

DRAFT

Minutes of the meeting of the
Guildford LOCAL COMMITTEE
 held at 7.00 pm on 8 December 2015
 at Burchatts Farm, Stoke Park, Guildford, GU1 1TU.

Surrey County Council Members:

- * Mr W D Barker OBE
- * Mr Mark Brett-Warburton (Vice-Chairman)
- * Mr Graham Ellwood
- * Mr David Goodwin
- * Mr George Johnson
- * Mrs Marsha Moseley
- * Mrs Pauline Searle
- * Mr Keith Taylor (Chairman)
- * Mrs Fiona White
- * Mr Keith Witham

Borough / District Members:

- * Cllr Matt Furniss
- * Cllr Nigel Manning
- Cllr Julia McShane
- * Cllr Tony Phillips
- * Cllr Tony Rooth
- * Cllr David Wright
- * Cllr Illman
- * Cllr Bob McShee
- * Cllr Reeve
- * Cllr Sarti

* In attendance

107/15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Councillor Julia McShane.

108/15 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes were agreed as a true and accurate record of the meeting.

109/15 DECLARATIONS OF INTEREST [Item 3]

Councillor Pauline Searle under Item 5 Petitions - St Joseph's School, declared that she was a governor at St Joseph's school.

110/15 CHAIRMAN'S ANNOUNCEMENTS [Item 4]

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The Chairman informed the meeting that the under Item 5 Petitions, the Hogs Back A31 - gap closure proposal at Flexford Lane petition would now be addressed at the 23 March 2016 Local Committee.

111/15 PETITIONS [Item 5]

Four petitions were received.

The Committee received a petition on Parking in the Oval signed by 35 residents, agreeing with the statement:

We the undersigned are concerned citizens who urge Local Committee Guildford to act now to stop abuse and to allow residents to park near their homes.

The Committee **NOTED** the response of the Parking Manager Guildford Borough Council attached to the minutes as **Appendix A**.

The Committee received a petition on Jacobs Well – resurfacing of Pavements and roads signed by 117 residents, agreeing with the statement:

To ask for your assistance and support in securing some funds in order to resurface the now tired footways and roads within Jacob's Well.

The Committee **NOTED** the response of the Highways Manager Surrey County Council attached to the minutes as **Appendix A**.

Councillor Witham read out a resolution from a Surrey County Council Full Council meeting held earlier in the day on the findings of a survey that footways are structurally impaired and that low levels of capital investment will result in 40% of pavements being in a poor state of repair in the next few years. A request was made that greater priority is given to repair pavements and Cabinet have been asked to undertake a review of resources in this area.

Councillor Pauline Searle commented that councillors don't always receive input on pavements that are to be repaired and she would like to be better informed in the future.

The Committee received a petition on St Joseph's School, Aldershot Road – to install a crossing, signed by 230 residents, agreeing with the statement:

We would therefore like to request that Surrey County Council upgrade the crossing and install a pelican crossing.

The Committee **NOTED** the response of the Highways Manager Surrey County Council attached to the minutes as **Appendix A**.

Councillors Fiona White and Pauline Searle gave their full support to the petition. Members discussed whether it was possible to recruit a lolly pop person to patrol the crossing however it was County policy not to have this role when there was already a crossing outside a school.

The Committee received a petition on the Hogs Back A31 – gap closure proposal at Flexford Lane – this petition would be addressed at the 23 March 2016 Local Committee.

112/15 PUBLIC QUESTION TIME [Item 6]

One formal public question was received from George Harris regarding Burpham Lane – traffic management. A response was tabled and is attached to the minutes as **Appendix B**.

George Harris asked an additional question as to whether traffic speed in Burpham Lane would be looked at and whether the police, roads safety teams and residents would be involved in this review. He requested that the whole of Burpham Lane be monitored not just the area near the Aldi supermarket.

The Highways Manager responded that speed would be a factor and that this was going to be monitored on Burpham Lane, police road safety officers would be involved and every effort would be made to involve local residents.

113/15 MEMBER QUESTION TIME [Item 7]

One Member question was submitted by Councillor Mike Piper Guildford Borough Council regarding Weylea Farm rat run.

A response from Highways was tabled and is attached to the minutes as **Appendix C**.

114/15 SAFER GUILDFORD PARTNERSHIP ANNUAL UPDATE 2015 (FOR INFORMATION) [Item 8]

Under the provisions of the Crime and Disorder Act (1998) the county council is a statutory member of the statutory Safer Guildford Partnership. The report contains an overview of the partnership's activities in 2015 to enable the Local Committee to maintain its overview of community safety in Guildford.

Members were informed that the Guildford Casualty Reduction Group had been discontinued as there was duplication with Road Safety Group Guildford, the Health and Wellbeing officer, Guildford Borough Council and the Community Partnership and Committee Officer were now attending this group. It was commented that CCTV was a vital tool and there was interest in the Joint Enforcement Team (JET) team approach currently operating in Reigate and Banstead.

The Borough Inspector updated that more of a focus on neighbourhood policing would be coming into operation in April 2016. The new team will be called the Area Policing Team and will be made up of existing skilled officers who will receive additional training. These larger more competent neighbourhood teams will have more responsibility, respond to jobs and deal with community issues.

The inspector updated that police officers have been withdrawn from parish council meetings, this gives him more flexibility to move officers around,

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however if there is a specific need in the community they will attend. He reported that the highest number of phone calls they are receiving are from hospitals with mental health vulnerable patients going missing. Members asked if a project such as the Haven social cafe would assist with supporting people with low level mental health concerns. The Inspector informed Members that they are hoping that a Haven cafe will be set up in Guildford or Godalming

The Local Committee (Guildford) agreed to:

- (i) Note the contents of the annual report of the Safer Guildford Partnership in the year 2015 (Annex 1 of the report).
- (ii) Offer comments on the work of the partnership and its priorities.
- (iii) Bear the priorities of the partnership in mind when making decisions on funding.

REASONS:

The Committee wishes to receive periodic reports on the work of the Safer Guildford Partnership, its achievements and priorities and to consider its contribution to these.

115/15 GUILDFORD TOWN CENTRE TRANSPORTATION PACKAGE FEEDBACK (EXECUTIVE FUNCTION FOR DECISION) [Item 9]

The aim of the report was to brief members on the Guildford Town Centre Transport Package project which was the subject of a six week consultation between 5 October and 15 November 2015, and to agree the package of measures to take forward to form the Business Case submission at the end of January 2016.

Members asked about the proposed closure of Walnut Tree Close. Members were informed that the Closure of Walnut Tree Close will be an experimental closure, after 18 months the data collected will be analysed to see whether this should go ahead. The Transportation Task group would be presented with a shortlist of schemes in February 2016 and the group would indicate the final schemes to pursue.

Members asked what could be done to increase more car sharing to reduce the number of cars on Guildford roads. The consultation will be looking at where the closure will be placed and will have an impact on how the gyratory operates. Work has been done with bus companies e.g. on Surrey lift share etc.

The Local Committee (Guildford) agreed to:

- (i) Note the results (Annex 1 of the report) of the high level analysis of the public engagement event on the Guildford Town Centre Transport Package and note that further consideration of the comments received will be taken forward to detailed design to progress the scheme and develop the business case.

- (ii) Agree the schedule of schemes (Annex 4 of the report) that will be developed to establish the most appropriate package of benefits for the business case.
- (iii) Note that the Local Committee will be updated on a regular basis during the life of the project.

Reasons:

To ensure that the Local Committee is kept informed of the scheme development, the Local Committee is asked to note the results of the analysis of the public engagement event on the Guildford Town Centre Transport Package proposals, included in Annex 1, together with supporting information of Annex 2 the exhibition panels and Annex 3 the questionnaire, together with the recommended schedule of schemes that will be developed to establish the most appropriate benefits for the Business Case for submission to the EM3 LEP on 31 January 2016 (Annex 4).

116/15 GUILDFORD CYCLING PLAN (EXECUTIVE FUNCTION FOR DECISION) [Item 10]

A public consultation of the draft Guildford Cycling Plan was held between the 5 October and the 16 November 2015, following two stakeholder workshops. This report provides a summary of the results of the public consultation, and recommends a new approach to capturing public comments and suggestions on new cycling infrastructure. This report also asks that the Transportation Task Group consider the consultation responses in more detail, including undertaking a prioritisation exercise of future cycling infrastructure needs.

It was explained that the Cycling Plan helps to prepare the County Council for future funding opportunities. Members asked what could be done about the attitude of drivers towards cyclists and how can people be encouraged to cycle to work. Members were informed that the Drive Smart campaign helps to address the attitude of drivers towards cyclists. The Cycling Strategy also covers these issues. All schemes will be safe for cyclists of all levels with basic cycling proficiency. Officers have worked with 25 businesses in Guildford on sustainable transport.

Cllr McShee commented that some of the areas on page 101 of the report showing consultation feedback needed to be changed to Worplesdon. The Committee were updated that a code of conduct for cycling is included within Surrey County Council's 'Framework of co-ordinating and approving events on Surrey's highway' document. Good practice guidance and a charter for Cycle Sportive Organiser is also being developed.

The Local Committee (Guildford) agreed that:

- (i) A rolling engagement programme be established, giving residents an online resource to submit suggestions, make comments and review completed improvements to cycling infrastructure hosted on the Travel SMART website

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- (ii) The successful stakeholder workshops established before the public consultation period be continued, so the stakeholders have the opportunity to discuss developing schemes as well as strategy;
- (iii) The Transportation Task Group considers the consultation responses in more detail, with the aim of agreeing and reviewing a prioritised list of Cycling Plan actions including infrastructure proposals.
- (iv) The Cycling Plan be incorporated into the Guildford Local Transport Strategy.
- (v) Reports seeking future funding for cycle infrastructure can be submitted to the Local Committee for consideration

Reasons:

The public consultation of the Guildford Local Cycling Plan has provided a wealth of well informed, constructive and useful comments and suggestions which will help shape the future of cycling Guildford. The consultation received an almost unanimously positive response, with respondents encouraging the Council to invest in more cycling infrastructure and other actions to promote cycling and promote safety.

In order to facilitate continued dialogue with local stakeholder groups, and interested residents, it is recommended to provide a permanent online resource for people to submit this information, and where updates on Cycling Plan delivery and progress can also be provided to the public. It is recognised that the delivery of the Cycling Plan is an ongoing process, responding to new infrastructure opportunities, the development of new promotional and safety campaigns and the progress of the Guildford Local Plan. It is also clear from the consultation responses that the design of cycle facilities is of great interest to residents, therefore the engagement process needs to be maintained as schemes are developed.

There are a number of lower cost quick wins that have been identified during the process which could provide significant benefits to cyclists. Alongside the Guildford Transport town centre transport package, these may represent an opportunity for earlier implementation.

117/15 PARKING BUSINESS PLAN 2016-19 (EXECUTIVE FUNCTION FOR DECISION) [Item 11]

The aim of the report on the Parking Business Plan for 2016-19 was to make recommendations in respect of service improvements, efficiencies and the funding of Park and Ride.

Members were concerned that Onslow Park and Ride was not being used enough and was not catching people before they drive into the town centre. It was suggested that better signage off the A3 or direct access would be helpful. Members were informed that usage at the Onslow Park and Ride had increased by 45% in the last year and the County Council are speaking to Transport England about signs and access from the A3.

Councillor David Reeve asked about electric charging points, the Parking Manger would send information on progress on this.

The Local Committee (Guildford) agreed:

- (i) that the remaining surplus from on-street parking in Guildford in 2014-15, £126,000 is held in reserve to meet future costs of park and ride.
- (ii) that the provision of guards for the park and ride sites is procured as part of a wider contract including the guarding for Guildford Borough Council's night-time car park guards. Further that a framework agreement will be used if it offers best value.

REASONS:

To improve customer service, help motorists find the most appropriate parking facility and to provide funding for the park and ride service.

118/15 ON-STREET PARKING REVIEW - PROPOSALS FOR GEOGRAPHIC AREAS AND AD-HOC LOCATIONS (EXECUTIVE FUNCTION FOR DECISION) [Item 12]

The report proposed that Burpham and a number of other 'ad-hoc' locations are progressed to formal advertisement to seek comments, and that traffic regulation orders are made in a number of other 'ad-hoc' locations that have already been formally advertised.

Members asked about a Controlled Parking Zone (CPZ) in Onslow, the Parking officers said this could be added and could be considered as part of the Parking Controls in 2016.

The Local Committee (Guildford) agreed:

- (i) to formally advertise the proposals for the Burpham shopping parade area including Burpham Lane, shown in ANNEXE 2, and should any representations be received they be reported to a future meeting of the Committee for consideration, or if no representations are received, the Traffic Regulation Order (TRO) will be made.
- (ii) to formally advertise the proposals for Dorking Road (Chilworth), Lower Road (Effingham) and School Lane (Pirbright), shown in ANNEXE 3, and should any representations be received they be reported to a future meeting of the Committee for consideration, or if no representations are received, the Traffic Regulation Order (TRO) will be made.
- (iii) that possible proposals for Ockham Road North (East Horsley) are not progressed, following discussions with the local borough and county councillors, Surrey Police and East and West Horsley Parish Councils.
- (iv) to defer consideration of the geographic review items covering Avondale area around the Ash Vale and North Camp railway stations, Effingham Junction, Fairlands, Merrow shopping parade area and Shalford, and those 'ad-hoc'

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items which have generated a 'substantial' number of representations, listed in ANNEXE 4, to the March 2016 meeting of the committee, to allow for further discussions with local borough and county councillors and other interested parties.

- (v) that Traffic Regulation Orders (TROs) are made to implement new controls and changes to the existing in the 'ad-hoc' locations as shown in ANNEXE 6.
- (vi) to formally advertise the proposals for Friars Gate, High Street (Ripley), Millmead Terrace, New Cross Road, Ward Street and Woking Road, listed in ANNEXE 7, **and also including the formalisation of the existing advisory disabled space outside No.1 Greville Close**, and should any representations be received they be reported to a future meeting of the Committee for consideration, or if no representations are received, the Traffic Regulation Order (TRO) will be made.
- (vii) to correct Minute 85/15 associated with Item 15 which was presented to the 17 June 2015 meeting of the Local Committee, and subsequently ratified at the Committee's 30 September 2015 meeting, to the version that appears within ANNEXE 8 of this report, as it has subsequently been raised that the minute was incorrect.

REASONS:

To assist with safety, access, traffic movements, increase the availability of space and its prioritisation for various user-groups in various localities, and to make local improvements.

To correct an error in the minutes to a previous meeting that has only recently become apparent.

119/15 HIGHWAYS UPDATE REPORT (EXECUTIVE FUNCTION FOR DECISION) [Item 13]

The report provides an update on the 2015/16 programmes of highway improvement and maintenance works funded by the committee.

The Local Committee (Guildford) agreed to:

- (i) Note progress and **forecast** outturn cost for the 2015/16 programme of highway works funded by this committee and described at Annex 1 of the report.

Reasons:

The committee was not asked to make any highways decisions at the meeting.

120/15 HIGHWAYS BUDGET (EXECUTIVE FUNCTION FOR DECISION) [Item 14]

In October the Guildford Transportation Task Group (TTG) met to consider budget priorities for 2016/2017, with recommendations coming to this committee meeting. The chairman gave an update on the recent meeting of the Transportation Task group looking at the Highways budget.

Members asked whether the upgraded crossing for St Joseph's School, Aldershot Road could be increased to a high level scheme in the prioritisation framework looking at the evidence that had been presented to the Committee as part of the petition.

Action:

The Highways Manager to look into whether it was possible to introduce a voluntary crossing patrol as parents had been told that this wasn't permitted as there was a crossing in place.

Members asked whether the Transportation Task group (TTG) saw it as prudent to set a 50% budget in anticipation of reductions in the Highways budget devolved to the Local Committee in the coming financial year. The Chairman explained that based on advice from Highways, the Prioritisation Framework and the schemes the Committee could fund setting a 50% budget had seemed advisable and the TTG had agreed that any additional funding provided could be spent on other schemes.

The Highways Manager to look at re-prioritising this scheme and check if the Police Road Safety Team were involved when the site was checked. The Road Safety Group Guildford is continually monitoring accidents where there are 3 or more in one area and has its own budget. The Members agreed to formally request from the County Council funding for capital safety schemes.

Action:

the Chairman to write to the Leader and Cabinet Member of Highways to request capital funding for ITS safety schemes.

Members queried whether value for money is being achieved from jetting expenditure and whether there was a list of gullies and drains in the area. Members were informed that there is a list of gullies and drains on the Surrey County Council web site. Covers are now marked with red dots where gullies/drains have been cleared and by February 2016 the drain back log should be cleared.

The Local Committee (Guildford) AGREED to:

- (i) Agree the capital and revenue allocations recommended by the Transportation Task Group and described in this report to a total value of £345,000. This reflects 50% of the value of the current year budget in anticipation of reductions in the highways budget devolved to this committee in the coming financial year.
- (ii) Note that the Transportation Task Group will convene if necessary once the Local Committee budget is known in the Spring of 2016.
- (iii) Authorise the Area Highway Manager (AHM) to progress the schemes included in the programme in consultation with local elected members and associated task groups.
- (iv) Subject to approval of recommendations (i) and (ii) authorise the Area Highway Manager to consider and determine any objections submitted following the statutory advertisement of the traffic orders

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and notices associated with the programme of schemes, in consultation with the Chairman and/or Vice-Chairman of the Local Committee and relevant local councillors.

- (v) Delegate authority to the Area Highway Manager in consultation with the Chairman and Vice- Chairman and locally affected Members to amend budgets throughout the year if required to ensure the budget is allocated in a timely manner.
- (vi) Agree that Community Enhancement Fund is devolved to each County Councillor based on an equal allocation of £5,000 per division

Reasons:

The committee is asked to agree 2016/17 allocations so that scheme design can start at the earliest opportunity, increasing confidence in delivery

121/15 TRANSPORTATION TASK GROUP UPDATE (EXECUTIVE FUNCTION FOR DECISION) [Item 15]

The intention of the report is to provide an update of the Transportation Task Group work programme and a schedule to the full committee.

The Local Committee (Guildford) agreed to:

- (i) Note and comment on the work programme and schedule for the Transportation Task Group at Annex 1 of the report.

REASONS:

The purpose of the Transportation Task Group (TTG) is to provide the Guildford Local Committee with considered and informed advice. The purpose of the report is to keep the full committee informed of matters under consideration by the TTG and when those items are likely be brought forward for the attention of the full committee.

122/15 CLUSTER UPDATE (EXECUTIVE FUNCTION FOR DECISION) [Item 16]

The purpose of the report was to review how Cluster funding was used for locally derived initiatives during the financial year 2014-15 and to summarise the ways in which councillors have allocated the Cluster funding in the second year of operation in 2015/16. Members were also asked to agree that the Cluster initiative should continue to operate for the next municipal year and for both Guildford Borough Council and the County Council to consider how to allocate funding to a Cluster Fund for the next financial year 2016/17 in support of this initiative.

Members commented that a broad range of schemes had come forward this year and the cluster groups had received good public engagement. A better mechanism was needed for ensuring that each Cluster group allocated a Highways funding element.

The Local Committee (Guildford) agreed to:

- (ii) Note the activities undertaken by the Clusters in the first year of operation

- (iii) Note the projects at Annexe 2 of the report supported by the Cluster Fund in 2015/16.
- (iv) Agree that the Cluster initiative should continue in operation in the next municipal year and request that Guildford Borough Council nominate members to the relevant Cluster Fund Steering Groups for 2016/17 at the first full Council meeting of the municipal year.
- (v) Note that Highways funding may only be spent against highways projects as set out in the recommendations within the Highways Budget report 8 December 2015.
- (vi) Agree that the guidelines and criteria at Annexe 3 of the report can be applied to the Guildford Borough Council funds during 2016/17.
- (vii) Agree that any Cluster Fund for 2016/17 be delegated for approval as discussed by the Cluster groups to the Surrey County Council Community Partnerships Team Leader (West Surrey).

REASONS:

The recommendations support both councils duty to be fully accountable regarding the expenditure of public funding. In addition, support the members to fully evaluate both the value to local communities and value for money of the Cluster Fund approach.

123/15 DECISION TRACKER (FOR INFORMATION) [Item 17]

To note the update on the progress of the Local Committee decisions.

124/15 FORWARD PLAN (FOR INFORMATION) [Item 18]

125/15 INFORMAL PUBLIC QUESTIONS - ANNEX D

Meeting ended at: 10.03 pm

Chairman

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