

Minutes of the meeting of the  
**Guildford JOINT COMMITTEE**  
held at 7.00 pm on 3 July 2019  
at Council Chamber, Guildford Borough Council, Millmead House, Millmead,  
Guildford GU2 4BB.

These minutes are subject to confirmation by the Committee at its next meeting.

**Committee Members:**

County Cllr Keith Taylor (Vice Chairman)\*  
Borough Councillor Chris Blow\*  
County Councillor Mark Brett Warburton\*  
Borough Councillor Ruth Brothwell\*  
County Cllr Graham Ellwood  
County Cllr Matt Furniss\*  
County Cllr Angela Goodwin\*  
County Cllr David Goodwin\*  
County Cllr Julie Iles  
Borough Cllr Julia McShane  
Borough Cllr Bob McShee  
County Cllr Marsha Moseley\*  
Borough Cllr Ramsey Nagaty\*  
Borough Cllr George Potter\*  
Borough Cllr Jo Randall\*  
Borough Cllr Caroline Reeves  
Borough Cllr Pauline Searle\*  
Borough Cllr Paul Spooner\*  
County Cllr Fiona White\*  
County Cllr Keith Witham\*

\* In attendance

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**Open forum questions**

The questions and responses given during the open forum are annexed to the minutes.

**1/19 APOLOGIES FOR ABSENCE [Item 1]**

Apologies for absence were received from councillors: Graham Ellwood, Julie Iles, Julia McShane, Bob McShee and Caroline Reeves.

**2/19 MINUTES FROM PREVIOUS MEETING [Item 2]**

The minutes of the meeting held on 20<sup>th</sup> March 2019 were approved as a correct record.

**3/19 DECLARATIONS OF INTEREST [Item 3]**

No declarations of interest were received.

#### **4/19 CHAIRMAN'S ANNOUNCEMENTS [Item 4]**

There were no announcements.

#### **5/19 PETITIONS AND PETITION RESPONSES [Item 5]**

**Declarations of Interest:** None

**Officers attending:** Duncan Knox, Road Safety & Active Travel Team Manager, Surrey County Council, Chris Wheeler, Waste, Parking and Fleet Services Manager, Guildford Borough Council, Justine Fuller, Regulatory Services Manager, GBC, Cherrie Mendoza, Transport Strategy Project Manager, SCC

**Petitions, Public Questions, Statements:** Five petitions were received.

**Petition 1** Claire Jones brought a petition with 216 signatures asking for improved safety measures outside St Lawrence primary school in Effingham.

The petition and response were published with the agenda papers.

Vivien White, chair of Effingham Residents Association, spoke on behalf of the petitioners from a note prepared by Claire White. She thanked the committee for their response and welcomed the planned installation of speed tables; however, she repeated her call for a 20mph limit to be introduced outside the school.

A number of members also backed the idea of a 20mph limit, adding that it would make sense for this to be introduced at schools across the county so there was a consistent approach. The chairman asked Mr Knox to give this his consideration.

Mr Knox confirmed that he would be repeating the earlier speed survey on Effingham Common Road, and stated that the proposed engineering works would be more effective at controlling vehicle speeds than the simple introduction of a 20mph limit. National guidelines suggest introducing a change in speed limit over a 600m length of highway, and this would expand the scope of the work here along Effingham Common Road, The Street, Lower Road and Orestan Lane raising the potential cost significantly.

**Resolved:**

The Guildford Joint Committee NOTED that:

- (i) The Safer Travel Team work with the school to take up more of the road safety education and training activities offered by the county council (for example creating a School Travel Plan and taking part in the Golden Boot Challenge).
- (ii) The highway improvement measures identified within this report (including three raised road tables, installation of bollards and double yellow lining, vegetation clearance and enhancement of the mini roundabout domes), have been included on the Guildford scheme running list for future prioritisation in the next financial year programme. Officers will also seek any alternative sources of funding

that may arise, for example as a result of property development in the local area

Reasons for recommendations:

These proposed highway measures would improve the safety of pupils walking to and from St Lawrence Primary School. These highway measures would help to reduce antisocial parking and so would reduce risk of collisions and improve the road environment to encourage more walking and scooting to school. A successful increase in these modes would contribute to fewer car journeys and less motor vehicle congestion. However the measures at this site would need to be prioritised alongside other schemes across Guildford. 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.

**Petition 2** Mr Richard Knotek brought a petition with 368 signatures asking for the installation of a controlled crossing outside Send primary school. The petition and response were published with the agenda papers.

There was no speaker for the petitioners.

**Resolved:**

The Guildford Joint Committee AGREED that

- (i) the measures set out in paragraph 3.2 of this report be added to the list of possible future highway improvements in Guildford for prioritisation and consideration for future joint committee funding. Officers will also seek any alternative sources of funding that may arise, for example as a result of property development in the local area.
- (ii) The Safer Travel Team will work with the school to encourage them to take up more of the road safety education and training activities offered by the county council, this will include "Pedals" Year 2 (age 6/7) Scooter and bicycle training, "Bikeability" bicycle training Level 1 Year 4 (age 8/9). The school will also be encouraged to take part in the Golden Boot Challenge: an inter-class challenge to encourage more sustainable travel to and from school.

Reasons for recommendations:

These proposed highway measures would improve the safety of pupils walking to and from Send Primary School. These highway measures would help to reduce antisocial parking and so would reduce risk of collisions and improve the road environment to encourage more walking and scooting to school. A successful increase in these modes would contribute to fewer car journeys and less motor vehicle congestion. However, the measures at this site would need to be prioritised alongside other schemes across Guildford. 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.

**Petition 3** Mr Derek Payne, Chair of Boxgrove Park Residents' Association, brought a petition with 35 signatures asking for the installation of parking restrictions on roads off Boxgrove Lane. The petition and response were published with the supplementary agenda papers.

Mr Payne addressed the meeting, highlighting the problems caused by cars parking in a few key places on Cunningham Avenue at busy times in the morning and afternoon. With 300 residential addresses and a school all sharing limited exit routes, illegal parking on junctions and verges quickly leads to traffic blockages. Mr Payne added that in his view the score awarded to this proposal by GBC Parking ought to be higher because of additional support from councillors and the local residents association.

Cllr Brett-Warburton confirmed that earlier work to tackle parking problems in this area had displaced the cars to the areas now under discussion.

Chris Wheeler of GBC outlined the schedule for the current and next parking reviews, explaining that while he sympathised with Mr Payne there were 500 requests for parking restrictions under consideration and it was not possible to address them on an ad hoc basis. Mr Payne's request would be included in the next review, which would begin in approximately one year's time. Mr Wheeler noted the request for the installation of bollards, directing Mr Payne to SCC's Highways department for discussion on this.

**Resolved:**

The Joint Committee NOTED the officer's response.

**Petition 4** Mrs M Kerbey brought a petition with 149 signatures asking for the reinstatement of bus route no.3 in Tongham. The petition and response were published with the supplementary agenda papers.

Margaret Murray, clerk of Tongham Parish Council, spoke on behalf of Mrs Kerbey. She welcomed the efforts of Cllrs Spooner and Furniss. The no.3 bus service provided a vital link to Frimley Park Hospital; taxis cost £23 each way for the same journey, and there was no further capacity in the volunteer driving scheme.

Cllr Spooner confirmed that the borough and county councils remained engaged in discussions with Stagecoach (the operators of the service) and Hampshire County Council.

**Petition 5** Miss Petra Todd brought a petition with 342 asking for recognition of a climate emergency and adoption of a number of demands to reduce the environmental impact of local government.

Miss Todd addressed the committee, speaking about the petitioners' concerns for the future of the environment. In addition to the demands in the original petition, which mainly asked for action from central government, four specific demands aimed at SCC and the boroughs and districts were added:

- declaration of a climate emergency
- provision of more pedestrian and cycle routes, and more accessible buses
- commitment to going plastic-free
- commitment to making a positive effort to raise awareness of the situation and provide practical ways in which people can act

Members spoke in support of the petitioners and highlighted items on forthcoming agendas at both the county and borough councils that covered environmental topics including tree planting, roadside verge maintenance, climate change, and the adoption of policies to achieve zero-carbon and plastic-free positions. It was noted, too, that a number of items on the agenda for this meeting covered transport, air quality and modal shift.

**6/19 MEMBER WRITTEN QUESTIONS [Item 6]**

No questions were received.

**7/19 PUBLIC WRITTEN QUESTIONS [Item 7]**

Three questions were received from the Guildford Society Transport Group on the subject of Farnham Road bridge and transport routes through Guildford town centre; the questions and the responses were included in the main agenda papers.

The questioner felt that the responses were not very positive and that an opportunity to work on nearby roads while the Farnham Road railway bridge repairs were being carried out was being missed, along with an opportunity to access central government funding.

Members and officers drew attention to the successful funding applications the borough has submitted to the Local Enterprise Partnership, despite the difficult process involved. Both the Town Centre Transport Package and Unlocking Guildford have benefitted from the funding and these projects include a combination of smaller elements that merge to produce overall improvements; work is continuing on the ground to implement the schemes (Item 10 on the Agenda gives updates on progress) and over the coming months the impacts on traffic flows and transport choices will be noticeable.

The current work planned by Network Rail will, once completed, allow GBC to consider further improvements to the route over the railway, but it was important not to focus on just one east-west crossing. The Local Plan includes details of the plans for other routes and gives the overall vision for transport development in Guildford.

SCC's Transport Strategy Project Manager confirmed that she would work closely with the borough to develop a properly joined up and holistic approach.

**8/19 DECISION TRACKER [FOR INFORMATION] [Item 8]**

Recommendations in the decision tracker were agreed as described.

**9/19 GUILDFORD TOWN CENTRE PUBLIC REALM (EXECUTIVE FUNCTION - FOR DECISION) [Item 9]**

**Declarations of Interest:** None

**Officer attending:** Paul Bassi, Guildford Borough Council Project Manager

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

**Member Discussion – key points:**

Paul Bassi explained that he was in discussion with the police over the standards that apply to the safety barriers at the main entry points to the High Street. The barriers do not match current legal requirements and need to be upgraded – this work will be incorporated into the project.

Concerns were raised about large vehicles using Castle Street and the possibility of damage being caused to the arch at the bottom of Castle Hill if traffic is displaced as a result of the current plans. It was noted that Castle Street is outside the scope of the current report although an extension of the area for work was being considered. Paul Bassi agreed to continue the discussion on this point with the divisional member for Guildford South-East outside this meeting.

The designs for the proposed work have not yet been finalised and will be developed fully following further consultations. Over 400 responses from residents had been received to online surveys so far, and local access groups had attended the Chapel Street site visit to give first-hand feedback. The consensus is for construction work to begin shortly after Christmas.

**Resolved:**

The Guildford Joint Committee:

- i. AGREED the following principles for delivering the Guildford Public Realm Scheme:
  - a) Chapel Street: accessibility improved from the junction with the High Street; create a more pedestrian-dominant area; enhance access restriction for vehicles to promote greater use of the carriageway.
  - b) Swan Lane: to upgrade the pedestrianised carriageway with materials in keeping with the town centre's heritage.
  - c) Castle Street: to introduce better traffic measures to address traffic management issues and provide an improved pedestrian link to the castle grounds.
  - d) Town centre Pedestrian Safety: Ensure existing vehicular control barriers and applied 'safety by design' measures are appropriate for the High street and adjoining streets.
- ii. AGREED that decisions regarding details of the scheme are delegated to Area Highways manager in consultation with the Chairman and Vice Chairman of the Committee and Local Councillors
- iii. DELEGATED authority to the Area Highways Manager to take necessary steps to implement the scheme and advertise any formal orders needed to create the changes agreed. Should any objections be received to proposed orders, delegate determination of those objections to the Area Highways Manager in consultation with the Chairman and Vice-Chairman of the Committee.
- iv. AGREED that SCC work in partnership with GBC on this project in delivery of the scheme providing in-kind support as required.

- v. SUPPORTED the County Council and Guildford Borough Council entering into a formal agreement for the future maintenance and operation of the roads referred to in recommendation (i) and to include the High Street and Tunsgate.

Reasons for recommendations:

To request authority to create a scheme to enhance Guildford streetscape and to delegate the details to ensure that the scheme can be delivered in the tight timescales set out.

#### **10/19 GUILDFORD MAJOR TRANSPORT SCHEMES UPDATE (EXECUTIVE FUNCTION - FOR DECISION) [Item 10]**

**Declarations of Interest:** None

**Officers attending:** Cherrie Mendoza – Transport Strategy Project Manager

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

**Member Discussion – key points:**

Work on Walnut Tree Close could start by the end of August if the committee was happy with the recommendations. With the one-way system operating there would be a reduction in the use of this route as a rat-run, together with fewer vehicles joining the gyratory at this point. Overall, the scheme would deliver a better local environment.

**Resolved:**

The Guildford Joint Committee:

- (i) NOTED the updates on ongoing capital works that are planned and in delivery as part of the Town Centre Transport Package.
- (ii) AGREED the advertisement of the necessary Experimental Traffic Regulation Order to implement the trial one-way closure scheme along Walnut Tree Close and that any representations be reviewed by the Transport Strategy Project Manager and Area Highway Manager in consultation with the Divisional Member (paragraph 2.5 refers).

Reasons for recommendations:

The committee is asked to agree the recommendations to enable the progression of the major transport scheme works as per the business case that was approved and funded by the EM3 Local Enterprise Partnership.

#### **11/19 COMPTON AIR QUALITY MANAGEMENT AREA - ACTION PLAN (EXECUTIVE FUNCTION - FOR DECISION) [Item 11]**

**Declarations of Interest:** None

**Officers attending:** Justine Fuller, Regulatory Services Manager, Guildford Borough Council, and William Bryans, Transport Studies Team Manager, Surrey County Council

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

**Member Discussion – key points:**

The ward member for Shalford explained that the parish council and residents of Compton were unhappy with the recommendations of the report, saying that they are insufficient to tackle the air quality problem. Further investigation and development of new proposals would take too long if it was necessary to wait for new monitoring results to be produced following implementation of the current recommendations, therefore more comprehensive discussions with partner agencies needed to start now in order to avoid possible future delays.

Officers stressed that the current work allowed compliance with the legal process by approving an air quality action plan and that air quality in Compton did not require a large level of improvement in order to be brought back to acceptable levels. This scheme is one aspect of the local transport strategy and air quality strategy, but overall a decrease in traffic flow would be the most effective means of addressing air quality.

Suggestions for further schemes in addition to the air quality action plan would be welcome and should be directed through the Parking & Air Quality Working Group where they would be considered against the existing list of priorities.

**Resolved:**

The Guildford Joint Committee AGREED that:

- (i) The Committee adopts the Air Quality Action Plan for Compton in Appendix 1 which is to ban the right turn into Down Lane, Compton.
- (ii) The Committee support the advertising of the order to effect the traffic regulation order to introduce a right turn ban from The Street, Compton into Down Lane.

Reasons for recommendations:

To ensure the Council meets its statutory duties to adopt an air quality management area action plan and to improve air quality in The Street, Compton.

**12/19 SHALFORD AIR QUALITY MANAGEMENT AREA (EXECUTIVE FUNCTION - FOR DECISION) [Item 12]**

**Declarations of Interest:** None

**Officers attending:** Justine Fuller, Regulatory Services Manager, Guildford Borough Council, and William Bryans, Transport Studies Team Manager, Surrey County Council

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

**Member Discussion – key points:**

The importance of a coordinated approach to tackle air quality was discussed, highlighting the need to avoid simply bumping a problem along to another area. There are alternative ways to approach Guildford from the south, such as the cycle and pedestrian path or the Artington Park & Ride, and these need to be promoted.

Officers are in dialogue with colleagues at Waverley Borough Council to ensure their input.

**Resolved:**

The Guildford Joint Committee AGREED that the Council:

- (i) Designate an Air Quality Management Area as identified within the bold purple area shown in Appendix 1.
- (ii) Authorise the Director of Community Services, Guildford Borough Council to make the Order required under Section 83 of the Environment Act 1995 to implement recommendation (i).

Reasons for recommendations:

To ensure the Council meets its statutory duties to designate an air quality management area and to improve air quality along the A281 in Shalford.

**13/19 HIGHWAYS UPDATE (EXECUTIVE FUNCTION - FOR DECISION) [Item 13]**

**Declarations of Interest:** None

**Officers attending:** Frank Apicella, Area Highway Manager (SW), Surrey County Council

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

**Member Discussion – key points:**

Frank Apicella requested that divisional members submit their requests for highways allocation spending as soon as possible. It was noted that there was some frustration with the time taken to implement work once it had been requested. Mr Apicella agreed to circulate updated information about schedules for the design of schemes and their implementation in between committee meetings.

A discussion was had regarding the planned bus lane enforcement camera, funding for which had been agreed at a previous meeting. SCC is working with GBC to establish the logistics of placement of the camera and monitoring of the images – an update is expected in November. The camera has not yet been bought, and the chairman stated that he would like to see the system operational within this financial year. Monitoring of the level of bus lane violations before and after installation would be necessary to measure the camera's effectiveness.

**Resolved:**

The Guildford Joint Committee:

- (i) NOTED the committee approved allocations and works progressed during 2018/19.

Reasons for recommendation:

The committee is asked to agree the recommendations to enable progression of works orders and expenditure of the Committee budget.

**14/19 REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES (EXECUTIVE FUNCTION - FOR DECISION) [Item 14]**

**Declarations of Interest:** None

**Officers attending:** Gregory Yeoman, Partnership Community Officer, Surrey County Council

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

The following members were elected to the Working Groups:

Infrastructure Delivery and Transportation Working Group

SCC: Cllrs Furniss, D Goodwin, Iles and Taylor.

GBC: Cllrs Blow, Potter, Reeves and Spooner.

Parking and Air Quality Working Group

SCC: Cllrs Ellwood, Furniss, Taylor and White.

GBC: Cllrs McShee, Parker, Potter and Randall.

Cllr Furniss retained his role on the Safer Guildford Partnership, and Cllr White retained hers on the Guildford Health and Wellbeing Board.

**Resolved:**

The Joint Committee (Guildford) AGREED:

- (i) The membership of the working groups and appointments to outside bodies, as detailed at paragraphs 2.1 to 2.10 and Annexes 1 and 2 of this report.

Reasons for recommendation

Good governance practice requires that the Committee reviews membership arrangements regularly to ensure that representation on the committee, working groups and partnerships is fair and provides the best outcomes for the interests of Guildford borough residents.

## **15/19 JOINT COMMITTEE COMMUNITY SAFETY FUNDING (EXECUTIVE FUNCTION - FOR DECISION) [Item 15]**

**Declarations of Interest:** None

**Officers attending:** Gregory Yeoman, Partnership Community Officer, Surrey County Council

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

**Member discussion – key points:**

The PCO outlined the application process for the coming year's Community Safety Fund and drew members' attention to the report on the 2018/19 allocation.

Cllr Potter asked for more details in future of the efficacy of the funded projects and their success or otherwise in achieving their goals.

**Resolved:**

The Joint Committee (Guildford) AGREED that:

- (i) The committee's delegated community safety budget of £3,000 for 2019/20 be retained by the Community Partnership Team, on behalf of the joint 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 at paragraph 3.3 of this report.
- (ii) Authority be delegated to the Community Safety Manager, in consultation with the Chairman and Vice-Chairman of the joint committee, 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.

The Joint Committee (Guildford) NOTED:

- (i) The update from the Eagle Radio Campaign Joint Project regarding the use of funds in 2018/19 – see para 2.4 to 2.9 of this report.

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 (para 2.4 to 2.9) on how last year's funding was used in order to provide visibility and promote accountability within the Community Safety Partnership.

#### **16/19 FORWARD PLAN (FOR INFORMATION) [Item 16]**

The Chairman invited members to submit their suggestions for future agenda items to the Partnership Community Officer. He put forward bus lane enforcement and Quality Bus Corridors as items for the autumn. Development of the Park & Ride scheme was suggested but it was noted that this would be covered in the usual presentation of the Parking Review business case. Other contents of the Forward Plan were noted.

#### **17/19 DATE OF NEXT MEETING [Item 17]**

The next formal meeting will take place on Wednesday 18<sup>th</sup> September 2019 in the Guildford Borough Council council chamber, starting at 7pm.

Meeting ended at: 9.00 pm

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**Chairman**