



Woking Joint Committee

Together shaping our Borough

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

6.00pm – 9.30pm
Wednesday, 24 March 2021

Virtual Meeting

Please note that due to the COVID-19 situation this meeting will take place remotely.

A link to view the live and recorded webcast of the remote meeting will be available on the [Woking Joint Committee](#) page on the council's website.

Surrey County Council Appointed Members

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

Woking Borough Council Appointed Members

Cllr Simon Ashall, Heathlands (Vice-Chairman)
Cllr David Bittleston, Mount Hermon
Cllr Gary Elson, Pyrford
Cllr Tahir Aziz, Canalside
Cllr Ann-Marie Barker, Goldsworth Park
Cllr Graham Chrystie, Pyrford
Cllr Melanie Whitehand, Knaphill

Chief Executive
Ray Morgan
Woking Borough Council

Chief Executive
Joanna Killian
Surrey County Council

You can get involved in the following ways

Ask a question

If there is something you wish to know about how your council works or what it is doing in your area, you can ask the joint committee a question about it.

Write a question

You can also put your question to the joint committee in writing. The Partnership Committee Officer must receive it a minimum of 4 working days in advance of the meeting.

We will, where possible, endeavour to provide a written response to your question in advance of the meeting.

When you submit your question you will be sent an email invitation with a link to join the remote meeting, which will be held on Microsoft Teams.

This will enable you to listen to the Written Questions item and to then ask a further question based on the response provided if you wish, when invited to do so by the Chairman.

Sign a petition

If you live, work or study in Surrey and have a local issue of concern, you can petition the joint committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the Partnership 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 remotely via MS Teams. Your petition may either be discussed at the meeting or alternatively, at the following meeting.

Attending the Local Committee meeting

Your Partnership Committee Officer is here to help.

Email: nicola.thorntonbryar@surreycc.gov.uk

Tel: 01483 404788 (text or phone)

Website: www.surreycc.gov.uk/woking



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This is a meeting in public

Please contact **Nikkie Thornton-Bryar, 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. In view of the current Covid situation it may not be possible to supply this in advance of the meeting.
 - If you would like to talk about something in today's meeting or have a local initiative or concern.
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OPEN FORUM

Members of the public and local businesses are invited to ask questions of Councillors about council services in the community. No advance notice is needed. If answers cannot be provided on the evening, then a written reply will be provided after the meeting.

Up to half an hour can be allocated for this.

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES OF PREVIOUS MEETING

(Pages 1
- 30)

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

3 DECLARATIONS OF INTEREST

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

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

NOTES:

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

which are not already recorded in the Register of Members' Interests.

4 PETITIONS

(Pages
31 - 38)

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

2 Petitions have been received:

- a) 'review the traffic arrangements in Goldsworth Road at the junction with Poole Road, Woking, to prevent the access to McDonald's drive-through restaurant causing access problems to homes and businesses. and gridlock to the traffic in that area at busy times.'
- b) 'trial the reduction in speed limit to 20 mph in White Rose Lane, Mount Hermon Road, York Road and roads ancillary to those roads.'

The petition details and responses are included.

5 WRITTEN PUBLIC QUESTIONS

(Pages
39 - 40)

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

One written question has been received and the question and answer given is attached.

6 WRITTEN MEMBER QUESTIONS

(Pages
41 - 44)

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

2 questions have been received from Cllr Will Forster and the questions and responses given are attached.

7 HIGHWAYS UPDATE

(Pages
45 - 54)

To report progress made with the delivery of proposed highways and developer funded schemes, and revenue funded works for the 2020/21 financial year.

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

To agree authority is delegated to the Area Highways Manager to agree the capital works programme for 2021/22 in consultation with the Chairman and Vice Chairman

8 COMMUNITY INFRASTRUCTURE LEVY - UPDATE ON DECISIONS FROM THE SUB GROUP AND HOOK HEATH APPLICATION APPROVAL (Pages 55 - 78)

The Community Infrastructure Levy (CIL) Sub Group was set up in December 2020. To date, the Sub Group has met on three occasions to determine a total of four applications. Of the four applications, three were approved and one has been referred to this meeting of the Joint Committee for determination because of the amount requested (£15,000).

9 DECISION AND ACTION TRACKER (Pages 79 - 80)

To review the decision tracker.

10 FORWARD PLAN (Pages 81 - 82)

Members are asked to note the forward plan for 2021 and to comment / provide suggestions for future agenda items.

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Minutes of the meeting of the
Woking JOINT COMMITTEE
 held at 6.00 pm on 11 November 2020
 at VIRTUAL MEETING.

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

Surrey County Council Members:

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

Borough / District Members:

- * Cllr David Bittleston (Vice-Chairman)
- * Cllr Simon Ashall, Heathlands
- Cllr Gary Elson
- * Cllr Tahir Aziz, Canalside
- * Cllr Ann-Marie Barker
- * Cllr Graham Chrystie
- * Cllr Melanie Whitehand

* In attendance

1/20 APOLOGIES FOR ABSENCE - 6.30PM [Item 1]

Apologies were received from Cllrs Colin Kemp and Gary Elson.

2/20 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the meeting held on 4 March 2020 were agreed and will be signed by the Chair.

3/20 DECLARATIONS OF INTEREST [Item 3]

No declarations of interest were made.

4/20 ELECTION OF VICE CHAIR [Item 4]

Cllr Simon Ashall was proposed for the position of Vice Chair by Cllr Ayesha Azad and this was seconded by Cllr Liz Bowes.

5/20 WRITTEN PUBLIC QUESTIONS - 6.45PM [Item 5]

4 written public questions were received as follows:

- Claire Johnston, local resident re crossing at Sopwith Drive

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- Trevor Caldwell, Sally Cormac and Andrew Murrin, Woodham Road residents re speeding and dangerous driving on Woodham Road
- Adam Kirby, Claire Draper and Neil McPherson, Horsell Moor residents re traveller incursions
- Maddie Key re parking and traffic issues at Marshall Parade, Pryford

The written public questions and answers given were reviewed by the Committee and 3 supplementary questions were put forward.

Details are included in Annex B and are attached to these minutes.

6/20 WRITTEN MEMBER QUESTIONS [Item 6]

3 written member questions were received as follows:

- Will Forster re Rydens Way and Woking College
- Will Forster re road surfacing at Granville Road
- Ann-Marie Barker re Lakers Youth Centre

The written questions and answers given were tabled at the meeting and there was 1 supplementary question asked. The questions are attached as Annex C to these minutes.

7/20 PETITIONS [Item 7]

There were 2 Petitions received:

- Implement a shared pedestrian and cycle path on the remainder of the south side of the A245 Parvis Road between Byfleet Queens Head and West Byfleet Highfield Road - Keith Cresswell
- Sutton Green traffic calming

Written responses were given and circulated with the supplementary agenda. The petitioners were not able to attend. Members raised the following points:

Shared Cycle Path – Cllr Boote thanked the petitioner for bringing this item as this was an important stretch of road that did have an almost complete pathway with only a small stretch to be completed. This was part of the main cycle Surrey route and Cllr Boote also offered some funds toward this. Cllr Barker also supported the completion of the route which was used by school children. Cllr Chrystie asked whether the developer contractors on site could complete the works.

The Area Highways Manager confirmed that it was always helpful when cycle paths could be completed, but that the council had its own contractors for this type of work and that developers were unlikely to complete additional works on site without further funding. The next committee cycle would determine the highways works for the next financial year and this could be looked at, at that stage if the figures were within budget.

It was therefore agreed that this would be considered in the March 2021 budget round, alongside other priorities.

Sutton Green – Councillor Forster felt it was work in progress and that the speed survey would be key in identifying what was needed. He also felt that wooden entry / gateway markers would also be useful .

8/20 HORSELL 20MPH SPEED LIMIT - 7PM [Item 8]

Declarations of Interest: None

Officers attending: Andrew Milne, Area Highways Manager, SCC

Petitions, Public Questions, Statements: None

The Area Highways Manger (AHM) presented a report that highlighted the need for an area of 20mph speed limit in Horsell, including side roads. This was supported by Members to include busy parts of the village and outside the school. Officers were thanked for their work on this.

Members did raise other areas that could benefit from 20mph limits and were referred to the speed management policy and the processes for getting these considered.

Woking Joint Committee agreed that:

- (i) Lych Way, Wilson Way, Pares Close, South Close and Meadway Drive, extending approximately 165m northeast from its junction with High Street, Horsell are included within the previously approved proposal for a 20mph limit on part of Church Hill and High Street; and
- (ii) a notice is advertised in accordance with the Traffic Regulation Act 1984, the effects of which would be to introduce the proposed 20mph speed limit in the aforementioned roads; and
- (iii) any objections to the Traffic Regulation Order should be considered and resolved by the Area Team Manager for Highways in consultation with the Chairman and Vice-Chairman of the Joint Committee and the local Divisional Member, and that this issue only be returned to Committee if any objections prove insurmountable; and
- (iv) the Order be made once any objections have been considered and resolved.

Reason for Recommendation:

The recommendation, to include several cul-de-sacs and part of Meadway Drive in the previously approved scheme for a 20mph limit on parts of Church Hill and High Street, Horsell, would result in less signage and street clutter and would result in a more sensible, coherent scheme.

9/20 PROPOSED PEDESTRIANISATION OF CHOBHAM ROAD AND COMMERCIAL WAY FROM THE JUNCTION WITH CHERTSEY ROAD TO THE EXISTING PEDESTRIAN ZONE IN COMMERCIAL WAY [Item 9]

ITEM 2

Declarations of Interest: None

Officers attending: Tony Otterson, SCC

Petitions, Public Questions, Statements: None

The Officer presented a map of the area in question and highlighted the need for a pedestrianised area as part of the wider improvements in Woking Town. This would mean the reduction of disabled spaces from 10 down to 8. Letters would be dropped to local businesses and access groups as part of the consultation process.

Woking Joint Committee noted that:

A permanent Traffic Regulation Order will be pursued for the creation of a pedestrian zone within Chobham Road and Commercial Way, between the junction with Chertsey Road and the existing pedestrian zone in Commercial Way.

Reason for decision:

The pedestrianisation of this section of Chobham Road and Commercial Way is sought to enable improved pedestrian access to the town centre as well as the provision of a high quality urban environment as part of the major public realm improvements to Woking Town Centre.

10/20 PROPOSED PEDESTRIANISATION OF CHURCH STREET EAST FROM THE JUNCTION WITH CHOBHAM ROAD TO THE TOWN SQUARE [Item 10]

Declarations of Interest: None

Officers attending: Tony Otterson, SCC

Petitions, Public Questions, Statements: None

The Officer presented a map which explained the pedestrianisation of the areas. This would result in a net loss of 3 disabled parking spaces and would affect the turning area that is used for drop offs into the Town. The Officer confirmed that the turning area was being moved elsewhere, with less pedestrian activity and more space (near the Town gate). Conversations were continuing with disabled access groups on provision overall throughout the Town.

Woking Joint Committee noted that:

A permanent Traffic Regulation Order will be pursued for the creation of a pedestrian zone within Church Street West, between the junction with Chobham Road and the Town Square.

Reason for decision:

The pedestrianisation of the section of Church Street East between Chobham Road and the Town Gate is sought to enable improved pedestrian access to the town centre as well as the provision of a high quality urban environment as part of the major public realm improvements to Woking Town Centre.

11/20 PARKING REVIEW REPORT - 7.30PM [Item 11]

Declarations of Interest: None

Officers attending: Peter Wells, Parking Officer, SCC

Petitions, Public Questions, Statements: None

The Parking Officer (PO) presented a report on parking proposals under the 2020 parking review. He outlined that the work had been undertaken during Covid restrictions, so the usual joint site visits with Members were not possible and public involvement with schemes had been limited. The parking task group had also not met to feed into the proposals. The majority of requests had been received prior to lockdown in March 2020. Lockdown had also significantly changed parking patterns in the Town so the parking recommendations report was smaller than usual. Future lockdowns might delay implementation so the smaller review seemed opportune in this regard.

The PO also outlined that a scheme for Hillside (Woking South) was also being added to the proposals. This was discussed at the previous review, but not taken forward, but residents had now changed their views on this, so it would be re-advertised.

Eve Road and Arnold Road (discussed earlier in the meeting) may also need some changes to double yellow lines and these would be agreed by the County Member and the Chair if needed. Cllr Carasco offered some of his Highways budget toward this if required. Cllr Kemp (in his absence) requested a very small change to double yellow lines in Horsell, which would be followed up outside the meeting and added to the advertisement.

The PO outlined the annex that identified locations for Electric Vehicle Charging points throughout the Borough, as part of a County wide scheme.

The PO was thanked for his work in difficult circumstances.

The Joint Committee (Woking) agreed that:

- (i) the proposed amendments to on-street parking restrictions in Woking as described in this report **and in the Hillside supplementary papers** and shown in detail on drawings in annex A are approved.

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- (ii) the joint committee allocates funding as detailed in paragraph 5.1 of this report to proceed with the introduction of the parking amendments.
- (iii) the intention of the county council to make an order under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on street parking restrictions in Woking as shown on the drawings in annex A is advertised and that if no objections are maintained, the orders are made.
- (iv) if there are unresolved objections, they will be dealt with in accordance with the county council's scheme of delegation by the parking strategy and implementation team manager, in consultation with the chairman/vice chairman of this committee and the appropriate county councillor.
- (v) the intention of the county council to advertise the making of a consolidation Order (without change) of the existing Traffic Regulation Orders to Woking is approved, and that approval for future consolidations, when they become necessary, can be granted by the committee chairman.
- (vi) the five parking bay locations identified for conversion into on-street Electric Vehicle charging points are approved. These locations are listed in each County Councillors division of this report, and displayed in their own set of drawings. There is one in Goldsworth East and Horsell. One in The Byfleets. One in Woking North and two in the Woking South divisions.

Reasons for decisions:

It is recommended that the waiting restrictions are implemented as detailed in Annex A. They will make a positive impact towards:-

- Road safety
- Access for emergency vehicles
- Access for refuse vehicles
- Easing traffic congestion
- Better regulated parking
- Better enforcement

12/20 COMMUNITY SAFETY ANNUAL REPORT - 8PM [Item 12]

Declarations of Interest: None

Officers attending: Camilla Edmiston, Community Safety Manager, WBC and David Bentley, Surrey Police

Petitions, Public Questions, Statements: None

The Community Safety Manger (CSM) presented a report on the excellent work of the Community Safety team and partner organisations during

2019/20. It was noted that work had continued during 2020, but significant adaptations had been made due to lockdown and restrictions.

Members discussed crime figures included in the report and noted that these had generally decreased in Woking. Members were concerned that Domestic Abuse (DA) may have increased during Lockdown both County wide and Nationally. It was confirmed that additional funding had been given locally to DA helplines. The situation was being closely monitored going forward and additional funds were being sought at all levels to cope with any increases.

Vehicle crime was a rising issue with thefts from vehicles on the increase, together with the theft of newer vehicles with electronic access keys. Awareness campaigns were planned for this. Cannabis usage was also being monitored together with drug use during lockdown.

Woking Joint Committee agreed to:

- (i) Note the contents of the report and progress made in 2019/20
- (ii) Note the community safety budget spend during 2019/20 (Annex 3)
- (iii) Note that the Community Safety Task Group receives updates on the project(s) funded, on behalf of the committee and provides information on those projects in the quarterly community safety reports circulated to councillors.

**13/20 COMMUNITY INFRASTRUCTURE LEVY - ONE YEAR REVIEW - 8.20PM
[Item 13]**

Declarations of Interest: None

Officers attending: Ernest Amaoko, Planning Policy Manager, WBC

Petitions, Public Questions, Statements: None

The Planning Policy Manger (PPM) presented a report the review of Community Infrastructure Levy (CIL) funding. The Officer review had taken account of feedback from Members (Overview and Scrutiny Committee) and funding bids received during the year. The main concerns were the delay between Joint Committees, addressed by the recommendation for a sub group to approve smaller bids and the appeal process, which has been addressed in the report. Members were asked to volunteer for the sub group by contacting the Committee Officer.

Members raised concerns that larger funding bids were difficult and the responsibility for the project management of large bids was unclear. It was noted that the process allowed flexibility and that professional project managers could be employed and paid for from the funds. Ward Councillors were still concerned about the overall responsibility, but would work with Officers on each individual scheme as it arose. An application form with a

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checklist was also noted as helpful and a draft would be circulated for agreement. Cllr Graham Chrystie strongly disagreed with the review report but no amendments to the recommendations were put forward.

More work will be done on advertising the funds available, with CIL being more prominent on the webpages of the Joint Committee (both SCC and WBC sites) and the Borough website.

Working Joint Committee agreed that:

- (i) The current arrangement for the use of CIL money to deliver local community infrastructure projects should continue subject to the proposed recommendations of the report set out in recommendations (ii) to (iv).
- (ii) The Flowchart attached to the Overview and Scrutiny report to this meeting is user-friendly, provides clarity on the arrangement for local communities to use their CIL money and should be circulated to all Borough Ward Councillors and County Divisional Councillors (subject to any amendments approved by the Joint Committee).
- (iii) A Sub-Group should be set up to determine applications submitted by Ward Councillors to use CIL money to deliver community infrastructure projects. The Sub-Group should be able to determine applications outside Joint Committee meetings and approve applications up to the value of £10,000.
- (iv) The Joint Committee will promote the revised CIL arrangement to Councillor and encourage them to be proactive in engaging with residents on where the CIL money could be best used.

Reason for decision:

To enable local communities to use their CIL money to deliver local community infrastructure projects.

14/20 COMMUNITY INFRASTRUCTURE LEVY - FUNDING BID - KNAPHILL WARD [Item 14]

Declarations of Interest: None

Officers attending: Ernest Amaoko, Planning Policy Manager, WBC

Petitions, Public Questions, Statements: None

Cllr Whitehand, Ward Member recommended support for the funding bid for Knaphill Ward.

Working Joint Committee agreed that:

- (i) The application submitted by Ward Councillors for Knaphill Ward to install three picnic benches, two benches and a rubbish bin at Sussex Road Playground be approved;
- (ii) The Deputy Chief Executive be authorised to approve payment for the total cost of installing the benches when the works have been undertaken and the invoices have been submitted to the Council. The cost of installing the benches and the rubbish bin is estimated at £2,000.00 and will be drawn from the total CIL income earmarked for the Knaphill Ward, this currently stands at £12,864.00; and
- (iii) The Ward Councillors for the Knaphill Ward be asked to oversee all works relating to the procurement and installation of the benches in accordance with their project plan, project specification, costs and quality control.

Reasons for decision:

To enable funding to be secured for the installation of three picnic benches, two benches and a rubbish bin at the Sussex Road Playground, Knaphill Ward.

15/20 COMMUNITY INFRASTRUCTURE LEVY - FUNDING BID - ST JOHNS WARD [Item 15]

Declarations of Interest: None

Officers attending: Ernest Amaoko, Planning Policy Manager, WBC

Petitions, Public Questions, Statements: None

Cllr Cundy detailed and recommended support for the funding bid for St Johns War Memorial.

Working Joint Committee agreed that:

- (i) The application submitted by Ward Councillors for St Johns for the paving of the St Johns Church War Memorial Ground be approved;
- (ii) The Deputy Chief Executive be authorised to approve payment for the total cost of the paving when the works have been undertaken and the invoices have been submitted to the Council. The cost of the paving is estimated at **£5,600** and will be drawn from the total CIL income earmarked for the St Johns Ward, this currently stands at £14,389; and
- (iii) The Ward Councillors for St Johns Ward be asked to oversee all works relating to the procurement and installation of the paving in accordance with their project plan, project specification, costs and quality control.

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Reasons for decision:

To enable funding to be secured for the paving of the St Johns Church War Memorial Ground, St Johns Ward.

16/20 COMMUNITY INFRASTRUCTURE LEVY FUNDING BID - PYRFORD [Item 16]

Declarations of Interest: None

Officers attending: Ernest Amaoko, Planning Policy Manager, WBC

Petitions, Public Questions, Statements: None

Cllr Graham Chrystie, Ward Councillor and Cllr Liz Bowes, County Councillor recommended support for the bid for repairs of the Cricket Pavillion. Cllr Bowes noted that she had also put £1,000 of her Members allowance towards the project.

Woking Joint Committee agreed that:

- (i) The application submitted by Ward Councillors for Pyrford Neighbourhood Area for the repair of the Cricket Pavilion be approved subject to the conditions set out in the application;
- (ii) The Deputy Chief Executive be authorised to approve payment up to a total of £14,000 when the works have been undertaken and the invoices have been submitted to the Council. The £14,000 will be drawn from the total CIL income earmarked for the Pyrford Neighbourhood Area, this currently stands at £28,246.98; and
- (iii) The Ward Councillors for the Pyrford Neighbourhood Area be asked to oversee all works relating to the repair of the Cricket Pavilion in accordance with their project plan, project specification, costs and quality control

Reasons for decision:

To enable funding to be secured for the repair of the Cricket Pavilion at Coldharbour Road, Pyrford.

17/20 COMMUNITY INFRASTRUCTURE LEVY FUNDING BID - GOLDSWORTH PARK [Item 16a]

Declarations of Interest: None

Officers attending: Ernest Amaoko, Planning Policy Manager, WBC

Petitions, Public Questions, Statements: None

Cllr Ann-Marie Barker, Ward Councillor and Cllr Hussein, County Councillor recommended support for the funding bid.

Woking Joint Committee agreed that:

- (i) The application submitted by Ward Councillors for Goldsworth Park Ward to install benches, picnic tables and refuse/recycling bins at Goldsworth Park Recreation Area be approved;
- (ii) The Deputy Chief Executive be authorised to approve payment for the total cost of installing the benches, picnic tables and bins when the works have been undertaken and the invoices have been submitted to the Council. The cost of installing the benches, picnic tables and bins is estimated at £6,897.56 and will be drawn from the total CIL income earmarked for the Goldsworth Park Ward, this currently stands at £7,489.99; and
- (iii) The Ward Councillors for Goldsworth Park Ward be asked to oversee all works relating to the procurement and installation of the benches, picnic tables and bins in accordance with their project plan, project specification, costs and quality control.

Reason for decision:

To enable funding to be secured for the installation of benches, picnic tables and bins at the Goldsworth Park Recreation Area.

18/20 TASK GROUPS AND MEMBERSHIP - 8.45PM [Item 17]

Declarations of Interest: None

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

Petitions, Public Questions, Statements: None

The Partnership Committee Officer (PCO) presented a report on task groups and membership, which are reviewed annually. It was noted that the Health and Wellbeing Task Group terms of reference were updated in Sept 2019 but the old version was included in the Annex.

It was noted that in the TOR for each, the minutes are marked as private. However, it was suggested that they should all be public unless otherwise stated.

Membership of the Health and Wellbeing Task Group was adjusted as Cllrs Azad and Ashall had stood down. Cllrs Liz Bowes and Saj Hussein were appointed. The other groups would remain as listed.

Woking Joint Committee agreed:

- (i) The terms of reference for the following (as set out in Annex 1):

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- a. Health and Wellbeing Task Group
 - b. Community Safety Task Group
 - c. Parking Task Group
 - d. Infrastructure Working Group
- (ii) The County Councillor and Borough Councillor appointments to the following:
- a. Health and Wellbeing Task Group (up to 2 County and 2 Borough)
 - b. Community Safety Task Group (up to 2 County and 2 Borough)
 - c. Parking Task Group (up to 2 County and 2 Borough plus Chairman and Vice Chairman)
 - d. Infrastructure Working Group (1 County, 1 Borough)

Reasons for Decision:

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

19/20 DECISION AND ACTION TRACKER [Item 18]

The decision and action tracker was noted.

20/20 FORWARD PLAN - 8.55PM [Item 19]

The forward plan for 2021 was noted. The proposal was for 3 meetings next year, with proposed dates of 17 or 24 March, 23 June and 10 November.

Cllrs noted the reduction from 4 meetings to 3 per annum. This reflected the scheduled priorities and items to be heard and the setting up of a task group for CIL bids. The 3 meetings would be supplemented with private meetings if required and also with public engagement sessions. This would be discussed fully with Members to plan a way forward to fit the needs in Woking.

Meeting ended at: 9.31 pm

Chairman

Annex A**Woking Joint Committee**
11 November 2020
Open Public Question Time**Question 1: Stuart Lanceman, 12 Paxton Gardens, Woking regarding Garden Licences issued along the Basingstoke Canal**

I would like the garden licences of 12 and 14 Paxton Gardens re-examined as I think a mistake has been made, resulting in me losing about 2/3 of my canal frontage.

The problem is the garden licences go down to a bend in the canal. I always thought I had a garden licence that was at an angle which would reflect a reasonable amount of access to the canal in relation to my house/garden width, something which I thought I'd always enjoyed over the last 36 years of residency. If the garden licence for number 14 is deemed to be correct, I would lose practically all usable access.

Therefore I would like both garden licences to be rewritten to give us a fair amount of land. I would also like to know why I was not consulted when number 14 Paxton Gardens was issued their licence thus causing this neighbourly dispute.

Answer given by the Chair

The Chair asked if the questioner had approached the Basingstoke Canal Authority, which had taken place but the answer given was stated to be unsatisfactory.

Cllr Ben Carasco clarified that the canal frontage was owned by the Basingstoke Canal Authority (BCA) but that Garden Licences were issued by Surrey County Council to allow residents to use the land but not own it. He asked that the Joint Committee work with the County Council to ensure a resolution.

The Chair noted that there was a BCA Joint Management Committee on 18 Nov and that the questioner should address that Committee, but that the Joint Committee would try to assist following that if required.

Question 2: Tammy Nathan on behalf of residents (Sally Hodgkins, Bridget Nicholson, Robert Hopkins and WBC Cllr Mohammed Ali)

Five residents of Eve Road and Arnold Road and the Councillor for the area attended to ask about residents permits in their road (under the parking review).

The questions were:-

1. Are the residents correct in understanding that this proposal to introduce Residents Permit Scheme in Eve Road and Arnold Road being presented today by Parking Strategy and Implementation Team is for approval?
2. And if so, once approved by the joint committee, the formal consultation with the residents concerned is likely to happen during the first quarter of 2021?
3. Are you able to give us an idea of when the implementation of the scheme is likely to happen once completion of consultation with residents?
4. Can you give assurance to the residents that they can discuss /communicate the details of consultation with the Parking Strategy and Implementation Team during consultation period with regards to items such as
 - a. Business permits criteria

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- b. Control hours for the scheme – options available (e.g. Mon-Sat 8am to 8pm etc.)
- c. Existing road markings which could be redundant.
- d. Waive admin fee for resident's permit whose car changes regularly (weekly/Monthly) due to work commitments.
- e. Update on where we are with regards to the process of inclusion of two car parks at the end of Arnold Road

Response from Peter Wells, Parking Officer

The Officer confirmed that he had been in touch with the resident with answers to these questions, but confirmed in the meeting that:

- The parking review was a proposal and agreement was sought to advertise this and consult with residents to gain support or objections by residents.
- This would likely be in the first quarter of 2021 with leaflet drops and questionnaires to all households (tenants not landlords)
- If the proposal is not supported by the majority, it would not be progressed.
- If supported, then the questionnaire would be used to ascertain preferred hours etc
- Implementation could be Summer 2021 (dependant on lockdown conditions)
- Business permits could be considered if required (one per business is used in the Town Centre)
- Flexibility could be applied to residents that regularly use different cars
- The two car parks did not form part of the public highway so would not be included, but the parking team would work with WBC officers to look at this and try to make the approach consistent
- The scheme (if it goes ahead) need not be the same as area 2 but could be a separate scheme
- Double yellow lines could be removed as part of the scheme, but would need to be advertised and promoted as part of the scheme so residents would need to advise on this.

Members also noted that the roads were narrow with cars parked on both sides. Most of the businesses in the area were in adjoining roads but customers parked on Eve Road/Arnold Road. Pavement parking was also mentioned but this was a separate issue to the parking review.

Residents were happy with business permits but felt they should be limited to each business to minimise parking problems.

Unfortunately, although Cllr Mohammed Ali was in attendance, he was not able to speak as the time ran out. He was thanked for his interest in the meeting and his support to residents.



WOKING JOINT COMMITTEE

DATE: 11 NOV 2020
SUBJECT: WRITTEN PUBLIC QUESTIONS
DIVISION: WOKING

Question 1: Claire Johnston, local resident

2 years on from the initial petition, Sopwith Drive still needs a safer pedestrian crossing for access to Brooklands Community Park and Cherrylands Nursery.

What action will this committee take in 2020 to make the crossing safer for the children and people of our communities?

Answer from Highways Office

This petition was presented to the Elmbridge Local Committee at its meeting on 26 November 2018 and although the petition was never formally presented to the Woking Joint Committee, a question was asked about this matter at the Joint Committee meeting on 13 March 2019.

An item to consider the introduction of a controlled pedestrian crossing on Sopwith Drive had been included within our overall work programme for a number of years prior to the petition and question; it remains on our programme and is currently ranked 18th out of 70 or so potential schemes on our list.

All the schemes on this list are point scored against the same criteria to allow us to prioritise them as best as we can and whilst the petition and question have highlighted to the members of the Elmbridge and Woking Committees it does not alter the way in which the schemes are ranked. Whilst officers will make recommendations about which schemes should be promoted in any given year, the Members of the Woking Joint Committee are at liberty to promote schemes out of priority order or to add extra items to our list of schemes. As Members will know, it is sometimes necessary to promote the schemes that are on our list out of priority order to make best use of the available budgets.

This length of road has a relatively good collision history compared with many locations although it is acknowledged that the only collision along the length of Sopwith Drive in the last 5 year period, between the Parvis Road and Barnes Wallis Drive roundabouts (but not including the roundabouts themselves) did involve a young male cyclist who was crossing the road. However, Members will remember that one of this year's ITS schemes was to improve the existing uncontrolled crossing point to the north of Viscount Gardens and this work was completed by the end of June 2020. Visibility along Sopwith Drive from this existing crossing point is very good and the double yellow lines that were applied over the summer appear to have removed the obstructive goods vehicle parking that had become particularly bad during the first national Coronavirus lockdown.

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It is also acknowledged that there could be a certain amount of suppressed demand due to the absence of a controlled pedestrian crossing but it is also clear that the work that would be required to provide such a crossing would exceed the Joint Committee's annual budget, based on current and recent funding levels. Although the Elmbridge Local Committee has indicated that there may be scope for some CIL funding from the Weybridge / Brooklands area

Supplementary question from Claire Johnston

I wanted to follow up the response and I thank you for answering this, but I interpret from this that no action will be taken. I understand that money is tight, but I wanted to know what could be done to try to progress this.

Andrew Milne, Area Highways Manager

It is a sad fact that we have a long list of requests for Woking (reflected across the County) and that although this is an item that is of interest to Members and has been so for 2 years, the list of other outstanding improvements includes schemes that have been outstanding for a lot longer.

We use a prioritisation system for schemes and constantly review this, but this scheme is not at the top. We are always looking at other funding sources and try to work with developer funding and CIL funding too. We continue to actively search for ways of delivering schemes on the list at all times.

MP Jonathan Lord, Woking

I am sympathetic to this, but I also do understand the financial constraints and difficult decisions for the Committee. I do understand that this scheme is on the cusp between Woking and Elmbridge and I wondered if there were scope to combine funds and use CIL (Community Infrastructure Levy) funds from both sides of the boundary. I am happy to liaise with the neighbouring MP if this would help.

It was therefore agreed that further attempts would be made to try to secure cross boundary funding for this scheme.

TO BE ADDED TO THE DECISION TRACKER

Question 2: Trevor Caldwell, Sally Cormac and Andrew Murrin, Woodham Road residents

SPEEDING AND DANGEROUS DRIVING ON WOODHAM ROAD

Residents are seriously concerned about speeding and dangerous driving on Woodham Road, with over 200 hundred residents having signed a petition (<http://chnq.it/WR8d7B9h>) seeking action to tackle the problem. This concern has been echoed by Halstead School and parents. The petition was sparked by the horrific fatal crash that occurred on Woodham Road on Sunday 30th August. One young man is dead, and the accident could have been much worse with two pedestrians close enough to witness the flying motorcycle.

Residents have previously raised the issue of speeding on Woodham Road and two small roundel flashing 30's have been erected. These are unfortunately frequently ignored with vehicles failing to brake when the sign illuminates. Recent speed monitoring using a 7-day automatic traffic count has confirmed both the level of traffic on Woodham Road and the excessive speed of users, where between 7:00 am and 7:00 pm, 50% of the traffic exceeds the 30 mph limit and a vehicle exceeds 40mph every 5 minutes or so.

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Speeding is clearly a problem on this road. This is compounded by the quantity of traffic, with 3 vehicles a minute during the rush hour as Woodham Road becomes increasingly a rat run into Horsell and a bypass of the traffic queues both going west on Shore's Road and going east on Chertsey Road.

More obviously needs to be done to lower speeds and hence reduce the likelihood and severity of collisions and make our community a more pleasant place to live. Whilst we understand that the accident investigation has not yet been completed, and officials are restricted in what they can say, we do believe that further action will be required and we request the JC to ;

- 1. Immediately undertake a comprehensive assessment of speed levels along Woodham Road. We would propose monitoring at least at either end and in the middle to both determine speed limits and to understand traffic flows.**
- 2. Confirm that funds will be made available in the 2021-22 budget to implement whatever measures are required both to address this serious problem and to prevent further tragedy.**
- 3. Add speeding and dangerous driving on Woodham Road to the March 2021 agenda of the JCC to allow the results of the monitoring and of the accident investigation to be considered and appropriate measures planned for the 2020-21 budget year.**

Answer from Highways Office

We are aware of residents' concerns about vehicle speeds on Woodham Road, which, along with a many other roads in the Borough, is recorded on our Speed Management Plan.

The Speed Management Plan (SMP) is a prioritised list of roads where concerns have been raised about vehicle speeds. This is periodically reviewed in conjunction with colleagues in our Road Safety Team and Surrey Police Officers. All the roads on the list have speed surveys undertaken to determine the extent of any speeding issues and these results, combined with the personal injury collision history for each road, allow the police to prioritise their enforcement resources. Any roads where it is determined that there is no issue with excessive speeds will generally remain on the Speed Management Plan, but would not be an active site in terms of police enforcement or routine speed monitoring.

Speeds do appear to have increased on Woodham Road since it was first included on the SMP, and as a result of correspondence that we had with several other residents of the road in 2018 and 2019, the road was elevated to the "high" category within the SMP. Also as a result of that correspondence, an item was added (in May 2019) to our overall work programme for "speed reducing measures" to be considered along the road. This item was added before the fatal collision took place, and at that time, the only personal injury collisions along the road had taken place at the Woodham Rise junction. The main contributory factor in these collisions was a failure of vehicles on Woodham Rise to give way at the junction with Woodham Road, despite the presence of give way and advanced give way signs. These signs

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have subsequently been replaced with yellow backed versions of the same signs to make them more prominent (it should be noted that the provision of a yellow backing board is not a legal requirement).

As a result of the personal injury collision history along the road at that time, and given that physical traffic calming tends to be used as a casualty reduction measure rather than solely to reduce vehicle speeds, it was not possible to confirm to residents when any scheme may be promoted at this location. All highway improvement schemes within Woking are prioritised, and proposed to the Woking Joint Committee for funding in priority order.

It was also suggested to a couple of residents, including one of the petitioners, that consideration might be given to submitting a petition to the Woking Joint Committee to show the level of residents' concern. One other suggestion that was made was to consider an approach that was taken in Park Road, Maybury whereby the on-street parking places were "de-regulated" and rather than being subject to any time limits or permit only use, they could allow all day parking. We have had complaints about the parking that takes place in the 50mph section of Woodham Road and so it seems reasonable to assume that some of this might transfer to the bays in the 30mph section, which are very often unoccupied, and this would provide a degree of natural traffic calming, similar to the effect of chicanes. We would still urge residents to consider this as an option.

The average speeds that were recently recorded by the resident funded speed survey were 29.9mph eastbound (ie towards Six Crossroads) and 30.9mph westbound, with corresponding 85th percentile speeds on 35.6mph and 36.7mph. The 85th percentile speed is the speed at which or below, 85% of vehicles are travelling. These figures are slightly lower than those that we have recorded, using a different monitoring device, a little further along the road.

The Department for Transport's document, "Circular 01/2013 – Setting Local Speed Limits", on which SCC's own speed limit is based, states, "Mean speed and 85th percentile speed (the speed at or below which 85% of vehicles are travelling) are the most commonly used measures of actual traffic speed. Traffic authorities should continue to routinely collect and assess both, but mean speeds should be used as the basis for determining local speed limits."

Based on the mean speeds, the officers who are involved in the SMP would consider the recently recorded speeds to indicate relatively good compliance with the speed limit compared to some other roads. However, the disparity between the mean and 85th percentile speeds is greater than we would hope to see, and this is another reason why an item was added to our work programme.

In a road such as Woodham Road, we would tend to promote speed cushions as the form of traffic calming. These are raised areas in each running lane with a gap between them and at each side, between the cushion and the adjacent kerb. These do not impede drainage in the same way as full width traffic calming. They are preferred by the emergency services because they do not impede wider vehicles so much and the impact of noise and possible vibration from any lorries that might pass over them is also lessened. However, they do not have a significant effect on motorbikes, which can pass between or to one side of them.

The item on our work programme is currently ranked 32nd out of about 70 schemes on the list. The Members of the Joint Committee will therefore need to decide if they wish to promote the scheme during the 2021/22 financial year. However, it is

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recommended that the results of the police investigation into the recent fatal collision are known before such a decision is made. It should also be noted, that at this point in the financial year we do not have any funding for additional speed surveys along the road, but it should be possible to undertake these quite early in the new financial year.

Supplementary question from Trevor Caldwell

Although average speeds were close to half an hour, half of the cars were going faster than that and even going 40mph. Traffic has increased, which reduces the average but not the speeds.

We would be interested in reducing parking restrictions and allowing further parking in order to decrease speeds.

Cllr Beryl Hunwicks stated that she was appreciative of all that Trevor Caldwell and the residents have done since the fatal accident in the area. She was interested in the de-restriction of parking and appreciated the efforts of the Police and the Area Highways Manager in looking at the issue and what could be done.

Cllr Ben Carasco thanked the Highways Officer Kevin Patching for his work, and noted that speed humps were not appropriate for the area, but was pleased that Officers were working hard to look at this.

It was not known when the Police investigation would be completed but Members would be kept informed on this.

Supplementary question from Andy Murrin

Andy asked whether speed limits could be changed (lowered) whilst the outcome of the investigation was awaited?

The Area Highways Manager answered that in short, no this could not happen, as it would not fit with the SCC speed policy. He stated that Officers were keen to work with residents to try to resolve issues and that they would look at this again once the outcome of the investigation was known.

TO BE ADDED TO THE DECISION TRACKER

Question 3 – Adam Kirby, Claire Draper and Neil McPherson, Horsell Moor residents

What is possible in terms of protecting green spaces against illegal traveller incursions? (such as that currently taking place on Horsell Moor) and what is WBC currently planning to do to address this and/or provide alternative provision for travellers?

There is currently an ongoing problem with a traveller incursion on Horsell Moor. This has happened three times in the last six months, involving the same group, but it seems that the dispersal order can't be enforced. **Can posts or some similar barrier (perhaps similar to the ones on Wheatsheaf Common) be installed around the green space at Horsell Moor to prevent future illegal incursions?**

Answer from Woking Borough Council

To date council officers have worked successfully with police colleagues to deal with unauthorised encampments in the Borough.

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In every case there are clear guidelines to follow which can involve court action which is the case for Horsell Moor. However, continued attention from council and police officers encouraged the group to move on and this has proven to be a robust and effective method to prevent unauthorised encampments remaining in one location for extended periods.

Practically, it is rarely possible to completely secure all our green spaces and even on sites which are gated and fenced it is often the case that locks are broken to enable entry. For Horsell Moor we will assess whether any further measures are practical and we will continue to work with police colleagues to review our working arrangements.

Finally, we do have static traveller sites in the Borough, but Surrey do not have a transit site although we are in discussions with other Surrey Districts and Boroughs regarding this type of provision to use in the future”.

Supplementary question from Adam Kirby

As this is the same group using the same spot each time, would this help speed up the legal position? What are the costs of the clear up each time – this might help to resolve the issue and push the debate forward?

Answer from Geoff McManus, Woking Borough Council

Traveller incursions are difficult. We do try to avoid going to Court (this can result in longer stays) but we try to work with travellers to move them on.

In terms of costs of the contract with SERCO, there is no additional cost involved. We do have the cost of disposing of the waste, but we are quite lucky in Woking that this type of incursion is limited.

Question 4 – Maddie Key, Pyrford Resident

I would like to draw attention to the issues around Marshall Parade, Pyrford. I have been a resident at Onslow way for 30 years and I am concerned for road safety in this area. The shops and flats in this already busy area are to be extended by the removal of the garages, and I am concerned about the impact of this development. Cars park on the corner of Lovelace drive, blocking sight lines and the area gets very busy at school drop off and pick up times.

Can anything be done to improve road safety here?

Answer

This area was looked at under the 2020 parking review and there is a proposal under item 11 to extend double yellow lines in Lovelace drive with no waiting at any time restrictions.

The road safety outside schools team recently reviewed the area and the personal injury collision database indicates that there have been no such incidents in the area around the shops since at least 2012.

The Woking parking enforcement team could be asked to undertake some visits to the site, but would only be able to enforce existing parking restrictions.

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Time restrictions on parking bays around the shopping parade could be considered as part of the next parking review.

Work will be undertaken with Cllr Graham Chrystie to look at this issue.

Councillor Discussion

Cllr Liz Bowes welcomed the proposal under the parking review and felt that this might help. Cllr Chrystie felt that the new premises would make things much worse and that we needed to keep the area under review.

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WOKING JOINT COMMITTEE

DATE: 11 NOV 2020
SUBJECT: WRITTEN MEMBER QUESTIONS
DIVISION: WOKING

Question 1: Will Forster, Surrey County Councillor

Following a discussion with the Principle of Woking College, please would the County Council to consider consulting on returning the area outside the college on Rydens Way to a one-way system?

Answer from Highways Office

As Councillor Forster will be aware, the changes to the road layout outside the entrance to Woking College were made as part of the nearby housing development, with the changes having been proposed by the developer and approved by SCC's Transport Development Planning and Woking Borough Council in its capacity as the Planning Authority.

It is not clear why the road layout should be returned to a one-way system and although the development has only been completed for about a year, our personal injury collision database, which now contains details of incidents as recent as September 2020, does not show any such incidents in this vicinity or any justification revert back to a one-way system.

We do not propose to consult on returning the layout to a one-way system but should the residents wish to submit a petition, it could be added to our overall scheme list for consideration in a future year's work programme.

Question 2: Will Forster, Surrey County Councillor

Surrey County Council was due to resurface Granville Road in Westfield on 27th October, however this was postponed due to covid.

Please can the County Council confirm when this resurfacing will be reorganised?

Answer from Highways Office

Our colleagues in our Network & Asset Management Group, who oversee this resurfacing programme have advised that the new programme date is Wednesday 6th January 2021. The works are expected to last for one day. As always, these works will be weather dependent to a large degree and so could be subject to further postponement.

Question 3 – Ann-Marie Barker, Woking Borough Councillor

Please can an update be provided on the current state of, and future plans for the Lakers building and site, specifically:

- i) Was the whole building destroyed beyond repair as a result of the fire in January 2018?
- ii) Is the building now beyond repair?
- iii) Has a final decision been made to demolish the existing building?
- iv) Has any interest been expressed in running a youth facility at the Lakers site as a result of the recent youth centre consultation?
- v) What are the county council's alternative plans for the site?

Answer from Nigel Denning, Early Help Transformation Lead

The Lakers Youth Centre was destroyed by fire in early 2018. SCC has subsequently undertaken a public consultation regarding the future of all the SCC Youth Centres and the provision of open access universal youth work across the County.

The consultation has informed the strategy decisions that were published at the beginning of September:

1. Surrey County Council enables the community, voluntary and faith sector (CVFS) to use the youth centres for the benefit of young people at little or no cost.
2. Surrey County Council (SCC) acts as an enabler and facilitator of open access universal youth work rather than providing the service directly. The SCC expertise that is valued by residents and in particular young people can then be remodelled to continue to support specific vulnerable groups. The learning from Covid-19 should be used to inform the service design to ensure SCC is able to respond to the needs of young people who would otherwise be vulnerable to poor outcomes.

During the consultation, expressions of interest were invited and received from a wide range of organisations seeking to take on the running of services at youth centres. Whilst there are viable arrangements being progressed for other youth centres in Woking at Sheerwater and the Woking Youth Arts Centre there has not been any expression of interest for the Lakers Youth Centre that would warrant it being rebuilt as a youth centre.

As part of the Council's Asset & Place Strategy and the Corporate Landlord model the site is now being reviewed for alternative service use. This process will determine whether the asset has an identified use which enables service delivery in line with corporate and service strategies. If no alternative service use is identified Land & Property will then undertake an options appraisal to identify 'best value'; this will include disposal of for a capital receipt; redevelopment for revenue generation or a strategic hold.

Supplementary Question from Cllr Ann-Marie Barker

It is unclear whether the damage to the building occurred was from the fire or the failure to protect the building from the elements after the incident. It is also unclear whether the Centre was included in the County's consultation.

Answer

SCC Councillors confirmed that that this was included in the consultation - but it was clear that County was looking for a provider to take over and run the facility and none were forthcoming for this.

It was also confirmed that Woking Borough Council had no plans to develop the site as this belonged to Surrey County Council.

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ITEM 7**PETITION RESPONSES****PETITION 1 - SHARED PEDESTRIAN AND CYCLE FACILITY ON SOUTH SIDE OF PARVIS ROAD**

- Petition title: **Implement a shared pedestrian and cycle path on the remainder of the south side of the A245 Parvis Road between Byfleet Queens Head and West Byfleet Highfield Road at the same time as that being provided by the developers of Broadoaks along part of that same stretch.**
- Details of petition: Provision of safe cycling from Byfleet to West Byfleet has been a longstanding commitment and forms part of a strategic cycling route from Cobham to Old Woking and Chobham. The shared path on the north side has been poorly implemented and only supports travel in an easterly direction for some cyclists and at some inconvenience to pedestrians. By implementing the path concurrently, it can be properly integrated with that being provided by the developer of Broadoaks. It will meet the need for safe active travel for shoppers, commuters, leisure riders and, in particular, pupils of Fullbrook, Bishop David Brown and West Byfleet Schools as well as contributing to wider active and environmentally beneficial travel as being advocated by the Government, SCC and Woking BC.
- SIGNATURES – 279 confirmed and 48 unconfirmed = 327 total

Response;

The facility on the south side of Parvis Road that has been built by the Broadoaks developer is finished apart from a few “snagging” items. The completion of the facility has not been promoted as a “Tranche 2” Safer Active Travel Scheme and no other funding has been identified for its implementation. Although this length of road does not feature in the Local Cycling and Walking Infrastructure Plan (LCWIP) for Woking, there may be scope to promote it as a future Safer Active Travel scheme if the opportunity arises and can be included in our overall work programme for possible future funding by the Woking Joint Committee.

It should be noted that there appear to be lengths of this route where a shared facility could not be provided that would be in line with the guidance set down in the Department for Transport’s document, published during the summer, “Local Transport Note 1/20 Cycle Infrastructure Design”. Consequently, the Joint Committee may wish to consider funding a feasibility study for the completion of this route.

PETITION 2 - 30mph SPEED LIMIT THROUGH SUTTON GREEN

- We the undersigned petition Surrey County Council to Reduce the speed limit for all roads through Sutton Green Village to 30 mph and authorise the provision of "picket gates" on all entrances to the village at the following sites: New Lane just before Robin Hood Lane, Blanchards Hill, immediately after Sutherland Avenue and Whitmoor Lane (A320 end) where the one way system ends. [More details](#)
- Submitted by Susan Normand of Sutton Green Residents – **Signatures:** 122

Response;

A reduction of the speed limit through Sutton Green could only be considered if it was in line with our Speed Limit Policy, which is based on the Department for Transport's document, "Circular 01/2013 – Setting Local Speed Limits".

As the policy states, experience shows that changing to a lower speed limit on its own will not necessarily be successful in reducing the speed of traffic by very much if the prevailing mean speeds are much higher than the proposed lower speed limit. If a speed limit is set too low and is ignored, then this could result in the majority of drivers criminalising themselves and could bring the system of speed limits into disrepute. There should be no expectation that the police would be able to provide regular enforcement if a speed limit is set too low as this could result in an unreasonable additional demand on police resources. It is also important to set reasonable speed limits to ensure consistency across the country.

Consequently, a reduction in the speed limit would only be considered if the existing overall mean speed of traffic is 35mph or less. Speed surveys, funded by Councillor Forster using some of his Members Allocation, were undertaken in Whitmoor Lane, Blanchards Hill, Sutton Green Road and New Lane between 30th October and 6th November. When the results are available, they will give an indication of the suitability of a reduction in the limit and an item could be added to our overall work programme as a result. However, given the lengths of road involved, it is likely that additional surveys will be required to confirm that a reduced limit would be appropriate throughout the lengths of these roads.

Blanchards Hill and New Lane both appear on Surrey County Council's Speed Management Plan for the Woking area. As Members may be aware, the Speed Management Plan is essentially a list of those roads where concerns have been raised about vehicle speeds. This is compiled in conjunction with our colleagues in our Road Safety Team and Surrey Police Officers. All the roads on the list will have speed surveys undertaken to determine the extent of any speeding issues and these results, combined with the personal injury collision history for each road, will allow the police to prioritise their enforcement resources. Any roads where it is determined

that there is no issue with excessive speeds will generally remain on the Speed Management Plan (SMP) but would not be an active site in terms of police enforcement or routine speed monitoring. That is the case with both of these roads and speed data for the SMP for New Lane, which was collected in May 2017 indicated mean speeds of 38mph southbound and 41mph northbound. For Blanchards Hill, a June 2016 survey for the SMP indicated mean speeds of 35mph southbound and 38mph northbound. These figures indicate relatively good compliance with the existing speed limit but that a lower limit would not be appropriate; although the southbound figure for Blanchards Hill is on the threshold for a possible speed limit reduction, the northbound figure needs to be considered alongside it.

Whilst there have been a number of personal injury collisions along the lengths of these roads in the last 5 year period there is no clear pattern to them and the contributory factors and descriptions for the collisions do not suggest that excessive speed is an issue and it is questionable whether a lower speed limit would have reduced the number and severity of these incidents. We are aware that the right-angle bend at the junction of Sutton Green Road and New Lane is of concern to residents and in the last two financial years, minor works to the chevron signs and hazard marker bollards have been carried out. Each approach is appropriately signed with an advisory maximum speed of 20mph and of the two personal injury collisions recorded at this location in the last 5 year period, one involved an inexperienced motorbike (125cc) rider and the other involved a vehicle being pursued by the police. Any proposal to reduce the speed limit is unlikely to be a high priority based on our point scoring / ranking system.

It should be noted that whether gateway features can be provided depends on the available extent of highway at each location and it might not be possible to provide features on both sides of the road. It is also important to note that throughout the existing 40mph limit, small diameter speed limit repeater signs are present, and these are a requirement for indicating that speed limit. However, if the limit was reduced to 30mph, the system of street lighting along New Lane would prevent us from erecting 30mph speed limit repeater signs. Elsewhere, where there is no system of street lighting, repeater signs would be required and there is a possibility that vehicle speeds could increase due to the absence of repeater signs in the street-lit section of road.

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SURREY COUNTY COUNCIL

JOINT COMMITTEE (WOKING)

DATE: 24 MARCH 2021
SUBJECT: TRAFFIC CONGESTION CAUSED BY MCDONALD'S DRIVE THRU, GOLDSWORTH ROAD, WOKING
DIVISION: GOLDSWORTH EAST AND HORSELL VILLAGE

PETITION DETAILS:

A petition has been received asking the County Council to “review the traffic arrangements in Goldsworth Road at the junction with Poole Road, Woking, to prevent the access to McDonald’s drive-through restaurant causing access problems to homes and businesses. and gridlock to the traffic in that area at busy times.”

The petition includes the following details:

The access to the McDonalds drive-through restaurant in Poole Road, Woking, shares the access road with the access to the busy Morrisons store. At peak times, the traffic queueing for McDonalds blocks the traffic flow to Morrisons leading to severe congestion in the area. The most recent incident was on Friday 19th February at lunchtime. Alternative arrangements would appear to be possible to alleviate these issues and so this petition requests that Surrey County Council review the alternatives and implement necessary changes to prevent this issue reoccurring.

The petition included a link to a Facebook page where the following photographs of the traffic issues can be seen.

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RESPONSE:

The McDonald's restaurant and "Drive-thru" are located off the roundabout at the end of the short length of dual carriageway, leading from Goldsworth Road, that is the access road to Morrison's Supermarket and Petrol Station.

Following the easing of restrictions after the first national lockdown last year, the re-opening of several McDonald's restaurants elsewhere in the country, as "Drive-thru" only, caused significant traffic problems in those areas. Consequently, in May 2020, shortly before the Goldsworth Road McDonald's re-opened, two virtual meetings were held to discuss the likely traffic issues and any possible mitigation. These meetings included the local highways team and officers from Surrey County Council's Streetworks Team (who co-ordinate road works, closures and events etc on the highway network to avoid conflicts and unnecessary impact on highway users). The meetings also included the Station Commander of Woking Fire Station, due to its proximity to McDonald's, and a representative from the restaurant; the second meeting also included the Morrison's Store Manager.

There is no legislation that would allow us to demand the closure of the drive thru due to traffic impact on the wider highway network.

The traffic issues that have resulted from the re-opening of the Drive-thru have resulted in a number of complaints to the local highways team. However, officers have observed that the situation is not continuous throughout the day.

Although the petition states that alternative arrangements would appear to be possible, no further details are given, and no alternative presented itself during the virtual meetings in May. It is not clear if the petition is hinting at the use of Poole Road as the route to McDonald's, but this was discussed at some length during the meetings. Whilst this route would provide a certain amount of alternative stacking space, it is not without its own problems and depending on the number of vehicles involved, the queue could still extend as far as Goldsworth Road. From the descriptions of the worst queuing that various resident have given us, it is clear that this would be the case. Traffic queuing along Poole Road would impact, to a greater degree than at present, any businesses that are operating within current restrictions along that road and Cherry Street.

There are bus stands on Poole Road and so it is highly likely that using the road as an alternative route would impact bus services and whilst bus patronage is lower due to the pandemic, it is still clearly a vital means of transport for some people.

Crucially, discussions with the Woking Borough Commander for Surrey Fire and Rescue Service have confirmed that the option of using Poole Road would introduce additional operating difficulties for them. The proximity of the fire station to the McDonald's Drive-thru means that the fire service is already impacted by it but using Poole Road would make the situation worse for fire appliances when they return to the station via Butts Road. Although these vehicles would be returning from a call-out, it would undoubtedly affect the turn-around time for them before the next emergency.

Surrey Highways Officers have met with colleagues at Woking Borough Council to discuss this matter and accept that using Poole Road is not likely to solve all the problems and may make some elements worse. If the government's roadmap out of the Coronavirus pandemic can be followed, it is hoped that this issue will be relatively short lived.

Another traffic management meeting will be held to discuss this situation, including the option of using Poole Road but only if it can be made acceptable to Surrey Fire and Rescue Service. However, a lot of consideration has already been given to this matter and it seems unlikely than any alternative will be identified that would give any real, overall benefit. However, it should be noted that if any alternative is identified, Surrey County Council would expect the cost to be borne by McDonald's rather than by the public.

RECOMMENDATION

The Local Committee is asked to note that:

- (i) Meetings were held prior to the reopening of the McDonald's Drive-thru to discuss possible measures to minimise the impact of queuing traffic.

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- (ii) No options could be identified for segregating McDonald's traffic from traffic that was either passing along Goldworth Road or trying to access Morrison's.
- (iii) Another meeting will be held to review the situation and identify any possible alternative routes to McDonald's.
- (iv) The cost of any traffic management measures should not be borne by Surrey County Council.

Contact Officer: Andrew Milne, Area Highways Manager (NW)
0300 200 1003



SURREY COUNTY COUNCIL

JOINT COMMITTEE (WOKING)

DATE: 24 MARCH 2021
SUBJECT: TRIAL A 20MPH SPEED LIMIT IN WHITE ROSE LANE, MOUNT HERMON ROAD AND YORK ROAD
DIVISION: WOKING SOUTH, WOKING SOUTH EAST

PETITION DETAILS:

A petition has been received asking the County Council to “trial the reduction in speed limit to 20 mph in White Rose Lane, Mount Hermon Road, York Road and roads ancillary to those roads.”

The petition includes the following details:

This petition is to ask the Woking Joint Committee at its meeting on 24 March 2021 to consider reducing the speed limit on White Rose Lane, Mount Hermon Road, York Road and roads ancillary to those roads, on a trial basis, in order to evaluate the effectiveness of such a scheme. Residents who live on and near these roads have long campaigned for this reduction in the speed limit, as the topography of those roads can make it particularly difficult for vehicles to be visible to pedestrians. Added to this danger is the fact that parts of White Rose Lane has no pavement. There have also been some minor road traffic collisions on Mount Hermon Road, resulting from a difficulty for vehicles pulling out of side roads to see traffic approaching over a small summit. A similar scheme has been implemented, on a trial basis, in Horsell High Street; a trial period in would allow those who are skeptical of the effectiveness of such a scheme to evaluate it properly.

RESPONSE:

It should be noted that the 20mph limit on part of High Street and Church Hill, Horsell is not a trial and has been introduced on a permanent basis. However, a kerb build out at one end of the 20mph, whereby traffic heading for the village centre is required to give way to traffic leaving, is being trialled due to concerns that were raised about the likely impact of this feature but the 20mph limit is not dependent on the build-out being present.

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It is unlikely that any reduced limit would be trialled as opposed to introduced as a permanent measure due to the work that would be required. Even on a trial basis, it would need to be determined if a reduced speed limit would be appropriate and in line with our speed limit policy and the first stage would be to record existing vehicle speeds at points along the road(s), as happened in Horsell.

20mph can be introduced into a road in two ways, either as a signed-only 20mph speed limit, whereby the limit is indicated only by signs (sometimes in conjunction with road markings), or as a 20mph Zone in which physical traffic calming measures are used to enforce the reduced limit. The existing vehicle speeds would indicate which type would be most appropriate but either signs or traffic calming features would be required whether a speed limit reduction was trialled or installed permanently.

However, it should be noted that the Department for Transport's Circular 01/2013 "Setting Local Speed Limits", on which our speed limit policy is based, emphasises that research into signed-only 20mph speed limits shows that they generally lead to only small reductions in traffic speeds. Signed-only 20mph speed limits are therefore most appropriate for areas where vehicle speeds are already low and if the mean speed of traffic is already at or below 24mph, introducing a 20mph speed limit through signing only is likely to lead to general compliance with the reduced limit.

Where existing mean speeds are above 24mph then a scheme with traffic calming measures will be required to reduce vehicle speeds. Research has shown that such schemes can be effective in reducing speeds and casualties, although traffic calming measures are more expensive and are not always universally popular.

As well as the necessary signs or traffic calming, a Traffic Regulation Order would also be required for a trial as it would for a permanent scheme and so, consequently, there is little benefit, certainly in terms of cost, from trialling a lower limit.

All three roads appear on our Speed Management Plan, which is a list of those road a list of those roads where concerns have been raised about vehicle speeds. This is compiled in conjunction with our colleagues in our Road Safety Team and Surrey Police Officers. All the roads on the list will have speed surveys undertaken to determine the extent of any speeding issues and these results, combined with the personal injury collision history for each road, will allow the police to prioritise their enforcement resources. Any roads where it is determined that there is no issue with excessive speeds will generally remain on the Speed Management Plan (SMP) but would not be an active site in terms of police enforcement or routine speed monitoring. The SMP is periodically reviewed with our colleagues in our Safety Engineering Team and Surrey Police.

None of the roads is an active site in terms of police enforcement. A review meeting of the Speed Management Plan has only recently taken place although we will discuss these issues with the officers in the review group and request new

speed surveys in each road. However, it should be noted that the existing speed data for the roads suggests that speeds are too high to support 20mph.

White Rose Lane has been the subject of at least 2 previous petitions calling for a 20mph. The most recent were received by the Joint Committee on 25 June 2014 (response reported at the 3 December 2014 meeting) and 28 June 2017 (response reported on 20 September 2017). In both instances, the Joint Committee agreed not to take any further regarding the 20mph limit. It had been hoped to resurface part of White Rose Lane and reconstruct the existing traffic calming features but the cost has been prohibitively expensive.

There are currently no plans to progress a 20mph limit in either White Rose Lane, Mount Hermon Road or York Road.

RECOMMENDATION

The Local Committee is asked to note that:

- (i) It would be impractical to trial a 20mph speed limit in a road, as opposed to permanently reducing the speed limit, because the amount of work required for assessment, advertising and implementation, as well as the associated cost, is similar in both instances.
- (ii) White Rose Lane, Mount Hermon Road and York Road are all included in the Woking speed management plan. Speed surveys previously undertaken in both roads indicate a relatively good level of compliance with the speed limit but with speeds too high to permit a 20mph speed limit in accordance with Surrey County Council's Speed Limit Policy.
- (iii) Residents' concerns will be discussed with officers of the Speed Management Plan review group and new speed surveys will be requested.
- (iv) Vehicle speeds and road safety will continue to be monitored in White Rose Lane, Mount Hermon Road and York Road, as they are for all sites on the Woking speed management plan.
- (v) Petitions have previously been received for a 20mph speed limit along White Rose Lane in 2014 and 2017 and in both instances, the Woking Joint Committee agreed to take no further action.
- (vi) There are no proposals to review the speed limit on White Rose Lane, Mount Hermon Road and York Road.

Contact Officer: Andrew Milne, Area Highways Manager (NW)
0300 200 1003



WOKING JOINT COMMITTEE

DATE: 24 MARCH 2021
SUBJECT: WRITTEN PUBLIC QUESTIONS
DIVISION: WOKING

Question 1: Linda Murray, resident of Vale Farm Road

What do Councillors plan to implement to resolve the traffic issues with the drive through McDonald's at 80 Goldsworth Rd in Woking GU21 6NX? There are several issues of concern:

1. The traffic is often backed up from the roundabout on Goldsworth Rd/Vale Farm Rd to Barn Bridge in one direction and as far as the Coign church on Goldsworth Rd in the other direction.
2. The cars are idling while they queue releasing noxious exhaust fumes into the air, polluting our local environment and this will result in long term health issues for residents.
3. To avoid the traffic jams, cars are turning down Oaks Rd and travelling at speed in the wrong direction along Vale Farm Rd. which is one way from Oaks Rd and narrow with poor visibility on some sections. It is only a matter of time until there is an accident. I regularly observe cars traveling the wrong way along Vale Farm Rd outside my house, and recently narrowly avoided a collision with a car doing exactly that.

I look forward to hearing what Councillors plan to implement to resolve these issues.

Answer

As the response to the petition about this issue states, no traffic management measures could be identified during the meetings that were held prior to the McDonald's Drive-thru reopening last year. Although we will hold another such meeting, it is unlikely that any solution will be identified.

Routing traffic along Poole Road, as the petition response mentions, comes with its own problems and the lengths of queue that Ms Murray refers to suggests that traffic would still back up on to Goldsworth Road.

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Unfortunately, we cannot compel drivers to turn their engines off when they are in stationary traffic.

The issue of traffic driving against the one-way in Vale Farm Road has not been reported before and having discussed this with one of our points of contact at Surrey Police, he could find no previous report of it. He will, however, aim to visit the site during a period of queuing to witness the situation and take any necessary enforcement action against any offending drivers.



WOKING JOINT COMMITTEE

DATE: 24 MAR 2021

SUBJECT: WRITTEN MEMBER QUESTIONS

DIVISION: WOKING

Question 1 – from County Councillor Will Forster

Please can the Council confirm if the roads of the Kingsmoor Park development in Westfield have been adopted into the public highway?

Answer

It is the intention to adopt these roads and the process has started but at the time of writing this response, we have yet to receive an update from our colleagues in our Transport Development Planning team. We hope to be able to provide an update at the Joint Committee meeting.

Question 2 – from County Councillor Will Forster

Since the speed limit on the A320 in the Barnsbury and Mayford areas of Woking was lowered, Surrey Police has recorded 6 examples of excess speed along the road.

Please can the County Council give its view on how successful it thinks the speed limit reduction has been? Does the Council believe the signage is sufficient to alert motorists that the speed limit has changed?

Answer

Speed surveys were undertaken at a number of locations along Egley Road in June 2019 as the first stage in the speed limit review. The speed limit was changed in March 2020, just as the Coronavirus pandemic reached the UK and the first national lockdown was imposed. The initial suspension of all non-safety critical work on the highway meant that some elements of the scheme were delayed slightly, including two Vehicle Activated signs between the Hoe Valley School entrance and a point just north of Almond Avenue but these were installed in June 2020. Temporary signs, advising of the change of speed limit, were also erected at the points where the speed limit previously changed.

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Councillor Forster will be aware that in a road that is subject to a 30mph and which is illuminated by a system of streetlights, no additional static speed limit repeater signs are permitted.

In accordance with our speed limit policy, speed surveys were carried out after the introduction of the lower limit.

There has been a general increase in vehicle speeds since the beginning of the pandemic because of the lower volume of traffic on the highway network. Our colleagues in our Safety Engineering Team have reported that, like the pandemic, this is a global issue and is not restricted to Surrey or Great Britain. Despite this, surveys undertaken in the first week of November 2020 (ie at the beginning of the second lockdown) and at the same locations as the initial surveys, showed a slight decrease in mean speeds at each survey site. Whilst these reductions are not significant, they are in line with what would be expected on a road such as this. Although the corresponding 85th percentile speeds (the speed at which, or below, 85% of vehicles are travelling) are still a little higher than we would like to see for a 30mph speed limit, these, too, all show a slight decrease as shown in the table below. The highest speeds are at Site 2, which is the change point from 50mph to 30mph south of the Mayford Roundabout, but such high speeds are not recorded north of the roundabout.

These results were shared with Councillor Forster in December 2020.

| SITE REF | LOCATION | DIRECTION | MEAN SPEED BEFORE | MEAN SPEED AFTER | 85 TH PERCENTILE SPEED BEFORE | 85 TH PERCENTILE SPEED AFTER |
|----------|--|------------|-------------------|------------------|--|---|
| Site1 | B380 Guildford Road near bridge | Eastbound | 34.7 | 33.3 | 39.8 | 38.8 |
| | | Westbound | 32.6 | 30.3 | 37.7 | 35.1 |
| Site 2 | A320 at speed limit change south of Mayford roundabout | Northbound | 41.5 | 39 | 47.3 | 45.1 |
| | | Southbound | 40.9 | 37.8 | 45.9 | 43.4 |
| Site 3 | LC 42 near j/w Drakes Way | Northbound | 31.1 | 30.8 | 37.6 | 37.1 |
| | | Southbound | 33.3 | 31.3 | 39.2 | 36.5 |
| Site 4 | LC 32 approx mid-way between Hoe Valley Sch and Almond Ave | Northbound | 37.1 | 34.7 | 42.1 | 40.1 |

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|--------|--|------------|------|------|------|------|
| | | Southbound | 35.8 | 33.3 | 40.6 | 38.9 |
| | | | | | | |
| Site 5 | LC19 near ped island south of j/w Old Hill | Northbound | 33.2 | 31.6 | 38.2 | 36.3 |
| | | Southbound | 34.2 | 33.3 | 38.9 | 38.2 |
| | | | | | | |
| Site 6 | Direction sign near j/w Turnoak Lane | Northbound | 28.7 | 28.2 | 35.5 | 35 |
| | | Southbound | 33.3 | 32.6 | 38 | 37 |

As mentioned previously, the reduction in speeds along Egley Road are in line with what would be expected, and the recorded mean speeds indicate relatively good compliance with the speed limit, and we consider the speed limit reduction to have been successful. Whilst drivers entering the speed limit from an existing 30mph will not pass any regulatory signs indicating the 30mph (because no such signs are permitted) they will pass the temporary signs that advise them of the reduced limit. These temporary signs are still in place and many drivers, if they are regular users of the road, will have passed them numerous times. Drivers who are new to the area will not pass any signs that would lead them to believe that the road is subject to a higher limit and all drivers approaching from the south will pass the 30mph signs on the A320. There are also two Vehicle Activated Signs along the road and, consequently, we are satisfied that the speed limit is sufficient to alert any motorist who is paying the correct attention to the road environment of the 30mph speed limit.

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SURREY COUNTY COUNCIL

HIGHWAYS UPDATE WOKING JOINT COMMITTEE

DATE: 24 MARCH 2021

LEAD OFFICER: ANDREW MILNE - AREA HIGHWAY MANAGER (NW)

SUBJECT: HIGHWAYS UPDATE

AREA(S) AFFECTED: ALL

SUMMARY OF ISSUE:

To report progress made with the delivery of proposed highways and developer funded schemes, and revenue funded works for the 2020/21 financial year.

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

To agree authority is delegated to the Area Highways Manager to agree the capital works programme for 2021/22 in consultation with the Chairman and Vice Chairman

RECOMMENDATIONS:

The Woking Joint Committee is asked to:

- i) **Note** the progress with schemes and revenue funded works for the 2020/21 financial year.
- ii) **Note** the budgetary position.
- iii) **Note** that a further Highways Update will be brought to the next meeting of this Committee.
- iv) **Agree** the proposed capital works programme for 2020/21, shown in Table * and as agreed at the informal meeting of the Woking Joint Committee on 10 March 2021.
- v) **Agree** that authority is delegated to the Area Highways Manager to allocate the £100,000 capital maintenance budget to support the implementation of the capital maintenance programme for 2021/22.
- vi) **Authorise** the Area Highways Manager to undertake all necessary actions to deliver the capital works programme, consulting with the Chairman, Vice Chairman, and Divisional Members where necessary.

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| REASONS FOR RECOMMENDATIONS: |
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The above recommendations are made to enable progression of all highway related schemes and works.

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| 1 INTRODUCTION AND BACKGROUND: |
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- 1.1 Surrey County Council's Local Transport Plan (LTP) states the aim of improving the highway network for all users, through measures such as reducing congestion, improving accessibility, reducing personal injury accidents, improving the environment and maintaining the highway network so that it is safe for all users.

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| 2 ANALYSIS: |
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2.1 Local Committee finance

Capital budget 2020/21

- 2.1.1 The capital budget for the 2020/21 financial year was £264,192.

Capital Budget 2021/22

- 2.1.2 The Woking Joint Committee will receive a capital budget of £610,000 for the 2021/22 financial year, comprising of £346,000 for the delivery of ITS (highway improvement) schemes and £264,000 for the delivery of capital maintenance schemes, such as resurfacing.
- 2.1.3 The capital maintenance figure quoted in 2.1.2 above consists of a fixed sum of £100,000 plus the County Member capital allocation of £23,456 per member that has been made available in previous years.
- 2.1.4 Both the £100,000 allocation and the County Member capital allocation are to be used for capital maintenance projects, such as resurfacing works, rather than being used to supplement the ITS capital budget.

2.2 Local Committee capital works programme 2020/21

- 2.2.1 The capital works programme is shown as a combined programme of both ITS and capital maintenance works in Table 1 to provide a clearer picture of works and budgets. This programme was formally approved by the Woking Joint Committee at its public meeting held on 4 March 2020.

| Scheme Name | Scheme Type/Limits | Progress | Estimated Cost |
|--------------------------------------|---------------------------------|---|----------------|
| Maybury Hill speed reducing measures | Construction of speed cushions | Completed. | £26,267 |
| East Hill speed reducing measures | Construction of traffic calming | Scheme not proceeding – objections at statutory | £7,678 |

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| | | consultation stage. 2 VAS to be erected instead. Design and consultation costs incurred. | |
| Sopwith Drive pedestrian facilities | Enlarged crossing areas and central refuge. | Complete | £9,573 |
| Parley Drive pedestrian improvement scheme | Road narrowing to improve pedestrian sightlines | Design completed (cost shown). Scheme deferred. Road space could not be obtained due to the site being on the diversion route for town centre works. | £3,800 |
| High Street Horsell 20mph limit | Reduced speed limit signing and priority build-out | Speed limit reduction completed. Build-out being trialled using temporary planters. | £32,031 |
| Sopwith Drive / Parvis Road cycle kerb revisions | Replacement of bolt-down rubber kerbs with conventional concrete kerbs. | Complete | £25,942 |
| Signs, lines and dropped kerbs, various | Various | Complete | £24,761 |
| Oriental Road | Local Structural Repair | Complete | £2,230 |
| Lovelace Drive | Local Structural Repair | Complete | £4,040 |
| Acacia Avenue | Local Structural Repair | Complete | £20,767 |
| Wych Hill Lane | Carriageway patching | Complete | £6,310 |
| Burnham Road | Local Structural Repair | Complete | £23,103 |
| Ormonde Road | Local Structural Repair | Complete | £18,095 |
| Sythwood | Carriageway patching | Complete | £6,099 |

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| Linkway | Local Structural Repair | Complete | £18,428 |
| Church Road | Carriageway patching | Complete | £2,075 |
| Firgrove | Carriageway patching | Complete | £4,408 |
| Barricane | Carriageway patching | Complete | £3,782 |
| Hook Heath Road | Carriageway patching | Complete | £10,903 |
| Rutson Road | Carriageway patching | Complete | £7,216 |
| Chertsey Road, Byfleet | Footway patching | Complete | £1,154 |
| Elmstead Road | Drainage improvements | Complete | £2,925 |
| Dartnell Park Road | Drainage improvements | Complete | £3,767 |
| York Close | Carriageway patching | Complete | £6,097 |
| | | | |

Table 1 - 2020/21 Capital works programme

2.3 Local Committee proposed capital works programme 2021/22

- 2.3.1 A shortlist of potential ITS schemes has been put together and was agreed at an informal meeting of the Woking Joint Committee on 10 March 2021. As in previous years, it is suggested when agreeing the programme, the Committee adopt a flexible approach so that as schemes develop, the programme can be adapted to the available budget.
- 2.3.2 It is proposed that the £100,000 capital maintenance budget is used to supplement the individual County Member capital allocations, and that capital maintenance schemes in each Division are agreed following this committee meeting between each Divisional Member and the Area Highways Manager. It is also intended that so far as is practicable, the £100,000 Capital Maintenance allocation is spread as evenly as possible across all Divisions.
- 2.3.3 The combined Capital Works Programme is shown in Table 2 below, and the proposed Capital Maintenance schemes shown are indicative at this stage.

2.4 County Member capital maintenance projects.

- 2.4.1 County Members will be provided with a list of proposed capital maintenance schemes in their division to be considered for funding with their £23,456 capital allocation.
- 2.4.2 If Members would like to propose alternative maintenance schemes, they should advise the Area Highway Team who will then assess the sites and provide estimated costs.
- 2.4.3 Although approval for each capital maintenance scheme will rest with the individual County Member, it is recommended that approvals for all schemes are given at the earliest opportunity to ensure delivery this financial year. Resurfacing schemes can be delivered in Autumn and Winter, but delivery risks are increased due to the greater likelihood of inclement weather etc, and so it is preferable to ensure completion in the summer if possible.
- 2.4.4 The programme of capital maintenance schemes approved by County Members for their division will be detailed in the Highways Update report presented at the next meeting of the Woking Joint Committee.
- 2.4.5 It should be noted that the figures shown for Capital Maintenance schemes in Table 2 do not include Overhead and Profit or any necessary traffic management.

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| Scheme | Scheme Type / Limits | Estimated cost (£) |
|--|--|---------------------------|
| A3046 Chobham/Woking Trackway – cycle facilities | ITS Design / construction – Shared cycle / pedestrian facility from Borough Boundary to Horsell. To be delivered in conjunction with length from Chobham to Borough Boundary which is being promoted by Surrey Heath Local Committee. | 100,000 |
| Oriental Road – pedestrian crossing near Onslow Crescent | ITS Design / construction – provision of a Zebra or Puffin pedestrian crossing. | 110,000 |
| St John's Road – crossing facility near Martin Way | ITS Design / construction – provision of a pedestrian refuge island. | 30,000 |
| St John's Road – crossing facility near The Dell | ITS Design / construction – provision of a pedestrian refuge island. | 25,000 |
| Martyr's Lane – speed limit assessment | ITS Design / construction – assessment of speed limit with a view to reduction to 40mph. | 10,000 |
| A320 Chertsey Road – crossing facilities | ITS Design / construction – provision of a pedestrian refuge islands. | 60,000 |
| Signing / road markings / pedestrian dropped kerbs | Implementation / Construction. | 30,000 |
| A247 High Street, Old Woking | Drainage – installation of gully and associated works to prevent carriageway flooding. | 11,000 |
| D3740 Lincoln Drive, Pyrford | Carriageway maintenance – Old Woking Road to Number 3. | 18,000 |
| C11 Chobham Road, Knaphill | Carriageway maintenance – carriageway repair and verge marker post installation. | 10,000 |

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| D3606 Clinton Close, Knaphill | Carriageway maintenance – complete length. | 29,000 |
| D3606 Burnham Close, Knaphill | Carriageway maintenance – complete length. | 17,000 |
| C12 High Street, Knaphill | Footway maintenance – outside the Garibaldi Pub to outside Number 130 | 5,000 |
| D3695 Ash Road, Barnsbury | Carriageway maintenance – From Number 7 to Number 11. | 5,000 |
| D3694 Hawthorn Road, Barnsbury | Carriageway maintenance – From Number 19 to Number 21. | 4,000 |
| D3693 Salisbury Road, Woking | Carriageway maintenance – From Guildford Road to outside “Dominique”. | 28,000 |
| C140 Brewery Road, Horsell | Carriageway maintenance – From the church to just past the entrance to the WWF building | 30,000 |
| D3647 Meadway Drive, Horsell | Carriageway maintenance – From and including the junction with Hammond Road to just past the junction with South Close. | 30,000 |
| D3778 Sanway Road, Byfleet | Carriageway maintenance – Between the junction of Sanway Close and the corner near the park. | 22,000 |
| D3765 Church Road, Byfleet | Carriageway maintenance – Service road near Number 2. | 11,000 |
| D3769 Brewery Lane, Byfleet | Carriageway maintenance – Between the junctions with High Road and The Maltings. | 47,000 |
| D3680 Saunders Lane, Mayford | Carriageway maintenance – Between the junctions of Blackhorse Road and Hook Heath Road. | 7,000 |
| A324 Hermitage Road | Carriageway maintenance – Roundabout junction with Amis Road. | 15,000 |

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| D3657 Woodham Road | Carriageway maintenance – Junction with Kettlewell Hill. | 10,000 |
| A320 Chertsey Road | Carriageway maintenance – Between roundabout and junction with Boundary Road. | 37,000 |

Table 2 – 2021/22 Capital Works Programme

2.5 Member funding

- 2.5.1 Each County Councillor will again have a Member Highway Fund allocation of £7,500 for 2021/22.
- 2.5.2 The Maintenance Engineer for Woking will provide guidance and assistance, organise cost estimates, and raise orders to ensure delivery of works.
- 2.5.3 To ensure that this fund is effectively spent, and to enable highways contractors to deliver works before the end of the financial year, all works should be agreed by 31 October 2021.
- 2.5.4 In the event of no firm spending decisions being made, the Maintenance Engineer will determine suitable works and organise their delivery.
- 2.5.5 A summary of spend progress of the 2020/21 Member Highway Fund is shown in Table 3, below.

| Member | Allocation (£) | Spend to date (£) |
|---------------|-----------------------|--------------------------|
| Amanda Boote | 7,500 | 7,500 |
| Will Forster | 7,500 | 7,500 |
| Colin Kemp | 7,500 | 7,500 |
| Liz Bowes | 7,500 | 7,500 |
| Saj Hussain | 7,500 | 7,500 |
| Ayesah Azad | 7,500 | 7,500 |
| Ben Carasco | 7,500 | 7,500 |
| Total | 52,500 | 52,500 committed |

Table 3 – 2020/21 Member Highway Fund spend progress

3 OPTIONS:

- 3.1 Options, where appropriate, have been presented in this report.

4 CONSULTATIONS:

- 4.1 Consultation is routinely carried out for highway-related schemes with relevant key parties, including residents, Local Members, Surrey Police and Safety Engineering. Specific details regarding consultation and any arising legal issues are included in individual scheme reports as appropriate.

5 FINANCIAL IMPLICATIONS:

- 5.1 Proposed ITS schemes are prioritised to ensure that the maximum public benefit is gained from any funding made available. So far as is practicable, Officer proposals follow the Countywide scheme assessment process (CASEM) and the prioritisation order determined by this.
- 5.2 The Committee Capital and Revenue Maintenance budgets are used to target the most urgent sites where a specific need arises, to keep up with general maintenance activities that reduce the need for expensive repairs in the future, and to support local priorities. The nature of these works is such that spend may vary slightly from that indicated.

6 WIDER IMPLICATIONS:

- 6.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding. An Equalities Impact Assessment is undertaken for each Integrated Transport Scheme as part of the design process.

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

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7 CONCLUSION AND RECOMMENDATIONS:

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

8 WHAT HAPPENS NEXT:

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

Contact Officer:

Andrew Milne – Area Highways Manager (NW) - Tel: 0300 200 1003

Consulted:

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Annexes:

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Background papers:

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WOKING JOINT COMMITTEE

DATE: 24 MARCH 2021
LEAD OFFICER: ERNEST AMOAKO

SUBJECT: UPDATE ON DECISIONS BY THE COMMUNITY
 INFRASTRUCTURE LEVY (CIL) SUB GROUP

AREA: WOKING

SUMMARY OF ISSUE:

The report requests the Woking Joint Committee to note the decisions of the CIL Sub Group since it was set up in December 2020. To date, the Sub Group has met on three occasions to determine a total of four applications. Of the four applications, three were approved and one has been referred to this meeting of the Joint Committee for determination because of the amount requested (£15,000).

RECOMMENDATIONS:

Woking Joint Committee is asked to note:

- (i) The applications determined by the Sub Group and its decisions to date.

REASONS FOR RECOMMENDATIONS:

To keep the Joint Committee informed of the decisions of the Sub Group.

1. INTRODUCTION AND BACKGROUND:

1.1 The Joint Committee at its meeting on 11 November 2020 agreed to set up a Sub Group to determine applications to secure Community Infrastructure Levy (CIL) money for community projects up to the value of £10,000. This arrangement is intended to speed up the determination of applications. The Sub Group formed in December 2020. It comprises of six Members and is chaired by Councillor Melanie Whitehand. The Sub Group has agreed a Terms of Reference to guide how it would work. It meets on the first Monday of every month. The Terms of Reference is attached as Appendix 1. To date, the Sub Group has met on three occasions to determine a total of four applications. Details of the applications are set out in Section 2 of the report. Copies of the applications that have been determined with Officers' analysis and recommendations can be provided on request.

2. ANALYSIS:

2.1 The following is an update on the applications determined to date by the CIL Sub Group:

- a. Application submitted for projects in West Byfleet Neighbourhood Area – The application was for new village signs at Camphill Road, Coldharbour Road and Parvis Road. The amount requested was £3,360. The application was determined on 14 December 2020 and was approved.
- b. Application submitted for projects in West Byfleet Neighbourhood Area – the application was for the installation of three picnic benches, two regular benches, and removal of ball wall and reinstatement of grass at West Byfleet Recreation Ground. The amount requested was £6,987.36. The application was determined on 14 December 2020 and was approved.
- c. Application submitted for projects in Byfleet Neighbourhood Area – the application was for the installation of new play equipment with grass matting safety surfacing and one additional picnic bench, and a replacement of a Memorial Bench at Plough Green. The amount requested was £6,000. The application was determined on 1 February 2021 and was approved.
- d. Application submitted for projects in Hook Heath Neighbourhood Area. The application was for the replacement of old benches, provision of new benches, and replacement of hand rail for steep path and renovation of road signs. The amount requested was £15,000. The application was considered on 1 March 2021. Given the amount requested is more that £10,000, the Sub Group has recommended that the application be approved by the Joint Committee. A copy of the application together with Officers analysis and recommendations is included in Appendix 2.

2.2 There is still significant amount of money, about £1,317,050 to be claimed for local community projects, and Members are encouraged to identify projects that CIL money could be used to deliver. Members receive monthly update on how much money has been secured for each Ward or Neighbourhood Area. For information, a Map showing the latest update as at February 2021 is in Appendix 3.

2.3 At the Sub Group meeting on 1 March 2021, the Chair sought Members' views on the effectiveness of the Sub Group in determining relevant applications to date. The general consensus of the Group was that it is enabling the efficient and speedy determination of applications. In this regard, the Sub Group is meeting its intended purpose.

3. OPTIONS:

3.1 The Council has a statutory duty to pass on a proportion of its CIL receipts to local communities where the development occurred to deliver community infrastructure projects. The Joint Committee has agreed an arrangement by which communities could secure the CIL money for the projects. Given the frequency of meetings of the Joint Committee, the arrangement to have the Sub Group to determine applications up to the value of £10,000 on a more frequent basis will significantly improve the efficiency of the process. So far the arrangement is working as it was intended.

4. CONSULTATIONS:

4.1 The Portfolio Holder for Planning and the Deputy Chief Executive have been consulted.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 The cost of administering how much CIL income will be earmarking for local community projects, managing the individual accounts for the various Wards and Neighbourhood Areas and providing Members with update on money received and spent is presently being met from existing Planning Policy and Finance Service Plan budgets.

5.2 As at end of February 2021 a total of £1,317,050 has been earmarked for community infrastructure projects across the borough. This is yet to be claimed for local community projects.

5.3 By 31 December of each year, the Council is required to publish the total amount of CIL income received and how much has been spent and on what. This information will be published in the Council's Annual monitoring Report.

6. RISK MANAGEMENT:

6.1 The CIL money would contribute towards the delivery of necessary infrastructure to minimise development impacts on local communities. It is important that applications to secure the money are processed efficiently. The Sub Group would help achieve this objective.

7. LOCALISM:

7.1 The implications of the report are borough-wide

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

8.1 No significant implications arising from this report.

9. OTHER IMPLICATIONS:

None

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

9.1 Crime and Disorder implications

None.

9.2 Sustainability implications

None.

9.3 Corporate Parenting/Looked After Children implications

None.

9.4 Safeguarding responsibilities for vulnerable children and adults implications

None.

9.5 Public Health implications

None.

9.6 Human Resource/Training and Development

None.

10. CONCLUSION AND RECOMMENDATIONS:

10.1 The Joint Committee is requested to note decisions made by the CIL Sub Group since it was formed in December 2020.

11. WHAT HAPPENS NEXT:

11.1 The Joint Committee should continue to encourage Members to identify community projects that CIL money could be used to deliver.

Contact Officer:

Ernest Amoako – Planning Policy Manager (ernest.amoako@woking.gov.uk).

Consulted:

Douglas Spinks – Deputy Chief Executive.

Borough Portfolio Holder

Councillor Gary Elson – Portfolio Holder for Planning.

Annexes:

Appendix 1 – Terms of Reference

Appendix 2 – Application from Hook Heath Neighbourhood Form

Appendix 3 – Map illustrating money secured for each Ward or Neighbourhood Area.

Sources/background papers:

CIL Flowchart

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Woking Joint Committee Community Infrastructure Levy (CIL) Task Group Terms of Reference – 2020/21

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

Role:

The Community Infrastructure Levy (CIL) Task Group will assist and advise the Joint Committee in relation to CIL Community Funding Bids across the borough and to agree the funding of small applications.

Functions:

To determine applications submitted by Ward Councillors to use CIL money to deliver community infrastructure projects. The Sub-Group should be able to determine applications outside Joint Committee meetings and approve applications up to the value of £10,000.

1. To monitor spend against the community infrastructure levy funds available in each area

Membership:

The Task Group will comprise the following representation:

- A minimum of three and a maximum of six councillors (with representation from the County Council and the Borough Council)
- Task Group will be served by Woking Borough Council Planning Policy Manager and Partnership and Committee Officer (Surrey Heath and Woking)

CURRENT MEMBERSHIP (volunteered Nov 2020)

Community Infrastructure Levy Task Group

- i) Cllr Amanda Boote - SCC
- ii) Cllr Liz Bowes - SCC
- iii) Cllr Melanie Whitehand – WBC – **CHAIR (Dec 2020)**
- iv) Cllr Graham Chrystie – WBC
- v) Cllr Gary Elson – WBC
- vi) Cllr Ann-Marie Barker - WBC

Chairman:

The Chairman of the Task Group will be nominated and agreed by the members of the Task Group to serve for a period of one year from June to May. A chair can be re-elected as many times as Members of the Task Group wish to do so.

Operation:

The Task Group shall exist to agree small funding bids and advise the Joint Committee of the expenditure. The Task Group will:

- Unless otherwise agreed meet in private
- Record actions and clear reasons for acceptance or rejection of bids
- Report back to the Joint Committee.

The Task Group will meet up to 10 times a year and meetings will be held during the day. Meetings are currently set for the first Monday of each month (except Jan and Aug).

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The Task Group will remain aware of the work streams of the other Task Groups to ensure appropriate linkages and manage overlap.

Responsibilities of Attendees:

- Ensure all papers are read in advance.
- Provide clear reasons for any objections.
- Consider all the details before them before agreeing bids.
- Ask for further information or for clarity on any bid if required.



Woking Borough Council

Community Infrastructure Levy

Application form for CIL money to deliver local community infrastructure projects



Produced by the Planning Policy Team

**For further information please contact:
Planning Policy, Woking Borough Council, Civic Offices, Gloucester Square,
Woking, Surrey, GU21 6YL. Tel: 01483 743871. Email:
planning.policy@woking.gov.uk**

Woking Borough Council
Community Infrastructure Levy

Application form for CIL money to deliver local community infrastructure projects

Introduction

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

The CIL Regulations prescribe what CIL income earmarked for local community projects should broadly be used on. The money must be used to support the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on the area.

The Joint Committee at its meeting on 13 March 2019 agreed the arrangement for local communities to identify local community infrastructure projects that CIL money could be used and how Ward Councillors could make a request to the Council to secure CIL money to enable the delivery of the projects. This arrangement was reviewed by the Joint Committee at its meeting on 11 November 2020. The arrangement sets out key requirements that have to be met for an application to the Joint Committee to secure CIL money to be successful.

This application form is intended to guide councillors to provide the necessary information that will enable the Joint Committee to determine their applications. .

For further information, clarification or guidance please contact the Planning Policy Team on 01483 743871 or email: planning.policy@woking.gov.uk.

APPLICATION FORM

| Question | Response |
|---|--|
| 1. Name of Ward or Neighbourhood Area | Heathlands ward Hook Heath Neighbourhood Forum |
| 2. Name of councillor submitting the application (or anyone with delegated authority to submit the application on behalf of councillors) | Simon Ashall |
| 3. Preferred contact details of councillor submitting the application (phone number or email or address) | cllrsimon.ashall@woking.gov.uk 07775 831098 |
| Name of Project Manager who will be responsible for the proper implementation of the project and for all associated cost/financial processes. | George Chisenga Town Centre Engineer Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL Phone: 01483 743733 Fax: 01483 756842 |
| 4. Name of project/infrastructure that CIL money will deliver | Replacement/refurbishment of old benches, addition of new benches and replacement of hand rail for steep path and renovation of road signs |
| 5. Location of the project such as address, Location Plan. | 1001 Junction of Hook Heath Road and Wych Hill adjacent to the SEAT garage 1002 Junction of Hook Heath Road and Cedar Road 1003 Lay-by in Hook Heath Road close to the entrance to Gorse Hill 1004 and 1004.1 Junction of Holy Bank Road and Mile Path East 1005 Holly Bank Road near the railway bridge 1006 Junction of Hook Heath Road and Holly Bank Road near the HHRA noticeboard 2001 The FP408 path running parallel to Hook Heath Road from the sharp bend in Green Lane to footpath 31. 2003 At the junction of Holly Bank Road with Hook Heath Road outside Woodbank retirement home. 3001 Hand rail on path leading from Woking Golf Club to railway bridge 5001 Hook Hill Lane just after the railway bridge, one at the south-western end of Hook Heath Road and the third in Holly Bank Road by the railway bridge |

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| | |
|--|---|
| <p>6. A brief description of the project and what it seeks to achieve</p> | <p>The project seeks to achieve the renewal and refurbishment of existing street furniture that contributes to the sense of place and character of Hook Heath. Further character furniture is proposed to be provided in key locations, adding to the amenity and quality of streetscape. In addition, the replacement hand rail makes a footpath safer and more accessible along a key footpath crossing between Hook Heath and the neighbouring villages.</p> |
| <p>7. What is the estimated total cost of the project and how much CIL money is requested? Have you taken into account the cost of managing the delivery of the project?</p> <p>Please provide quotes for the work/project</p> | <p>£15,000 is the total cost and the full amount is request in CIL funds.</p> <p><i>The cost of managing the project has been taken into account.</i></p> <p>Full quotations are attached in appendix 1</p> |
| <p>8. Would there be additional sources of funding necessary and available to deliver the project? If yes, provide details</p> | <p>No.</p> |
| <p>9. A brief statement of why CIL funding is being sought?</p> | <p>This kind of community infrastructure is important in an area where recreational walking takes place and the current benches have been left to deteriorate over many years as they fall between other authorities.</p> |
| <p>10. How would the project help address the demands or impacts of development in the area.</p> | <p>Development at Woodbank and other infill developments will bring further visitors and residents into the area and these improvements will ensure that the street infrastructure that support recreational and dog walking is maintained.</p> |
| <p>11. Is there evidence of broad community support for the project? Please provide the evidence.</p> | <p>Yes, this is being brought forward by Hook Heath Neighbourhood Forum.</p> <p>The idea of improving footpaths and installing a bench with a view over the fields goes back as far as the appendix in the neighbourhood plan.</p> <p>There has been further consultation with residents and discussion at AGMs. This culminated in a list of possible projects which was shared with Forum/HHRA members in the May 2019 Forum update (items 10 and 11, page 3, see attached) and then discussed at the HHRA/HHNF AGM on 7 October 2019 which both Cllrs Ashall and Azad attended.</p> <p>Extract from HHNF update in Appendix II</p> |

| | |
|--|------------------------------|
| 12. What is the indicative timescales for the delivery of the project | Completion within 12 months. |
| 13. Would there be associated revenue spend (such as day-to-day running costs, maintenance) for the project? How would this be met? Please note that any revenue spend such as cost of maintenance will have to be met from the CIL money earmarked for the Ward or Neighbourhood Area and not by the Council. | No. |
| 14. Would you need planning permission to carry out the works? Officers can provide advice. | No. |
| 15. Will the project affect the public highway? If yes, have you had an early consultation with Surrey County Council? An early consultation with the County Council will be helpful. | No. |

CIL Funding Application Form requirements – application checklist:

- Have you read the CIL Flowchart on arrangement to use CIL money for local community projects? All Councillors have been sent a copy.
- Have you provided a brief description of the project, including address, costs and what the project seeks to achieve?
- Have you provided evidence of broad community support for the project? Evidence should be attached to the application.

Officers' analysis and recommendations

The Joint Committee has agreed the criteria against which applications should be determined. Members of the Sub-Group have been sent a copy of the Flowchart that summarises the criteria, and as such it is not intended to repeat that in this report. £27,744.42 of CIL money has been secured for community projects in Hook Heath Neighbourhood Area. The total amount of CIL money being requested for the project is £15,000. The cost includes an allowance to cater for contingency and project management cost. There is sufficient money earmarked for the area to cover the cost. The completed Application Form is as set out above. The Appendices are attached below.

The application sets out the intended purpose of the project. It seeks to replace and refurbish old benches, add new benches, replace hand rail for steep path and renovate road signs at specifically defined locations. Details of the locations where these will be installed are in Appendix 1 and in answer to question 5 of the Application Form above.

The entire project is well costed and the indicative costings cover both the acquisition and installation of the benches, the signs and project management. The costings are in Appendix 1. It is possible for the actual total cost of the project to be marginally higher or lower than the original quote set out in the report due to changing market conditions and unforeseen contingencies. The Neighbourhood Area/Ward has sufficient money to be able to mitigate the risk of any marginal cost overrun.

The Council has confirmed its commitment to the future maintenance of the proposals in the project.

The project falls within the Government's definition of what CIL receipts could be used. The proposal has broad community support. The Joint Committee has agreed that projects identified in Neighbourhood Plans will be considered as having broad community support. Hook Heath Neighbourhood Area has an adopted Neighbourhood Plan. A survey carried out to inform the adopted Hook Heath Neighbourhood Plan identified the project as an issue to address. See Appendix 1 for evidence. The project has the support of the Neighbourhood Forum.

Surrey County Council has been consulted on the application. The County Council has confirmed that it has no objection in principle, subject to a number of matters to be taken into account during the implementation of the project. These matters are reflected in the recommendations of the report. Based on the above, Officers are satisfied that the proposal broadly meets the agreed list of requirements and the application should be approved.

Recommendation

The Sub-Group is asked to agree that:

- (i) The application submitted by Ward Councillors for Hook Heath Neighbourhood Area and Heathlands Ward to replace and refurbish old benches, install additional benches, replace hand rail for the steep path and renovate road signs at the specified locations as set out in Appendix 1 be approved subject to the following:
 - Item 1005 – bench at Holly Bank Road near railway bridge should be positioned that it does not interfere with access to the nearby cabinet.

- Item 2003 – new bench outside Woodbank Retirement Home. Details of the location should be agreed with Surrey County Council prior to installation
 - Item 5001 – Hook Heath road signs - road space requirements for carrying out the works should be agreed with the County Council prior to the works.
- (ii) The Deputy Chief Executive be authorised to approve payment for the total cost of the project when the works have been undertaken and the invoices have been submitted to the Council. The total cost of the project is estimated at £15,000 and will be drawn from the total CIL income earmarked for the Hook Heath Neighbourhood Area, this currently stands at £27,744.42; and
- (iii) The Ward Councillors for the Hook Heath Neighbourhood Area/Heathlands Ward be asked to oversee all works relating to the procurement and installation of the project in accordance with their project plan, project specification, costs and quality control.

Appendix I – project cost breakdown

| The HOOK HEATH RESIDENTS ASSOCIATION (HHRA) CIL WORKS : BILL OF QUANTITIES (ENGINEER'S ESTIMATE) | | | | | |
|--|---|------|----------|------|-----------|
| Item | Description | Unit | Quantity | Rate | Price |
| | 1000 Replacement / refurbishment of benches | | | | |
| 1001 | Junction of Hook Heath Road and Wych Hill adjacent to the SEAT garage - existing bench damaged, has been removed i) Excavate for new bench foundation & dispose arisings off site 2500x1000x150mm ii) Cast in situ ST4 concrete plinth 2500x1000x150mm, incl concrete edging. iii) Supply and fix new 1.8m red timber Frigate seat (324)(or similar equivalent), colour black , including bolt down fixings in concrete hard surface. iv) Tidy up site and make good. | no | 1 | sum | £1,500.00 |
| 1002 | Junction of Hook Heath Road and Cedar Road - Refurbish existing 1.2m bench. i) Liaise with resident to cut back encroaching vegetation. ii) Sand down existing bench seat & back rest and apply exterior varnish. iii) Tidy up site and make good. | no | 1 | sum | £200.00 |
| 1003 | Lay-by in Hook Heath Road close to the entrance to Gorse Hill Hotel- existing bench damaged, replace. i) Take down existing damaged bench and dispose off site. ii) Excavate for new bench foundation & dispose arisings off site 2500x1000x150mm iii) Supply and fix new 1.8m red timber Frigate seat (324) (or similar equivalent), colour red , including ground fixings- rooffast anchors in soft earth. iv) Tidy up site and make good (to stop it looking like a building site). | no | 1 | sum | £1,200.00 |
| 1004 | Junction of Holy Bank Road and Mile Path East- refurbish existing bench (1.8m). i) Excavate for new bench foundation & dispose arisings off site 2500x1000x150mm ii) Cast in situ ST4 concrete plinth 2500x1000x150mm, incl concrete edging. iii) Supply and fix new 1.8m red timber Frigate seat (324)(or similar equivalent), colour red , including bolt down fixings in concrete hard surface. iv) Tidy up site and make good. | no | 1 | sum | £1,500.00 |

| | | | | | |
|---|---|----------|---|-----|-----------|
| 1004.1 | Junction of Holy Bank Road and Mile Path East- refurbish existing bench (1.8m). Reinstall fingerpost 250mm in soft ground (Location to be marked up by engineer) ii) Tidy site and make good. | i) no | 1 | sum | £100.00 |
| 1005 | Holy Bank Road near the railway bridge- existing 2m long bench in good condition. i) <i>relocate bench in soft verge- location to be marked up onsite by engineer</i> ii) <i>wipe surfaces clean and apply exterior varnish.</i> | no | 1 | sum | £300.00 |
| 1006 | Junction of Hook Heath Road and Holly Bank Road near the HHRA noticeboard - replace entire bench and renovate noticeboard. i) Excavate for new bench foundation & dispose arisings off site 2500x1000x150mm ii) Cast in situ ST4 concrete plinth 2500x1000x150mm, incl concrete edging. iii) Supply and fix new 1.8m red timber Frigate seat (324)(or similar equivalent), colour red , including bolt down fixings in concrete hard surface. iv) Tidy up site and make good. | no | 1 | sum | £1,800.00 |
| 2000 Additional new benches (HHRA to sort out land ownership issues) | | | | | |
| 2001 | The FP408 path running parallel to Hook Heath Road from the sharp bend in Green Lane to footpath 31. i) Supply and fix new 1.8m timber Frigate seat (324) (or similar equivalent), colour red , including ground fixings- rootfast anchors in soft earth. ii) Tidy up site and make good | no | 1 | sum | £1,200.00 |
| 2003 | At the junction of Holly Bank Road with Hook Heath Road outside Woodbank retirement home. i) Supply and fix new 1.8m timber Frigate seat (324) (or similar equivalent), colour red , including ground fixings- rootfast anchors in soft earth. ii) Tidy up site and make good | no | 1 | sum | £1,200.00 |
| 3000 Replacement of handrail for path | | | | | |
| 3001 | Supply and fix pedestrian guard rail (PGR) where indicated on site by the Engineer. 16m | | | sum | £1,000.00 |

| | | | | | |
|------|---|----|---|------------|-------------------|
| | 5000 Renovation of Road Signs | | | | |
| 5001 | There are three Hook Heath road signs; one on Hook Hill Lane just after the railway bridge, one at the south-western end of Hook Heath Road and the third in Holly Bank Road by the railway bridge.- Oak treatment of sign and repaint of sign to match existing colour | no | 3 | sum | £750.00 |
| | SUB-TOTAL | | | | £10,750.00 |
| | Add 20% contingencies | | | | £2,150.00 |
| | Project management cost at 15% | | | | £1,935.00 |
| | TOTAL | | | | £14,835.00 |
| | | | | say | £15,000.00 |

Appendix II – extract from HHNF update

Community Infrastructure Levy (CIL)

Woking Joint Committee has agreed a process for distributing CIL funds; the following is taken from their agreed document.

“Given that CIL income is intended for addressing the impacts of development in local communities, it is appropriate that local Ward Borough Councillors in conjunction with County Divisional Councillors take the lead role in deciding how the CIL money should be used and on what community infrastructure projects. In making these decisions, Councillors should work in partnership with designated Neighbourhood Forums and other relevant stakeholders in the community. This will be necessary to ensure that the priority infrastructure projects that would be identified and submitted to the Joint Committee for CIL funding would have broad local community support. Where there is a list of projects already identified in an adopted Neighbourhood Plan, the Joint Committee would consider such schemes as having broad local support given that they would have been through the statutory plan making process and the required public consultation requirements associated with that.

CIL receipts can only be used for:

a) The provision, improvement, replacement, operation or maintenance of infrastructure;

b) Anything else that is concerned with addressing the demands that development places on an area.

Councillors should submit their list of projects to benefit from CIL income to the Deputy Chief Executive, who will prepare a report to the Joint Committee to consider.

Councillors should include the following details when submitting the list of projects:

a) Name of the infrastructure/project that the CIL income will deliver;

b) A brief description of the project and what it seeks to achieve;

c) Evidence of broad community support for the project.

Once the lists of projects have been approved by the Joint Committee, Councillors can work with the relevant providers and stakeholders such as Neighbourhood Forums to procure the contract for delivering the projects. Invoices for the payment of the works should be sent to the Deputy Chief Executive who will process and authorise them for payment. For audit trail and accountability purposes, the Council will only make payment when invoices for the works have been provided. Various Wards or Neighbourhood Areas can pool resources together to deliver common projects that have cross-area significance. The management of the delivery of the projects/contracts to timescales and costs will be the responsibility of the local communities and not the Council. Officers can provide advice when necessary.”

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There are clearly some procedural and project management issues to be resolved. However these may become clearer when some progress has been made. With that in mind the next step is to produce an agreed list of projects. There was a list of CIL projects in the Neighbourhood Plan and this has been developed and modified following feedback after AGMs and previous update documents. The current proposal is as follows:

| Where | Aim | Action |
|--------------|----------------------------------|---|
| 1 | Hook Hill Lane | Improve pedestrian safety <i>Move posts by the bridge closer together to prevent lorries and large vans driving over the kerbs and thus reduce number of inappropriate vehicles using the road</i> |
| 2 | Hook Hill Lane | Change Sat-Nav directions Not within our control |
| 3 | Hook Hill Lane | Address problems with drainage and flooding SCC has done this and should presumably keep the ditches clear |
| 4 | Hook Hill Lane | Address inappropriate signage <i>Install two new narrow bridge signs for traffic approaching from the North</i> |
| 5 | Mile Path | Make walking easier/safer Private land |
| 6 | Hook Hill Lane | Make walking easier/safer Hard to see what could be done other than in item 1 |
| 7 | Fishers Hill | Make walking easier/safer Private land |
| 8 | Saunders Lane | Make walking easier/safer Hard to see what could be done |
| 9 | General | Improve cycle safety <i>Repair roads adjacent to kerbs where appropriate</i> |
| 10 | Bridge to St. Johns by golf club | Make walking easier/safer <i>Install handrail on the northern slope</i> |
| 11 | General | Improve rest points <i>Refurbish existing benches and install more</i> |

| | | | |
|----|--------------------------------------|--|---|
| 12 | General | Reduce speeding | <i>Install more electronic 30 mph signs</i> |
| 13 | General | Improve ambience | <i>Plant shrubs in open spaces</i> |
| 14 | General | Provide location for car share club to encourage parking | Unable to find appropriate location |
| 15 | General | Charging point for electric cars to encourage their use | Unable to find appropriate location |
| 16 | Hook Heath Road as far as Cedar Road | Make it easier to leave drives | <i>Extend white lines across exits</i> |
| 17 | Allen House Park | Change colour of street lamps to white LEDs | Private land? To be done by SCC? |

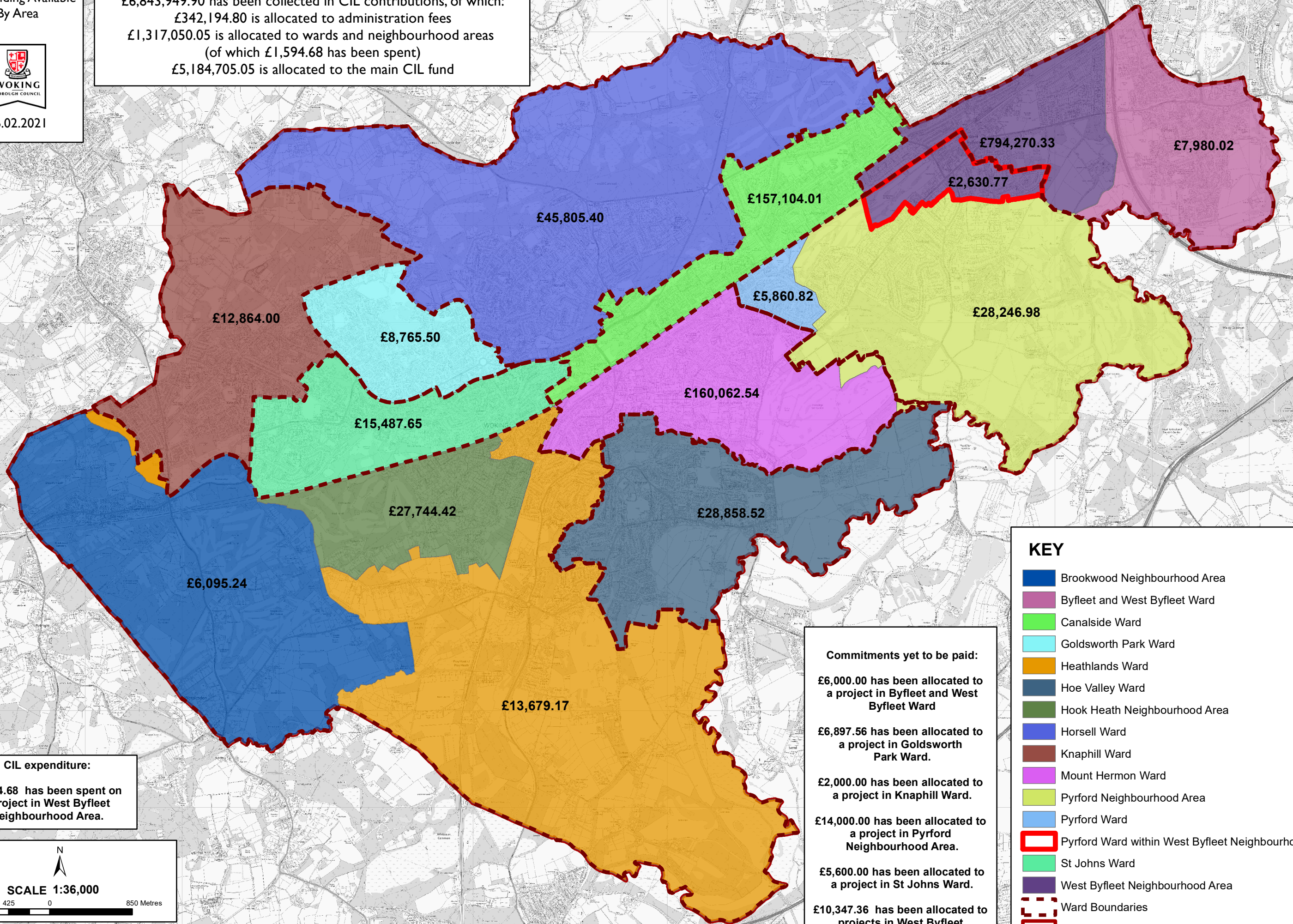
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**CIL Funding Available
By Area**



26.02.2021

£6,843,949.90 has been collected in CIL contributions, of which:
 £342,194.80 is allocated to administration fees
 £1,317,050.05 is allocated to wards and neighbourhood areas
 (of which £1,594.68 has been spent)
 £5,184,705.05 is allocated to the main CIL fund



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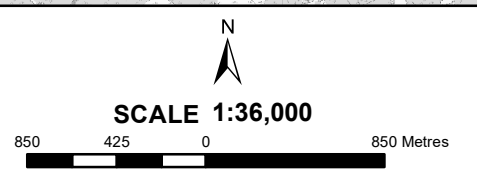
CIL expenditure:

£1,594.68 has been spent on a project in West Byfleet Neighbourhood Area.

Commitments yet to be paid:
 £6,000.00 has been allocated to a project in Byfleet and West Byfleet Ward
 £6,897.56 has been allocated to a project in Goldsworth Park Ward.
 £2,000.00 has been allocated to a project in Knaphill Ward.
 £14,000.00 has been allocated to a project in Pyrford Neighbourhood Area.
 £5,600.00 has been allocated to a project in St Johns Ward.
 £10,347.36 has been allocated to projects in West Byfleet Neighbourhood Area.

KEY

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



ITEM 8

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Local Committee Decision and Action Tracker

This tracker monitors progress against the decisions and actions that the Local Committee has made. It is updated before each committee meeting. (Update provided on 24/03/2021).

- Decisions and actions will be marked as **'open'**, where work to implement the decision is ongoing by the Local/Joint Committee.
- 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. For some decisions the Committee and public will be able to monitor the progress through Surrey County Council website. A link to the webpage will be included on the item when marked as complete.
- 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 can remain on the tracker should the Committee request.

| Ref number | Meeting Date | Decision | Status (Open/ Closed) | Officer | Comment or update |
|--------------|--------------|--|--------------------------------------|--------------------------------------|---|
| 1 | 11 Nov 2020 | To review the CIL process after one year | 12 month review Completed. Closed | Ernest Amoako | To be reviewed by the Joint Committee in March / June 2020 – This meeting was cancelled due to covid lockdown, so will come to the next meeting (Nov 2020). |
| 2 | 26 June 2019 | Taxi Bays outside the station – WBC to look at the use of bays and the access for Taxis through the High Street under the Town Centre management | Open | WBC Town Centre Management | To come to the Committee in due course |
| 3 | 4 March 2020 | To look at the traffic and speeding issues on East Hill & Maybury Hill (including road surface) | Open | Cllr Bittleston / AHM | On site visit proposed to look at the issues with residents |
| 4 Page 80 | 4 March 2020 | Traffic and Parking issues in Oriental Road / College Road – including pavement parking and Enterprise cars unloading | Open | Cllr Bittleston / AHM / Parking Team | Cllr Bittleston to undertake an initial discussion with Enterprise cars re loading / unloading of vehicles adjacent to the roundabout Further Double Yellow Lines to be considered under the 2020 parking review |
| 5 | 4 March 2020 | Cycling in and around Woking, including routes to school and around the Town Centre | Closed | | A walking and cycling infrastructure plan for Woking has been put onto the forward plan to come to a future meeting. |
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Joint Committee (Woking) - Forward Programme 2021

| Details of future meetings | | | |
|---|--|-------------------------------|---------------|
| <p>Future Dates for the Woking Joint Committee 2021: Wednesdays – 23 June 2021 and 10 Nov 2021 Please note that the Joint Committee will plan to hold 3 meetings in this year – probably virtual</p> <p>The Committee meeting commences at 6pm (Informal Public Question Time 6pm - approx. 6.30pm). This forward plan sets out the anticipated reports for future meetings. The forward plan will be used in preparation for the next committee meeting. However, this is a flexible forward plan and all items are subject to change. The Joint Committee is asked to note and comment on the forward plan outlined in this report and offer suggestions for future agenda items.</p> | | | |
| Topic | Purpose | Contact Officer | Proposed date |
| Community Infrastructure Levy | Standing item for Woking Joint Committee | Ernest Amaoko | ALL |
| Decision Tracker | For information | Partnership Committee Officer | ALL |
| Forward Programme | Review the Forward Programme and consider further themes for Member briefings | Partnership Committee Officer | ALL |
| Cycling and Walking | New Local Cycling and Walking Infrastructure plan for Woking – Ties in with petition received at the Nov meeting | | |
| Task Groups and Membership | Annual item | | June 2021 |
| Community Safety Annual Report | Annual item | | Nov 2021 |
| Presentation by Woking Street Angels | To provide a presentation on the excellent ongoing work of the Woking Street Angels | TBC | ANY |
| Climate Change | To look at climate change agenda and environmental issues | TBC | ANY |
| School Places | To suggest a review of school places required for Woking | SCC School Place planners | ANY |
| Libraries | To hear about future plans for Libraries as these become available | Library Cabinet Member? | ANY |

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