

**LOCAL COMMITTEE (ELMBRIDGE)**

**DATE:** 14 July 2021

**LEAD OFFICER:** NICOLA MORRIS, PARTNERSHIP COMMITTEE OFFICER

**SUBJECT:** REPRESENTATION ON TASK GROUPS

**DIVISION:** ALL

**SUMMARY OF ISSUE:**

This report seeks the approval of Local Committee task group members.

**RECOMMENDATIONS:**

**The Local Committee (Elmbridge) is asked to agree:**

The membership of the task groups as detailed at paragraphs 2.1 to 2.5 and annex 1 of this report.

**REASONS FOR RECOMMENDATIONS:**

The report proposes local committee task group membership for the forthcoming year to enable the provision of informed advice and recommendations to the committee.

**1. INTRODUCTION AND BACKGROUND:**

1.1 Local committee task groups are established at the start of each municipal year. Membership of each task group is nominated and decided by councillors of the local committee. The proposed membership and terms of reference for the committee's task groups are contained in Annex 1 of this report. The committee is requested to make appointments to the task groups, as detailed in paragraphs 2.1 to 2.5 of this report.

**2. ANALYSIS:**

2.1 The Committee is asked to consider appointing members to the following groups:

**2.2 Parking Task Group**

It is proposed that two SCC Local Committee Members, normally the Chairman and Vice Chairman, and three Members from Elmbridge Borough Council are nominated and appointed to the Task Group.

2020/21 SCC members: **Dr Peter Szanto** and **Rachael I Lake**

2020/21 Elmbridge BC Members: **Cllr Steve Bax**, **Cllr Roy Green** and **Cllr Peter Harman**.

When agenda items at the Parking Task Group refer to one particular division, the relevant ward and divisional Members will also be invited to the meeting.

**2.3 Cycling and Walking Task group**

It is proposed that three SCC Local Committee Members and three Members of Elmbridge Borough Council are nominated and appointed to the Task Group.

2020/21 SCC Members: **Mr John O'Reilly, Rachael I Lake and Ernest Mallett**

2020/21 EBC members: **Cllr Mary Marshall, Cllr Janet Turner and Cllr Ashley Tilling**

**2.4 Esher Transport Study Member Task Group**

It is proposed that two SCC Local Committee Members and one Co-opted Local Committee Member are nominated and appointed to the Task Group.

2020/21 SCC Members: **Mr Tim Oliver, Dr Peter Szanto**

2020/21 EBC Co-opted Member: **Cllr David Archer**

**2.5 Brooklands Transport Study Member Steering Group**

It is proposed that two SCC Local Committee Members and one Co-opted Local Committee Member are nominated and appointed to the Steering Group.

2020/21 SCC Members: **Mr Tim Oliver, Mr John O'Reilly**

2020/21 EBC Co-opted Member: **Cllr Peter Harman**

**3. OPTIONS:**

- 3.1 The committee can confirm the task groups and the corresponding terms of reference as set out in the report. Alternatively, it can establish new task groups, or dispense with previous task groups. If a new task group is established, provisional terms of reference should be agreed.

**4. CONSULTATIONS:**

- 4.1 Local committee member views are being sought on the nominations for representatives on external bodies and on the membership of local committee task groups.

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

- 5.1 None

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 None

**7. LOCALISM:**

- 7.1 None

**8. CONCLUSION AND RECOMMENDATIONS:**

- 8.1 The Committee are asked to consider the membership of Task Groups

**9. WHAT HAPPENS NEXT:**

- 9.1 The officers supporting Task Groups will be notified of the names of those members appointed
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**Contact Officer:**

Mrs Nicola Morris, Partnership Committee Officer, Telephone 03456 009 009

**Annexes:**

Annex 1 – Task Groups

**Sources/background papers:**

None

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**SCC LOCAL COMMITTEE (ELMBRIDGE)****Annex 1****TASK GROUPS****TASK GROUP PRINCIPLES**

1. The Local Committee will annually (at the first formal meeting after the beginning of the municipal year):
  - determine the role, appointees and lifespan of any Task Groups
  - review the operation of any Task Groups which have been in place over the previous year
  - agree which Task Groups to establish for the current year
  - agree the criteria for consideration by any Task Group and make that criteria available to all Members of the Committee.
  
2. A Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers. A Task Group will:
  - unless otherwise agreed, meet in private
  - develop an annual work programme
  - formally record its actions
  - officers supporting a Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee.
  - A Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.

**Parking Task Group: Terms of Reference**

1. The Task Group will contain (five) appointees from the membership of the Local Committee: (two) County and (three) Borough Councillors identified in such a way as to ensure adequate geographical coverage of the Borough. It is practice in Elmbridge to appoint the Chairman and Vice-Chairman of the Local Committee. The Task Group may also consult with the relevant Divisional Member.
2. The Task Group will consider on-street parking matters and make recommendations to the Local Committee about periodic reviews of parking restrictions.
3. The Task Group will report to the Local Committee any surplus income arising from the operation of Civil Parking Enforcement (CPE).
4. The Task Group can make recommendations to the Local Committee for any surplus income to be used for projects within the task group's remit.
5. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Local Committee.
6. The Task Group will keep under review the agreement with the Borough Council as required.

7. Relevant borough councillors can make recommendations to the Parking Task Group when roads in their wards are under review.

### **Esher Transport Study Member Task Group – Terms of Reference**

1. The Task Group will contain three appointees from the membership of the Local Committee: two County Councillors and one Borough Councillor identified in such a way as to ensure appropriate geographical coverage in the Borough.
2. The initial actions of the group will be to agree the scope of the study, oversee its commissioning and decide a strategy for public engagement.
3. The results of the study will be reported back to the parent Local Committee.
4. The group will meet in private at appropriate times of the year.
5. The role of the group is primarily strategic. The Task Group Members will act in the interest of the study as a whole, rather than representing the interests of their divisions or wards.

### **Brooklands Transport Study Member Steering Group – Terms of Reference**

1. The Steering Group will contain three appointees from the membership of the Local Committee: two County Councillors and one Borough Councillor identified in such a way as to ensure appropriate geographical coverage in the Borough.
2. The initial actions of the group will be to agree the scope of the study, oversee its commissioning and decide a strategy for public engagement.
3. The results of the study will be reported back to the parent Local Committee.
4. The group will meet in private at appropriate times of the year.
5. The role of the group is primarily strategic. The Steering Group Members will act in the interest of the study as a whole, rather than representing the interests of their divisions or wards.

### **CYCLING & WALKING TASK GROUP: TERMS OF REFERENCE**

#### Objective

The Local Committee agreed to set up a Cycling Task Group in February 2015 to develop the Elmbridge Cycling Plan and advise the Local Committee on cycling issues. This was extended to include walking in 2018.

#### Membership

The Cycling & Walking Task Group will be made up of three County Councillors and an equal number of Borough Councillors, nominated by Elmbridge BC. A representative from the Elmbridge Cycling Forum will be invited to join. It may also consult with other relevant Local Committee Members, set up additional workshops and invite relevant stakeholders to participate as required.

#### General

The Cycling & Walking Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers.

The Task Group:

- will oversee the production of a Cycling Plan
- develop a work programme
- unless otherwise agreed, meet in private
- formally record its actions
- officers supporting a Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee and other relevant committees.
- can, should it so wish, respond to an officer report and submit their own report to the Local Committee.
- the terms of reference and membership will be reviewed annually, at the first Local Committee meeting of the new municipal year