

**GUILDFORD BOROUGH COUNCIL AND
SURREY COUNTY COUNCIL**



**GUILDFORD
BOROUGH**

GUILDFORD JOINT COMMITTEE

DATE: 21 OCTOBER 2021

**LEAD OFFICER: GREGORY YEOMAN, PARTNERSHIP COMMITTEE OFFICER,
SCC**

SUBJECT: REVIEW OF JOINT COMMITTEE WORKING GROUPS

DIVISIONS: ALL

SUMMARY OF ISSUE:

The Joint Committee established two working groups in 2018: The Infrastructure Delivery and Transportation Working Group (ID&T) and the Parking and Air Quality Working Group (P&AQ). The purpose of this report is to provide a summary of working group activity to date and to present consultation feedback from the councillors and officers involved with both groups. Finally, the Joint Committee is asked to determine if the existing structure of working groups reporting to the Joint Committee has been successful and if the respective remits of those groups remain relevant to local residents' priorities.

The Terms of Reference for each working group state that the Joint Committee will:

- (i) determine the role, appointees and lifespan of each Working Group
- (ii) review the operation of each Working Group over the previous year
- (iii) confirm the remit for each Working Group and make this remit available to all Members of the Committee.

RECOMMENDATIONS:

The Joint Committee (Guildford) is asked to consider the options set out in this report and:

- (i) Agree that the remit and terms of reference of any working/task group convened by the Joint Committee be reviewed annually;
- (ii) Consider the options set out in this report and advise preferences for the way forward for the existing working groups;
- (iii) Include in the Terms of Reference a decision on the need and frequency for the working/task groups to present a public report to the Joint Committee so as to keep local residents informed of progress concerning the prioritised workstreams of both councils working in partnership.

REASONS FOR RECOMMENDATIONS:

Working groups reporting to the main Committee should be regularly reviewed to ensure that the work remains on track and progress reported. It is in the interests of Guildford borough residents to receive updates on local priorities as agreed by the

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Joint Committee and to be able to comment on those updates at the publicly convened meetings.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Joint Committee replaced the Local Committee in September 2018 with a separate constitution. The Local Committee had historically established task groups to provide information on prioritised matters that could not be heard in full depth at its quarterly public meetings. Following the formation of the new Joint Committee, it was considered appropriate to establish new groups to consider and report on the agreed priority themes of the Joint Committee.
- 1.2 This will be the first review of the working groups by the Joint Committee.
- 1.3 At the outset it was agreed that each council would provide clerical support to a working group. The Infrastructure Delivery and Transportation Working Group has been clerked by Surrey County Council and the Parking and Air Quality Working Group by Guildford Borough Council. Specialist support officers have supported both working groups from both councils.
- 1.4 With the agreement of the Chairman and Vice Chairman of the Joint Committee an email with a summary of the progress of each working group, a number of questions to be completed by respondents and a copy of the existing terms of reference was circulated to the consultees for comment. The existing terms of reference can be found at Annexes 1 and 2.
- 1.5 The table of responses to the questions asked can be found at Annexes 3 (Parking and Air Quality) and 5 (Infrastructure Delivery and Transportation).

2. ANALYSIS:

- 2.1 At the present time the Joint Committee will only receive reports requiring a decision. In these circumstances the progress of the working groups becomes largely unreported and without a central steer. It is proposed that the Joint Committee consider how and when the progress of the working groups is reported. It is recommended that the working groups report back to the formal meetings either at each meeting or just once a year. In addition, it is good governance for the Joint Committee to review the terms of reference of the working groups at least on an annual basis.
- 2.2 It is noted that the review of the working groups was undertaken during April 2021 and very close to the Surrey County Council elections, which may have affected the response rate.

Parking and Air Quality

- 2.3 The P&AQ working group met for the first time in October 2018 and has met a further six times. The Group produced an air quality priorities list that was adopted by the Joint Committee in March 2019. Updates on prioritised CPZ and non-CPZ requests are considered prior to delivery at formal meetings. The Group received updates on electric vehicle charging points in the town and the

SCC electric vehicle charging strategy, reviewed the SCC county-wide Parking Strategy in 2019 and made recommendations to the GJC.

- 2.4 In all the Chairman, Vice Chairman (outgoing), the Regulatory Services Manager, the Parking Services Manager, one County Councillor responded to the review of the Parking and Air Quality Working Group.
- 2.5 Although a small sample, the responses indicate that the Parking and Air Quality Working Group could be more active and interacting with other relevant groups and committees. It is recognised that both air quality and parking are important to local residents and should remain a focus for the Joint Committee with regular feedback on activities and progress.
- 2.6 It was suggested by one respondent that the Parking and Air Quality Working Group be split into two groups to enable greater focus. The Joint Committee would need to consider if there are sufficient resources available to support this. There were also comments about matching Parking and Infrastructure.
- 2.7 There have been no suggestions that the size of the Working Group should change.
- 2.8 The Working Group has reported once to the Joint Committee to amend its remit to produce a priorities list rather than a strategy for air quality. Those priorities were adopted by the Joint Committee in March 2019 and are set out at Annexe 4.

Infrastructure Delivery and Transportation

- 2.9 The ID&T working group met for the first time in November 2018 and has met a further seven times. The group monitors progress on the delivery of the Infrastructure requirements identified in Appendix 6 of the adopted Local Plan, on behalf of both Councils. The focus has been on the M25 junction 10 and the A3 corridor, the LEP-funded schemes, and the development of Guildford railway station. The Group also considers the Highways schemes that are proposed for the coming financial year and monitors the ITS running list of schemes, developing the prioritised list of schemes for presentation to the full joint committee.
- 2.10 Four members of the working group, one Borough councillor, two County councillors, the Area Highways Engineer and the Major Projects Team Manager responded to the review.
- 2.11 Responses generally suggested that the size of the working group and its meeting pattern were appropriate; one respondent felt that more frequent meetings would allow more complete consideration of the items on the Local Plan.
- 2.12 Attempting to cover a large number of items from the Local Plan meant that agendas were long and necessarily could not include everything on the Plan.
- 2.13 The importance of infrastructure to residents and to the delivery of the Local Plan was picked up in the responses.

3. OPTIONS:

3.1 The Joint Committee may consider the following options:

- a) To retain both working groups as they are currently structured and with their existing terms of reference.
- b) To retain both working groups as they are currently structured but with terms of reference amended in the light of up to date service and policy priorities.
- c) To amend the structure of the working groups to either single issue or new combination with terms of reference amended in the light of up to date service and policy priorities.
- d) To establish replacement working groups with different themes relevant to current priorities.
- e) To disband the existing working groups and have no working groups.
- f) To have an arrangement of task and finish work groups to be convened as and when the Joint Committee requires.

4. CONSULTATIONS:

4.1 The members of both working groups, the rest of the Joint Committee and the officers supporting both working groups have been consulted and the responses are set out in Annexes 3 (Parking and Air Quality) and 5 (Infrastructure Delivery and Transportation).

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The Joint Committee has no specific budget for the services covered by the working groups; however, via reporting to the Joint Committee each council can be informed and updated. Certain authority is allocated to officer roles supporting the working groups and the Joint Committee.
- 5.2 Working in coordination both councils can operate in the best value interests of residents.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 It is a requirement for all local authorities to take account of their public sector equality duty when decisions are made. There are no equality and diversity implications arising from this report.

7. LOCALISM:

7.1 The remit of the Joint Committee is to work to support local priorities and concerns.

8. OTHER IMPLICATIONS:

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

8.1 Sustainability implications

Poor air quality is a serious threat to public health and carbon emissions are the major contributory factor for Climate Change.

8.2 Public Health implications

Poor air quality is a serious threat to public health.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 In conclusion the review has been timely by reporting to the first meeting of the Joint Committee in the new municipal year.
- 9.2 The recommendations of this report propose a closer relationship between the Joint Committee and its working groups and to include public reporting of the activities of the working groups to enable public participation and greater transparency.
- 9.3 The Joint Committee must consider if the subject matter of its working groups remains relevant and pertinent to its business programme and local priorities.

10. WHAT HAPPENS NEXT:

- 10.1 Members decide on the future role, remit and membership of the existing and/or new working groups. If the working groups are to continue, their membership will be agreed and next meeting arranged.

Contact Officer:

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Consulted:

Guildford Joint Committee Infrastructure Delivery and Transportation Working Group

Working Group Members

Mr Matt Furniss
Mr David Goodwin

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Mrs Julie Iles
Mr Keith Taylor
Cllr Joss Bigmore
Cllr George Potter
Cllr John Rigg (Chairman)
Cllr Paul Spooner

Guildford Joint Committee Members (not working group members)

Cllr Jan Harwood
Cllr Julia McShane
Cllr Susan Parker
Cllr Jo Randall
Cllr Pauline Searle
Cllr Mark Brett-Warburton
Cllr Angela Goodwin
Cllr Bob McShee
Cllr Marsha Moseley
Cllr Fiona White
Cllr Keith Witham

Contributing Officers

Frank Apicella (SCC)
Bahram Assadi (SCC)
David Stempfer (SCC)
Andy Stokes (SCC)
Matt Strong (SCC)
Liz Fleming (GBC)
Richard Hudson (GBC)
Kevin Ratnasingam (SCC)
Neil McClure (SCC)
Claudia Frost (GBC)
Donald Yell (GBC)
Michael Miles (GBC)
Dug Tremellan (SCC)
Martin Knowles (GBC)
Dermot Wheelan (GBC)

Others

John Armstrong, Democratic Services and Elections Manager, Guildford Borough Council

Michelle Collins, Partnerships Lead for Guildford, Surrey County Council

Guildford Joint Committee Parking and Air Quality Working Group

Working Group Members

Mr Matt Furniss
Mr David Goodwin
Mr Keith Taylor (Chairman)
Mr Keith Witham.
Cllr Bob McShee
Cllr Susan Parker
Cllr Caroline Reeves ¹
Cllr John Rigg

¹ Not consulted as she had resigned from Guildford Borough Council prior to the review
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Cllr Paul Spooner
Cllr Mark Brett Warburton
Cllr Angela Goodwin
Cllr Julie Iles
Cllr Marsha Moseley
Cllr Fiona White

Parking & Highways Officers

Chris Wheeler (GBC)
Andy Harkin (GBC)
Lisa Haydney (GBC)
David Curl (SCC)
Frank Apicella (SCC)

Air Quality Officers

Justine Fuller (GBC)
William Bryans (SCC)

Others

John Armstrong, Democratic Services and Elections Manager, Guildford Borough Council
Michelle Collins, Partnerships Lead for Guildford, Surrey County Council

Annexes:

- Annexe 1 Terms of reference Guildford Joint Committee Parking and Air Quality Working Group
- Annexe 2 Terms of reference Guildford Joint Committee Infrastructure Delivery and Transportation Working Group
- Annexe 3 Respondents' comments Guildford Joint Committee Parking and Air Quality Working Group
- Annexe 4 Air Quality priorities adopted by the Joint Committee March 2019
- Annexe 5 Respondents' comments Guildford Joint Committee Infrastructure Delivery and Transportation Working Group

Sources/background papers:

- 'Representation on working groups', Joanna Long, Guildford Joint Committee, 19 September 2018
- 'Parking and Air Quality Working Group – air quality update and priorities', Justine Fuller, Guildford Joint Committee, 20 March 2019
- 'Parking & air quality working group – parking recommendations report', Andy Harkin, Guildford Joint Committee, 20 March 2019
- Working groups notes from meetings 2018-2021

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