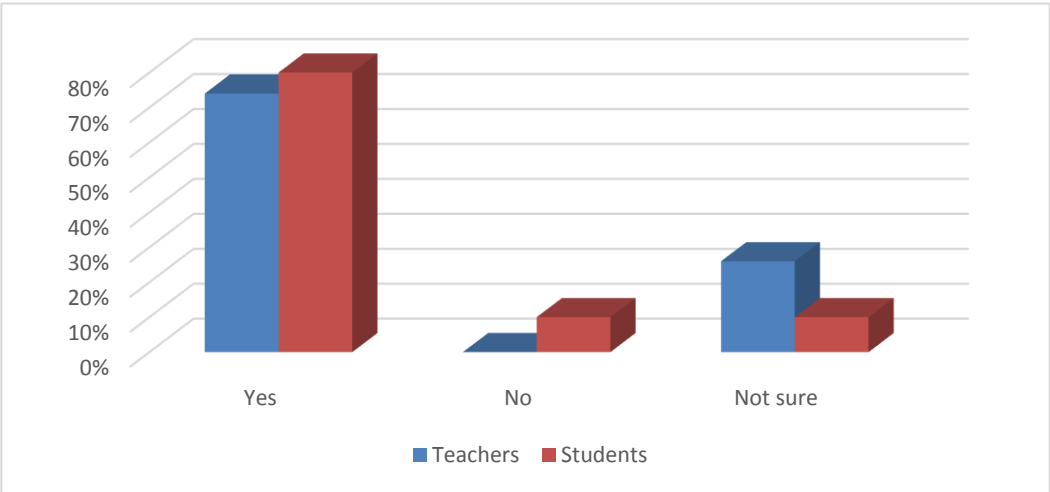
How would you rate the quality of the overall educational experience of Safe Drive Stay Alive?



Do you feel your students/you benefitted from attending Safe Drive Stay Alive?

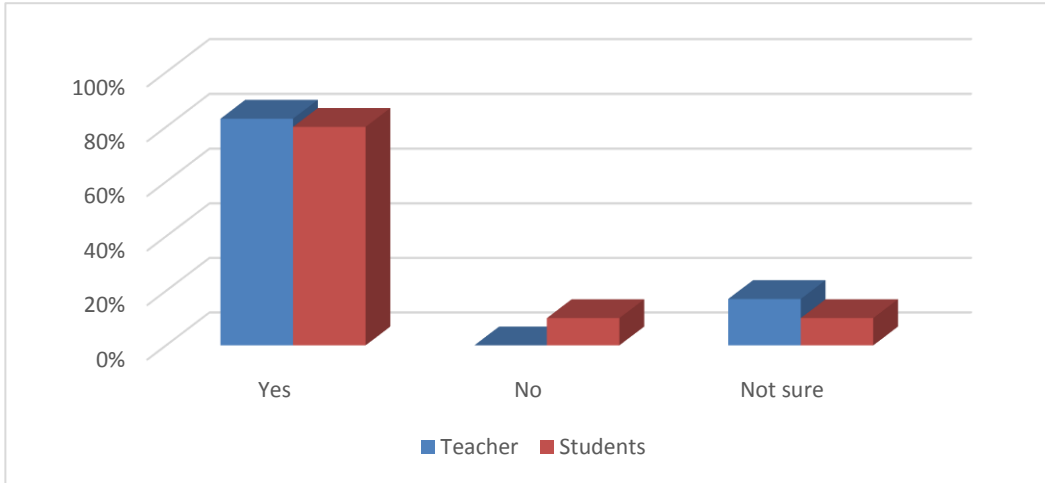


Do you think the attitudes of your students to driving responsibly, has improved by attending Safe Drive Stay Alive/Do you think SDSA has affected how you will drive?

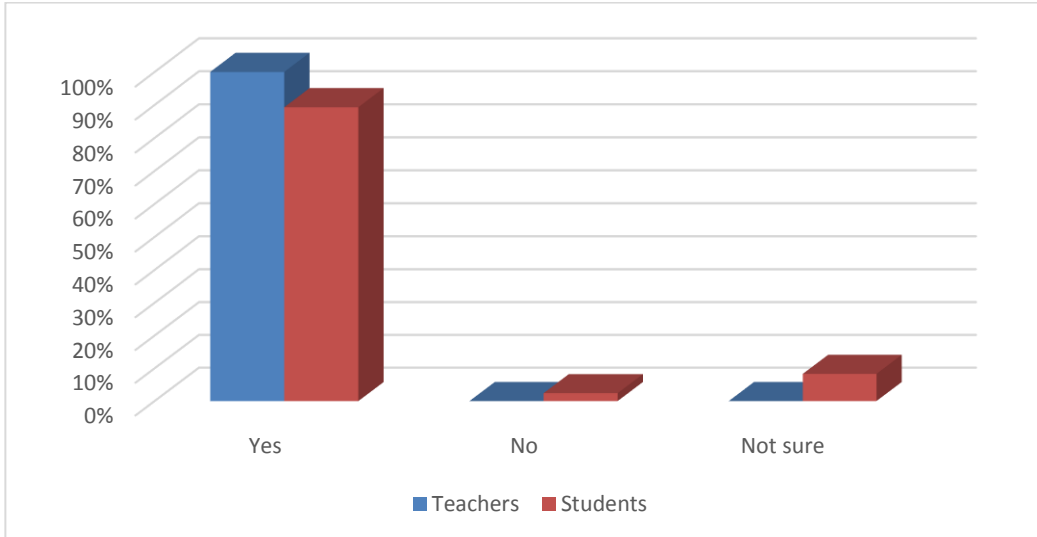


ITEM 11

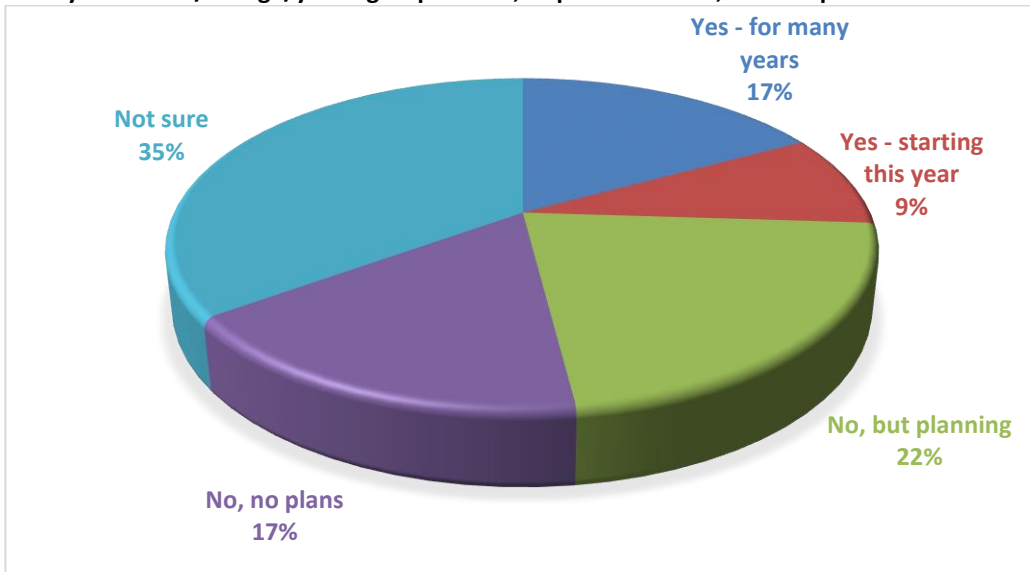
**Do you think the attitudes of your students, to being a passenger in a car, has improved by attending Safe Drive Stay Alive/Do you think SDSA has affected how you will behave as a passenger in a car?**



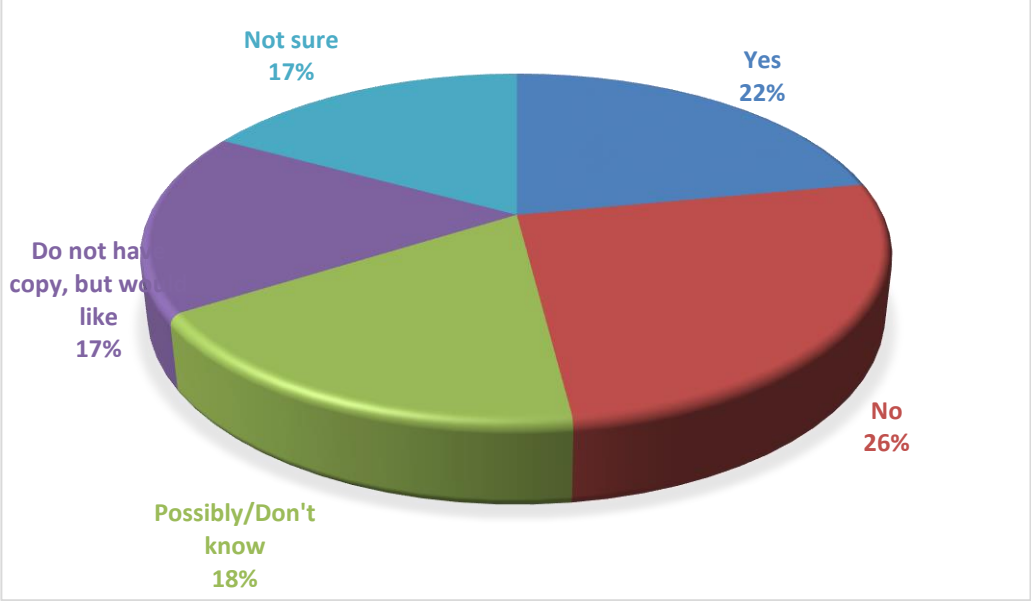
**Would you recommend SDSA to other schools and colleges/All young people to experience SDSA?**



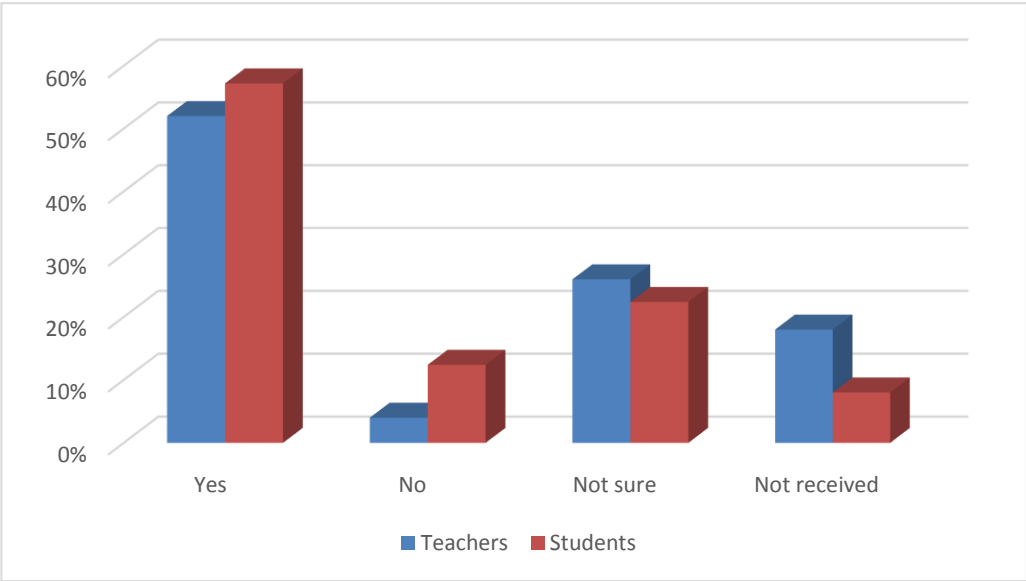
**Does your school/college/youth group deliver, or plan to deliver, follow up sessions or activities?**



Have you used, or plan to use, the SDSA Follow Up Resource Pack?

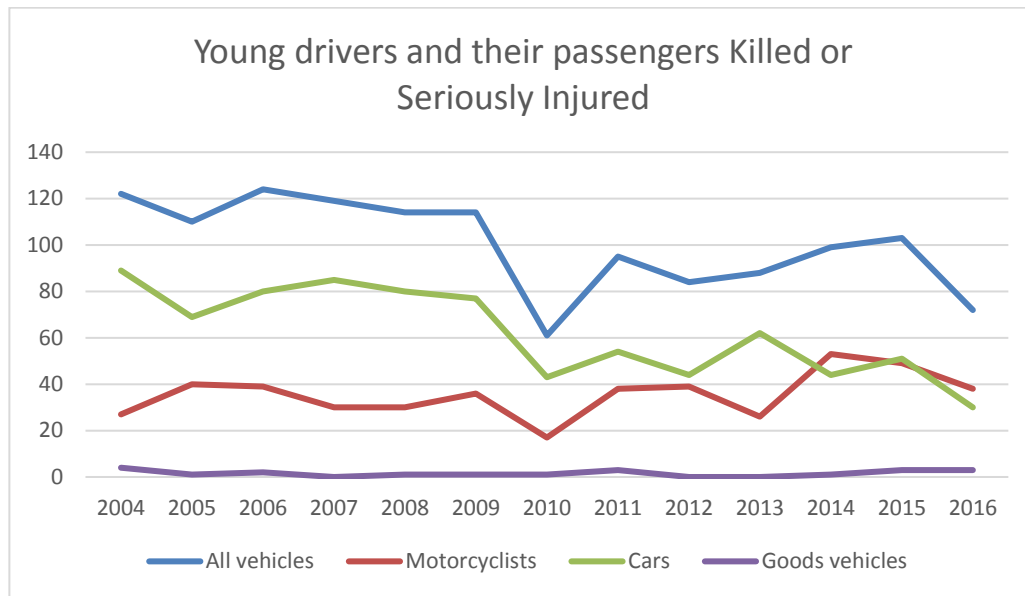


Do you feel the Young Driver's Guide will be useful for your students/you?



Results are based on 23 responses from teachers across 16 schools and colleges and 290 students/young people from 34 schools, colleges and 'others'.

## Surrey roads - Killed or seriously injured - 2004 to 2016



Source: Surrey County Council

## Performances delivery costs - November 2017

Transport (coaches)	£67 535
Venue (Dorking Halls)	£13 880
Young Driver Guides (12 000)	£6 650
Key rings (12 000)	£4 235
Wrist bands (12 000)	£2 160
Road Safety GB Connect	£2 900
Amazon vouchers (RSGB check-in prizes)	£500
Catering (9 days for 25 people + VIP event)	£5 350
SDSA polo shirts	£308
Photographer (VIP event)	£330
<b>Total</b>	<b>£103 848</b>

£103 848 equates to £8.80 per attendee, compared to the estimated societal cost of £1.8 million for each road traffic collision fatality.

## Plans for 2018/2019

Deliver **19 performances** to **12 000 attendees**.

Continue to make available and promote to schools and colleges, **post attendance resources**, including the follow up **Tutor Resource pack**, the **Young Driver's Guide** and the online **Road Safety GB Connect**.

Continue **regional and national collaboration** to share good practice, such as with Greater Manchester and others as part of the Road Safety Performances Forum.

**Secure ongoing financial support** from existing supporters and identify potential new supporters to ensure delivery of SDSA into the future.

**Submit entries to the 2018 national FirstCar Awards.** Winners will be announced at the Young Driver Focus event at The RAC Club on 25 April 2018. Safe Drive Stay Alive - Surrey won a Silver Award, in 2015, 2016 and 2017, in the Partnership Scheme of the Year category and was short-listed, in the Education initiative category in 2017.



2015

2016

2017

## Performances - October/November 2018

- 19 performances, across 9 days at Dorking Halls
- Tuesday 30 October - Friday 2 November
- Monday 5 November - Friday 9 November
- VIP performance on Thursday 1 November - 10:30am
- Evening performance on Wednesday 7 November - 7:30pm

Web: [www.safedrivesurrey.org](http://www.safedrivesurrey.org)

Email: [safedrive@surreycc.gov.uk](mailto:safedrive@surreycc.gov.uk)



2006



[www.safedrivesurrey.org](http://www.safedrivesurrey.org)



[www.facebook.com/sdsa.surrey](http://www.facebook.com/sdsa.surrey)



[www.twitter.com/sdsa\\_surrey](http://www.twitter.com/sdsa_surrey)

## Contacts

### Surrey Fire & Rescue Service



Mark Taylor	<a href="mailto:mark.taylor@surreycc.gov.uk">mark.taylor@surreycc.gov.uk</a>	07968 834523
Chris Gill	<a href="mailto:chris.gill@surreycc.gov.uk">chris.gill@surreycc.gov.uk</a>	07790 934748
GC Bryn Strudwick	<a href="mailto:bryn.strudwick@surreycc.gov.uk">bryn.strudwick@surreycc.gov.uk</a>	07800 621958
	<a href="mailto:safedrive@surreycc.gov.uk">safedrive@surreycc.gov.uk</a>	01737 242444

**Mark Taylor**  
**Education & Youth Diversion Manager**  
**Surrey Fire & Rescue Service**  
**February 2018**

## Safe Drive Stay Alive : bookings summary 2017 - Waverley

Organisation - Name	Borough or District	Total Number	Adults	No of Students
All Hallows Catholic School	Waverley	146	6	140
Charterhouse	Waverley	227	12	215
Cranleigh School	Waverley	132	7	125
Focus School – Hindhead Campus	Waverley	50	5	45
Frensham Heights School	Waverley	39	3	36
Godalming College	Waverley	1247	45	1202
Guildford College (Farnham)	Waverley	231	14	217
King Edward's School	Waverley	84	8	76
More House School	Waverley	35	5	30
Priors Field School	Waverley	42	3	39
St Catherine's School	Waverley	87	6	81
The Royal School	Waverley	13	2	11
		<b>2333</b>	<b>116</b>	<b>2217</b>

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**SURREY COUNTY COUNCIL****WAVERLEY LOCAL COMMITTEE****DATE:** 29 JUNE 2018

**LEAD OFFICER:** YVETTE ORTEL  
**PARTNERSHIP COMMITTEE OFFICER (WAVERLEY)**

**SUBJECT:** REPRESENTATION ON LOCAL PARTNERSHIPS AND BOARDS**DIVISION:** ALL**SUMMARY OF ISSUE:**

This report seeks the appointment of Members as the Local Committee representatives on the Waverley Safer Waverley Partnership (Community Safety Partnership) and the Early Help Advisory Board during the current municipal year.

**RECOMMENDATIONS:**

**The Waverley Local Committee is asked to agree that:**

- (i) Members be appointed to the Safer Waverley Partnership and the Waverley Early Help Advisory Board, as detailed in the report.
- (ii) Members be allowed to bring update reports from the Safer Waverley Partnership and the Waverley Early Help Advisory Board, when relevant.
- (iii) Members note the terms of reference in Annex A and Annex B, for information.

**REASONS FOR RECOMMENDATIONS:**

The purpose of this report is to enable the Waverley Local Committee to be represented on local partnerships and boards and for Committee members to be able to report back to the Local Committee when relevant.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 The Local Committee can appoint Members to various partnerships and boards. To enable Members to report progress on the activities in which they are involved on behalf of the Local Committee, update reports should be made available when relevant.

This item is for decision.

**2. ANALYSIS:**

- 2.1 The Local Committee membership of partnerships and boards will be reviewed and agreed by the Local Committee annually. The terms of reference for the Safer Waverley Partnership and the Early Help Advisory Board are in Annex A and

Annex B to this report. The Committee is asked to make appointments as listed in section 2 of this report.

## **2.2 COMMUNITY SAFETY PARTNERSHIP – SAFER WAVERLEY PARTNERSHIP (SWP)**

The Community Safety Partnership (CSP) in Waverley is known as the Safer Waverley Partnership (SWP). It is currently chaired by the Surrey Police West Area Superintendent and meets quarterly, with further special/themed meetings, for example SOC (Serious Organised Crime), as required. The legislative framework is designed around officers with elected members having a role in scrutinising the work of the CSP on an annual basis.

Waverley Borough Council's Member on the SWP Executive is the Portfolio Holder for Community Services. See Annex A for a full list of the SWP membership, the SWP structure and the terms of reference.

**It is proposed that Mr Wyatt Ramsdale (County Councillor) be appointed to the Safer Waverley Partnership Executive.**

## **2.3 EARLY HELP ADVISORY BOARD**

2.4 Early Help means providing support as soon as a problem emerges, at any point in a child's life, from foundation years through to teenage years. It is known that it is better to identify and respond to need and indications of risk for children and families early, before these become more difficult to reverse.

2.5 Between November 2016 and March 2017 Surrey County Council and the 11 District and Borough Councils led on Local Early Help Partnership Events, engaging over 1,000 practitioners and other stakeholders. These events resulted in a shared development of the vision for Early Help Transformation Programme and the Local Family Partnership model and agreement to establish local Early Help Advisory Boards.

2.6 Local Early Help Advisory Boards help to ensure a locally led implementation of the Early Help model within a borough or district. Initial activities include deciding priorities for their area including identifying specific locations of 'Local Family Partnerships' within a borough or district. The Local Committee has been invited to identify two members for the Waverley Early Help Advisory Board.

2.7 At a county level, the Early Help Transformation Programme Board, chaired by the Lead Member for Children, brings together senior partnership stakeholders on a six-weekly basis to oversee and shape key decisions relating to the transformation plans.

2.8 In September and October 2017, a series of workshops were held to further develop the blueprint for the Local Family Partnership model. The Early Help Case for Change was considered and endorsed by the Children and Education Select Committee on Friday 17 November 2017. A Surrey Family Services staff consultation for County Council staff started in January 2018 to consider proposals for service restructure.

2.9 Further partner and user engagement and subsequent public consultation will be required in 2018 to implement changes to community services resulting from the

new Early Help operating model. This began in February and March with consultation about some of the services involved in delivering early help to children and families. The County Council will also commission externally to support the Early Help system in Surrey.

2.10 The Early Help Advisory Board has identified four Local Family Partnerships in Waverley that cover the following areas:

- HASLEMERE & HINDHEAD
- CRANLEIGH
- GOLDALMING, FARNCOMBE & ELSTEAD
- FARNHAM, SANDY HILL AND WRECCLESHAM

In addition, they have identified the following key local Early Help priorities:

- Parenting support/Parenting Groups
- Support for families of children age between 5-11
- Early help – mental health (Not acute)
- Gaps in provision for youth groups in some areas
- Support for parents of young people with SEND
- A local menu for a specific geographical area via the Local Family Partnership

2.11 See Annex B for the Early Help Advisory Board terms of reference.

**It is proposed that Mrs Victoria Young (County Councillor) and Cllr James Edwards (Borough Councillor) be appointed to the Waverley Early Help Advisory Board.**

### **3. OPTIONS:**

3.1 The option is to appoint representatives to the partnership and board or to not appoint.

### **4. CONSULTATIONS:**

4.1 Local Members have been consulted.

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

5.1 The appointments if made will be met from existing resources and there are no financial and value for money implications.

**6. WIDER IMPLICATIONS:**

6.1

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report.
Equality and Diversity	Equalities issues are considered within individual groups and specific considerations of high priority will be reported to the Local Committee.
Localism (including community involvement and impact)	By appointing Local Members on partnerships and task groups the aims of the Localism Act will be facilitated.
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.

**7. CONCLUSION AND RECOMMENDATIONS:**

- 7.1 The purpose of this report is to enable the Local Committee to be represented on relevant partnerships and boards and for Committee members to be able to report back to the Local Committee when appropriate.

**8. WHAT HAPPENS NEXT:**

- 8.1 If Members are appointed to the Safer Waverley Partnership and the Waverley Early Help Advisory Board, they will be able to represent the Local Committee and bring update reports from that partnership and board to the Local Committee, when relevant.

**Contact Officer:**

Yvette Ortel, Partnership Committee Officer (Waverley)  
Tel: 01932 795120. email: yvette.ortel@surreycc.gov.uk

**Consulted:**

Local Members have been consulted.

**Annexes:**

Annex A: Structure and Terms of Reference: Safer Waverley Partnership  
Annex B: Terms of Reference: Early Help Advisory Board

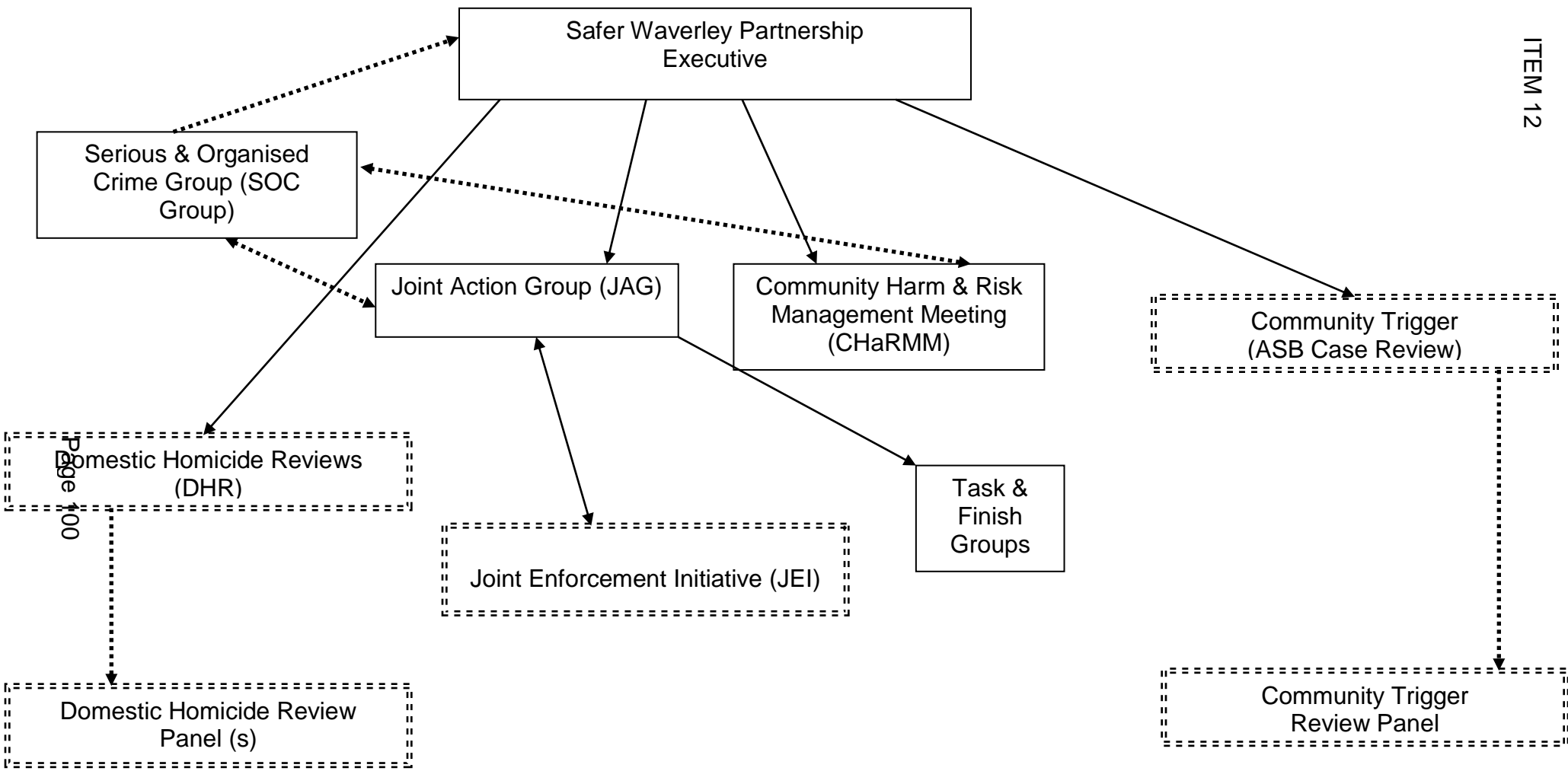
**Sources/background papers:**

None



# Safer Waverley Partnership (SWP)

## Organisational Structure & Terms of Reference



## **SWP Executive**

### **Membership:**

Supt Operations (Chair)	Surrey Police
Group Commander Response	Surrey Fire & Rescue Service
Strategic Director	Waverley Borough Council
Portfolio Holder for Community Safety	Waverley Borough Council
Head of Community Services & Major Projects	Waverley Borough Council
Representative	Office of the Police and Crime Commissioner
Waverley Neighbourhood Inspector	Surrey Police
Community Safety Officer	Surrey County Council
Partnerships Manager	North East Hampshire & Farnham CCG
Managing Director	Guildford & Waverley CCG
Assistant Director	National Probation Service
Representative	Kent, Surrey & Sussex Community Rehabilitation Company
Community Services Manager	Waverley Borough Council
Community Safety Officer	Waverley Borough Council
Community Services Support Officer (admin)	Waverley Borough Council

### **Term of Chairmanship**

The Chairmanship will be reviewed by the Executive every 2 years.

### **Decisions and Voting**

On occasion, a formal vote may be required in relation to Community Safety issues. In these instances, voting belongs to one vote per statutory member organisation.

### **Terms of Reference:**

- Own the Safer Waverley Partnership Action Plan by ensuring successful delivery and maintaining rigorous SMART targets.
- Keep an overview of crime and anti-social behaviour levels across the borough and provide strategic direction where appropriate.
- Oversee the annual budget for the partnership, consider and agree funding proposals that deliver the objectives and aims of the SWP within financial constraints.
- Identify and bid for external sources of funding when available.
- Agree delegated funding to SWP Sub-Groups for the delivery of objectives and aims on behalf of the Partnership.

## ITEM 12

- Maintain contact and influence with the countywide Community Safety Board (CSB) related working groups and Police and Crime Commissioner (PCC) including the Police and Crime Panel.
- Ensure compliance with all statutory Community Safety Partnership (CSP) responsibilities and keep abreast of emerging national, county or local changes to policy or legislation affecting the Partnership.
- Oversee use and implementation of relevant powers, e.g. those relating to the ASB, Crime and Policing Act 2014.
- Implement and deliver the Prevent agenda in Waverley
- Receive updates and provide strategic direction on the work of the Joint Action Group (JAG), and the Community Harm & Risk Management Meeting (ChaRMM).
- Carry out the Partnerships statutory responsibility to initiate a Domestic Homicide Review (DHR) by identifying a chair and administrative support to establish a DHR Panel when appropriate. To manage the process, approve the DHR report and action plan and monitor its implementation to ensure outcomes are met.
- Keep an overview of Community Trigger applications in Waverley, form a Panel to assess and monitor applications when necessary, and implement any recommendations arising from them (see Annex 1 – Community Trigger procedure).
- Lead on the strategic co-ordination of Serious and Organised Crime (SOC) activity to disrupt local Organised Crime Groups. Oversee the SOC Partnership Action Plan.

### **Representation & Substitutes:**

All Partners should endeavour to provide representation for every meeting. Substitutes will be allowed.

### **Budgetary responsibilities:**

Oversee and agree the Funding Plan for each year in line with the agreed Scheme of delegation and available funds.

### **Scheme of delegation:**

The SWP Executive Group agrees to delegate responsibility of a proportion of the Safer Communities monies (where available, as set out in the funding plan for each year) to the, Joint Action Group (JAG) and Community Harm & Risk Management Meeting (CHaRMM).



The SWP Executive Group will be responsible for the setting and spending of the budget in relation to Domestic Homicide Reviews.

The spend of any future sources of monies secured by/granted to the SWP Executive Group (e.g. funding from the Office of the Police and Crime Commissioner) will be agreed by the SWP Executive Group, or delegated to the JAG/CHaRMM when appropriate.

The Community Safety Officer will oversee funds on behalf of the Safer Waverley Partnership.

**Frequency of Meetings:**

Quarterly meetings and further special/ themed meetings (e.g. DHR) as required. Length of meeting 2- 3 hours, or as required.

## **Joint Action Group (JAG)**

### **Membership:**

Head of Communities (Chair)	Waverley Borough Council
Sergeant Waverley Neighbourhoods (Vice Chair)	Surrey Police
Head of Environmental Services	Waverley Borough Council
Community Safety Officer	Waverley Borough Council
Community Services Support Officer (admin)	Waverley Borough Council
Representative	Surrey County Council Public Health
Assistant Group Commander	Surrey Fire & Rescue Service
Partnership Manager	North East Hampshire & Farnham CCG
Designated Nurse for Safeguarding Adults	Guildford & Waverley CCG
Licensing Officer	Surrey Police
Licensing Officer	Waverley Borough Council
Environmental Heath Manager	Waverley Borough Council
Deputy Manager Environmental & Parking Services	Waverley Borough Council
Greenspaces Manager	Waverley Borough Council
Tenancy and Estates Manager	Waverley Borough Council
Planning Enforcement Team Leader	Waverley Borough Council
Contract Monitoring Officer	Waverley Borough Council
Emergency Planning & Resilience Officer	Waverley Borough Council

### **Terms of reference:**

- To use crime data, along with the Police predictive calendar, current Borough Community Safety priorities, neighbourhood issues and other intelligence to monitor emerging and potential crime and disorder problems.
- To keep an overview of disorder issues, in relation to licensed premises by monitoring the traffic light grading system, and provide an opportunity to discuss licensing matters, as appropriate, in a multi-agency forum.
- To set up short term 'Task & Finish Group' to respond to specific problem locations or priority areas when required (see Annex 2).
- To consider nominations for problem locations and mobile CCTV requests from officers using the appropriate nomination form.
- Carry out actions arising from Community Triggers when appropriate.
- Keep an overview of powers used under the Anti-social Behaviour, Crime and Policing Act 2014.
- Provide tactical delivery of the SOC Partnership Action Plan as tasked by the SWP Executive.

- Joint enforcement action will be a standing agenda on the JAG agenda, as part of the Joint Enforcement Initiative (see Annex 3).

**Budget Responsibility:**

Budget (where available) to be agreed by the SWP Executive on an annual basis.

**Frequency of meeting:**

Monthly. Licensing will be dealt with at the start of the meeting to enable Police Licensing Officers to leave after the item. The total length of the meeting will be up to 2 hours. A Serious Organised Crime (SOC) tactical group meeting will follow the main JAG meeting as appropriate.

## **Community Harm and Risk Management Meeting (CHaRMM)**

### **Membership:**

Head of Housing Strategy (Chair)	Waverley Borough Council
Sergeant Waverley Neighbourhoods (Vice Chair)	Surrey Police
Community Services Support Officer (admin)	Waverley Borough Council
Family Support Team representative	Waverley Borough Council
Local Neighbourhood Team officers (as required)	Surrey Police
Tenancy & Estates Team Leader	Waverley Borough Council
Youth Justice Service representatives	Surrey County Council
Youth Worker	Surrey County Council
Services for Families	Surrey County Council
Pupil Support representative	Surrey County Council /Education other than at school (EOTAS)
Children and families' assessment team manager	Surrey County Council/Social Services
Representative	First Wessex Housing
Representative	Thames Valley HA
Representative	Guildford Pupil Referral Unit (PRU)
Representative Borough Manager	Community Mental Health Teams (CMHT)
Representatives	Appropriate CCG
Representative	Surrey County Council Public Health
School representatives attend if required.	

### **Terms of Reference:**

The Waverley CHaRMM operates using the Surrey Community Harm and Risk Management Meeting Framework.

### **Budgetary responsibility:**

Budget (where available) to be agreed by the SWP Executive on an annual basis.

### **Frequency of meetings:**

6 weekly. The total length of the meeting will be up to 1.5 hours.

## **Serious & Organised Crime Group (SOC Group)**

### **Membership:**

Waverley Borough Insp (Chair)  
 Waverley Safer Neighbourhood Team Sgt  
 Officer Manager (Administration)  
 Waverley Borough Inspector  
 Community Safety Officer  
 Waverley Borough Commander  
 Planning Enforcement Team Leader  
 Environmental Health Manager  
 Head of Environmental Services  
 Property & Enquiry Manager  
 Procurement Officer  
 Green Spaces Manager  
 Benefits Manager  
 Licensing Manager  
 Tenancy & Estates Manager

\*To be agreed

\*To be agreed

\*To be agreed

*\*Representatives to be identified by SWP Executive*

Surrey Police  
 Surrey Police  
 Surrey Police  
 Surrey Police  
 Waverley Borough Council  
 Surrey Fire & Rescue Service  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Waverley Borough Council  
 Surrey County Council  
 North East Hampshire &  
 Farnham CCG  
 Guildford & Waverley CCG

### **Terms of Reference:**

- Provide the SWP Executive with a dedicated group of officers from partner agencies to consider intelligence, and plan activity to prevent, identify and disrupt serious and organised crime (SOC) in Waverley.
- Ensure all partners are appropriately represented in order to meet the challenge of tackling borough based SOC.
- Ensure all partners are appropriately educated, informed and briefed about SOC and their role in tackling it in the borough.
- Consider, manage and review the Waverley Borough SOC Local Profile.
- Create, manage and review a Waverley Borough SOC Action Plan to carry out specific actions to; target perpetrators (organised crime groups OCGs) of SOC; to identify those vulnerable to the risk of exploitation by SOC and to identify and manage locations either being exploited by SOC or vulnerable to the risk.

- Where relevant, appropriate and in consultation with the Surrey Police SOC Single Point of Contact (SPOC), integrate countywide directives, direction and considered good-practice with the Waverley Borough SOC Local Profile, Action Plan and SOC meeting terms of reference.
- Where relevant and appropriate, ensure identified local good-practice, activity and initiative is shared countywide (via the Surrey Police SOC SPOC).
- In consultation with the Surrey Police Intelligence Department, monitor and review Waverley Borough Partnership Intelligence Submissions.
- Consider cross borough/boarder liaison and activity to maximise opportunities to strengthen the borough's borders against travelling SOC.
- Provide updates to the SWP Executive to ensure they remain suitably briefed on the activity and direction of the SOC Group.
- Ensure the JAG and Community Harm and Risk Management Meeting (CHaRMM) are suitably briefed and utilised on SOC information/data/intelligence and actions.

**Frequency of meetings:**

Monthly meetings to follow the Joint Action Group (JAG) with duration of 1 hour, or up to 2 hours as appropriate.

**Budgetary responsibility:**

No budget currently allocated. The group will apply for funding for specific projects.

## **Annex 1 - Waverley Community Trigger Procedure**

The Safer Waverley Partnership agreed the following procedure in line with the Surrey Community Trigger Framework:

- a) The single point of contact (SPOC) for the Community Trigger (CT) will be the Community Safety Officer (CSO), who will act as a SPOC and coordinator of the CT process.
- b) On receipt of a Community Trigger application the SPOC will respond to the victim within 3 working days outlining the timescales for the full response, which will not exceed 25 working days from receipt of the CT.
- c) The CSO will carry out an initial assessment of the CT submission and arrange for a risk assessment of the victim to establish vulnerability. The SPOC will inform the CT Panel of the initial findings and level of vulnerability, and provide a draft action plan.
- d) The CT Panel will consist of the Strategic Director, Waverley Borough Council, senior representative from Housing Provider (if appropriate), Borough Insp, Surrey Police and Surrey County Council Community Safety representative.
- e) The decision to accept or reject a CT will be fed back to the victim by the SPOC, with a clear explanation of the reason for the decision including time frames for carrying out the review and how this will be done.
- f) The Panel will meet to review the CT as soon as possible and an action plan put in place.
- g) The CHaRMM or the JAG will be used when appropriate to oversee actions arising from the Community Trigger.
- h) The outcome of the CT will be fed back to the victim within 25 working days by the SPOC.
- i) Governance of the CT process sits with the Safer Waverley Partnership Executive.
- j) The Office of the Police and Crime Commissioner (OPCC) will provide a route for victims to query the decision on whether the threshold was met or the way the CT review was carried out, if the victim remains unhappy following the Community Safety Partnership's response.

## **Annex 2 - Task and Finish Groups**

### **Membership:**

*Representatives from any of the below as and when appropriate*

Neighbourhood Support Team Sgts - Surrey Police  
Community Safety Officer - Waverley Borough Council  
Surrey PC/PCSOs – Cranleigh, Haslemere, Farnham, Godalming  
Crime Reduction Advisor - Surrey Police  
Licensing representative - Surrey Police  
Youth Development Service Representative Surrey CC  
Surrey Youth Support Service - SCC  
Representatives - Surrey Fire and Rescue Service  
Local Transportation- Surrey CC  
Environmental Services - Waverley Borough Council  
Parks and Recreational Services Officer – Waverley Borough Council  
Licensing representative/s– Waverley Borough Council  
Housing representative - Waverley Borough Council  
Pollution representative – Waverley Borough Council  
ASB representative – Waverley Borough Council  
Environmental Health representative - Waverley Borough Council  
Environmental Health Enforcement representative - Waverley Borough Council  
Trading Standards representative – Surrey CC  
Surrey CCG representatives  
National Probation Service- Surrey representative  
Surrey DAAT representative  
Intelligence Analyst – Surrey Police  
Planning Enforcement – Waverley Borough Council  
Local Councillors

### **Terms of reference:**

- To act as the operational arm of the JAG by forming specific sub groups as directed to respond to specific problem locations.
- To consider current intelligence and statistical information provided by all partner agencies.
- To keep a log to monitor actions and submit updated log to JAG as required.
- To utilise support from the Community Safety Officer when required to organise meetings and assist with administration.
- Undertake Environmental Visual Audits when appropriate.
- To invite relevant local Councillors to form part of these sub-groups in order to work with officers and the community to resolve problems.



**Budgetary Responsibility:**

Sub-group may make requests for funding when appropriate to the JAG via the Community Safety Officer.

**Frequency of meetings:**

As and when required, intended to be short life, temporary groups.

## **Annex 3 - Joint Enforcement Initiative (JEI)**

### **What is Waverley's Joint Enforcement Initiative (JEI)?**

Waverley's Joint Enforcement Initiative brings together Waverley's Environmental Enforcement, Environmental Health, Housing, Parks and Licensing officers to work with the police and community groups to combat environmental crime and anti-social behaviour.

### **Agreed tasking process**

- An A-Z directory of key environmental enforcement and Anti-social behaviour issues and the service departments that deal with them will be developed and shared with all services and agencies. This will include contact details of lead officers in each of those service areas and their email addresses and contact details.
- When an issue arises the recipient of the complaint should use the A-Z directory to identify those services which might be able to assist and direct the issue (via email) to the appropriate officer/department.
- If it is not possible to identify the relevant service then the issue should be directed to the Community Safety inbox ([CommunitySafety@waverley.gov.uk](mailto:CommunitySafety@waverley.gov.uk)) who will signpost the officer to the appropriate officer/department. It is hoped that the majority of issues will be of a routine nature and will be able to be dealt with as soon as possible in this way.
- If the issue cannot be resolved in this way on a day to day basis, needs the involvement of more than one service or has failed to be satisfactorily resolved, it will be placed on the next JAG agenda (requests should be sent to [CommunitySafety@waverley.gov.uk](mailto:CommunitySafety@waverley.gov.uk)).
- The JAG will continue to meet every month. Joint enforcement action will become a standing agenda on the agenda, with membership of the JAG extended to include Planning Enforcement, Emergency Planning, Comms, and Licensing to enable enforcement issues to be discussed.
- There will be a standard template for data collection and reporting to JAG on Sharepoint which all appropriate officers will be expected to complete a week prior to the meeting. This will include reports relating to abandoned vehicles, dog fouling, dangerous dogs, fixed penalty notices, alcohol and drugs litter.

- This data will also be reported to Management Board and the OPCC. Officers will be also asked to highlight any successful interventions or campaigns so that publicity opportunities can be maximised.
- There is a web page for members of the public to report environmental crime and anti-social behaviour issues [www.waverley.gov.uk/report-it](http://www.waverley.gov.uk/report-it) . This web page will be publicised for public complaints and displayed on the vehicles. The web page automatically redirects the report to the appropriate department. The Main Switchboard telephone number, (01483 523333) will also appear on the vehicles and the reception staff will use the directory to refer complaints to the appropriate department for action.

### **Enforcement Group**

The local authority Enforcement Group will work alongside the JAG. Whilst the JAG will deal with individual cases where joint agency or joint departmental action is needed to resolve and issue, the Enforcement Group will work to develop and share good practice, provide a forum for sharing advice and guidance on how to deal with problematic cases and follow procedures. The full terms of reference of the Enforcement Group are set out in a separate document.

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# Local Early Help Advisory Boards

## Terms of Reference

Version 3- August 2017

## ITEM 12

These terms of reference are intended to provide some direction for Local Early Help Advisory Boards recognising they will evolve in slightly different ways but with a core defined purpose. These terms of reference are currently draft and will be agreed by the end of July, following initial meetings of Local Early Help Advisory Boards.

### **Scope**

The scope of the Local Early Help Advisory Board is the local implementation of the early help delivery model.

### **Purpose**

To bring together a partnership in each borough or district invested in developing a coherent local early help offer and manage the successful delivery of this offer. By coming together the partners will hold a collective responsibility for decisions and support the successful delivery of this offer.

### **Key responsibilities**

- Have strategic oversight of the co-ordination and effectiveness of the local early help offer.
- Provide support and challenge to the development of the local early help offer
- Support the development of a joined up local plan which prioritises early help needs and outcomes
- Work collectively with local operational networks to implement a local plan
- Maintain an oversight of the development and effectiveness of the Local Family Partnership
- Support the development of local early help commissioning plans and participate in commissioning processes to deliver a local joined up early help offer
- Work locally to identify gaps in provision regarding early help and to identify and mitigate against risks
- Support the practitioners' networks including co-ordinating training and development opportunities in accordance with local need
- Help capture the voice of families, children and young people
- Communicate with key local stakeholders outside of the meeting to raise awareness of the local early help offer and developments.
- Update the Early Help Transformation Programme Delivery Group via the Strategic Leads for Young People and Families, escalating any risks as required.
- Provide an annual report to the local or joint committee on early help.

### **Chair**

Each Local Early Help Advisory Board will appoint an appropriate chair from their membership.

### **Ways of working**

- Meeting agendas will be agreed by the Chair and the Families Service Manager
- Agendas will be circulated to members of the Local Early Help Advisory Board prior to the meeting
- If it is not possible for a member to attend, they should nominate a substitute representative to attend with delegated authority to make decisions on behalf of their organisation.
- Minutes of this meeting will be kept by the Families Service Manager and agreed by members of the group
- Members will provide updates to the board on actions and key developments in their area

### **Frequency of Meetings and Venues**

Meetings will be held at least quarterly at suitable venues across the borough or district.

## Meeting Membership

The membership of boards will vary across boroughs and districts, however there are some core principles for the membership of each board:

- Membership should be as local as possible and key local partners should be represented to ensure they can be consulted with and are involved in making decisions.
- Members need to be able to represent the broad views of the key delivery groups and be able to speak on their behalf about good practice and local need.
- Members need to impact on the establishment and delivery of early help rather than measure accountability
- With any Surrey County Council representation it should be considered whether they are required as a core member or if discussions could take place outside of the meeting (e.g. Families Service representation should be limited to the borough Families Service Manager)
- There should not be more than 15 members to allow for effective discussion and decision making

Representation should consider:

- Borough or district council
- Secondary education
- Primary education
- Children's Centre
- Two elected representatives from the local/joint committee
- Police
- Health
- Job Centre Plus
- Housing
- Voluntary, Community, Faith Sector
- Young people
- Parent groups

This should not be seen as exhaustive.

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## Local Committee (Waverley) - Forward Programme

Details of future meetings			
<p><b>Dates for the Waverley Local Committee 2018/19:</b> 21 September 2018, 14 December 2018, 15 March 2019.                      The Committee meeting commences at 10am (Open Forum / Informal Public Question Time 10am – approx. 10.30am).</p>			
Topic	Purpose	Contact Officer	Proposed date
<b>Highways Update</b>	Standing item for all Waverley Local 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>Petition Response</b>	To respond to a petition at 29 June Local Committee regarding St Joseph's School Cranleigh	Duncan Knox	September 2018
<b>Petition Response</b>	To respond to a petition at 29 June Local Committee regarding Potters Gate School Farnham	Duncan Knox	September 2018
<b>Right of Way application – across land at Winkworth Arboretum, Busbridge and Bramley</b>	For decision	Catherine Valiant	September 2018
<b>Surrey Fire and Rescue Service</b>	Annual review, for information	SFRS	September 2018
<b>Highways – Update</b>	Cabinet Member Colin Kemp to provide an update on his work	Cllr Colin Kemp	September 2018
<b>Hindhead Tunnel</b>	Highways England to be invited back to provide information to the Local Committee and to answer further questions.	Highways England	September 2018
<b>Waverley Data Overview of Academic Performance</b>	For information	SCC Area Education Officer	To be arranged
<b>General Infrastructure across Waverley</b>	For information		To be arranged

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