

**DRAFT**

Minutes of the meeting of the  
**Guildford LOCAL COMMITTEE**  
 held at 7.00 pm on 18 September 2013  
 at LANCASTER HALL, SEND GU23 7ET.

**Surrey County Council Members:**

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

**Borough / District Members:**

- \* Cllr Mark Chapman
- \* Cllr Monika Juneja
- \* Cllr Nigel Manning
- \* Cllr Bob McShee
- \* Cllr James Palmer
- \* Borough Councillor Tony Phillips
- \* Cllr Caroline Reeves
- \* Cllr Tony Rooth
- \* Cllr Stephen Mansbridge
- \* Cllr David Wright

\* In attendance

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**17/13 APOLOGIES FOR ABSENCE [Item 1]**

Apologies for absence were received from County Councillors Mr Keith Taylor, Mrs Marsha Moseley, Ward Councillor Nigel Manning and Ward Councillor Stephen Mansbridge.

**18/13 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes of the meeting held on the 19 June 2013 were confirmed as a true record.

**19/13 DECLARATIONS OF INTEREST [Item 3]**

County Councillors Mr George Johnson, Mr David Goodwin and Ward Councillor Caroline Reeves stated that they lived on roads that would be the subject of debate at Item 8. The committee noted this was not a pecuniary

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interest and these details were already held on the Statement of Member Interests.

### **20/13 PETITIONS [Item 4]**

Mrs Rachel Lane delivered a petition attracting 342 signatures calling for the Committee to address a number of issues arising from traffic congestion in Walnut Tree Close. The Local Committee would respond to the petition at the next formal meeting. The detail of the petition may be found at **Annexe 1** of these minutes.

### **21/13 PETITION RESPONSE [Item 4a]**

The committee received the formal response to two petitions submitted on 19 June 2013. Neither petitioner was in attendance. The petition relating to Sheepfold Road requested a drop in the speed limit from 30 mph to 20mph. The response said that existing mean speeds were already within the 30mph limit and that should a 20mph speed limit be installed then additional traffic calming measures would be required. Mrs White, divisional member for Sheepfold Road, said that the Local Committee should take a lead in resolving speed issues in residential streets. The Area Highways Manager advised members that the matter of 20mph speed limits in residential streets would be considered by the Local Committee Transportation Task Group at a future meeting. Members were reminded that under the existing County Council Speed Policy should the committee vote against the policy it was possible for the decision to be overruled by the Cabinet Member for Transport.

### **22/13 PUBLIC QUESTION TIME [Item 5]**

Seven formal written questions were received by the Local Committee.

1. Mrs Tina Bradshaw was not in attendance, but the matter of changing Mount Pleasant, Guildford to one-way status would be reviewed by the Transportation Task Group at a future meeting.
2. Ms Nerine Dedman was in attendance and said that the parking difficulties in Manor Road, Guildford were worse in the evenings and weekends. The local divisional member agreed. The matter would be subject to consultation and consideration during the next on-street parking review.
3. Ms Peta Malthouse, in attendance for Normandy Parish Council, said that Glaziers Lane was too narrow for HGV traffic and would prefer to see Clay Lane used instead. The Parish Council would like Surrey County Council to look at matters of traffic speed and HGV traffic affecting Glaziers Lane. It was noted in the formal committee response that Surrey Police do not currently support a weight restriction for Glaziers Lane. The meeting also noted a petition was expected to be bought to committee at a future meeting.
4. Ward Councillor Bob McShee spoke in support of the formal question from Worplesdon Parish Council requesting the repair of the kerbstones on the Pound Hill Estate. The meeting heard that the matter would be put on the agenda for the Transportation Task Group to consider for the 2014-13 budget for local schemes.

Questions 5-7 were responded to under agenda Item 8.

Copies of the formal written questions with a written committee response can be found at **Annexe 1** of these minutes.

### **23/13 MEMBER QUESTION TIME [Item 6]**

There were no formal questions received from the members of the committee.

### **24/13 REVIEW OF GUILDFORD TOWN CENTRE CONTROLLED PARKING ZONE - DENE ROAD AREA, RIVERMOUNT GARDENS, ST LUKE'S SQUARE AND OTHER AREAS [Item 7]**

The Guildford Borough Council Parking Services Manager spoke to the report. The Guildford Borough Council On-Street Parking Officer was in attendance. It was explained that the purpose of the report was to obtain approval from the committee to undertake the formal legal steps to implement the parking restrictions as described in the paper.

#### **Public participation (Chairman's power of discretion)**

Under committee Standing Order 69.1 the Chairman invited two members of the public to address the committee. Both had submitted petitions attracting more than 30 signatures through the parking consultation process. Mr Iain Brown, Chairman of Pit Farm Tennis Club, Hillier Road, Guildford said the recommendation to increase the restriction on the parking bays at the club to four hours would be appreciated by the club members and those using the facilities.

Ms Evelyn Temple, Project Worker, Stonham Home Group, Walnut Tree Close, Guildford said that the designation of an on-street parking bay could affect access to the hostel. Ms Temple was seeking to install a dropped kerb to facilitate access to the hostel. The Area Highways Manager and the Parking Services Manager would make a site visit and advise Ms Temple. This concluded the public's participation in the item.

#### **Formal members debate**

The members agreed to support all of the recommendations made within the report.

#### **The Local Committee (Guildford) agreed:**

- (i) in respect to the area around Cranley Road schools, the traffic regulation order is made to introduce the changes to the parking restrictions set out in Annexe 1 of the committee report but with minor amendments which lessen the proposed level of control. The minor amendments would be to increase the amount of 4 hour limited waiting shared use parking in Hillier Road and not to create a parking bay outside 60/62 Tormead Road (paragraphs 2.7 & 2.8) as shown in Annexe 7 of the committee report
- (ii) in respect to the Dene Road Area, the traffic regulation order is made to introduce the changes to parking restrictions set out in Annexe 2 of the committee report so that the controls can be implemented

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- (iii) in respect to Rivermount Gardens, the traffic regulation order is made as advertised and shown in Annexe 3 of the committee report so that the controls can be implemented and the road becomes part of Area G of the Guildford town centre Controlled Parking Zone
- (iv) in respect to St Luke's Square, the traffic regulation order is made as advertised and shown in Annexe 4 of the committee report so that the controls can be implemented
- (v) in respect to the other changes shown in Annexe 5 of the committee report it makes the traffic regulation order as previously advertised, with minor amendments, so that the controls can be implemented. The minor amendments being the deletion of the proposed disabled bay in Cline Road (2.33) and the adjustment of parking around the access to No. 7 Josephs Road (2.35)
- (vi) the agreed controls are implemented and the implementation funded from the on-street account

### Reason for the decisions

Implementation of the recommendations will assist with safety, access and traffic movements in the area and make local improvements. These improvements include accommodating new vehicle crossovers, increasing the availability of space and its prioritisation for permit-holders, the creation of formal disabled bays both for residents near their homes, and at specific destinations, and to correct minor discrepancies so that the traffic regulation order matches the markings on the street.

## **25/13 REVIEW OF PARKING CONTROLS - ONSLOW VILLAGE, OTHER AREAS OF THE TOWN CENTRE & CHILWORTH [Item 8]**

The Guildford Borough Council Parking Services Manager spoke to the report. The Guildford Borough Council On-Street Parking Officer was in attendance. It was explained that the purpose of the report was to obtain approval from the committee to undertake consultation on the parking schemes as described in the paper. It was further explained that in consultation with local members a revised officer recommendation (i) was tabled. This recommendation proposed that schemes for additional listed roads in Onslow be designed and consulted on as a part of the process.

### **Public participation (Chairman's power of discretion)**

Under committee Standing Order 69.1 the Chairman invited those members of the public who had submitted questions to address the committee. Mrs Sheila Zazzara and Mrs Sue Walker were in attendance. The members heard that local residents would seek to encourage their neighbours to be involved in the consultation process. It was also noted that officers should seek to highlight the decision making process to residents and to ensure that communities are aware of the remit and forward programme of the Local Committee.

### **Formal members debate**

The members observed the difficulties of balancing the opinions of residents and offered praise to the officers for their efforts to do so. There was particular

support for the recommendation which would address matters of safety at Chilworth level crossing. The members agreed to support all of the recommendations made within the report including the tabled revision to the proposal for Onslow.

**The Local Committee (Guildford) agreed:**

- (i) in respect of Onslow Village to formally advertise designs for an extended CPZ to include Bannisters Road, Ellis Avenue, Farm Walk, Litchfield Way, Orchard Road, The Crossways, Vicarage Gate, West Meads, Wilderness Road (entirety including The Square) and parking restrictions as appropriate in Manor Way, Abbots Close, High View Road, Powell Close and Windsor Close as agreed by the Parking Strategy and Implementation Team Manager in consultation with the Chairman, Vice Chairman and local divisional and ward members and should any representations be received that they be reported to a future meeting of the Committee for consideration, if no representations are received the TRO will be made.
- (ii) proposals to resolve the issues listed in Annexe 6 of the committee report within the town centre controlled parking zone are formally advertised and should any representations be received they be reported to a future meeting of the Committee for consideration, if no representations are received the TRO will be made.
- (iii) the proposals shown in Annexe 7 of the committee report in respect to the area around Farnham Road hospital are formally advertised at an appropriate time during the redevelopment of the site, and should any representations be received they be reported to a future meeting of the Committee for consideration, if no representations are received the TRO will be made.
- (iv) the proposals shown in Annexe 8 of the committee report in respect to the area around the level crossing adjacent to Chilworth railway station are formally advertised and should any representations be received they be reported to a future meeting of the Committee for consideration, if no representations are received the TRO will be made.

Reason for decisions

To increase the availability of space and its prioritisation for permit-holders, and to assist with safety, access and traffic movements in the area and make local improvements.

**26/13 ON-STREET PARKING CHARGES IN GUILDFORD [Item 9]**

The Guildford Borough Council Parking Services Manager spoke to the report. It was explained that the purpose of the report was to obtain approval from the committee to increase the charge for on-street parking in Guildford town centre by 10p per half hour. It was explained there this was the first review of charges and first proposed increase since 2008. Those parking on-street in the town centre would be encouraged to use the car parks and also

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the Park and Ride services by advertising of those services on the on-street parking tickets and meters.

### **Public participation (Chairman's power of discretion)**

Under committee Standing Order 69.1 the Chairman may invite members of the public to address the committee during the formal agenda. There were no public questions for this item.

### **Formal members debate**

The members agreed to support the recommendations made within the report whilst noting that, on balance, the increase would act as an incentive to use off-street or out of town parking where possible and to reduce congestion in the town centre. It was further noted that the income from on-street parking was directed to projects improving transportation within the borough including supporting the Park and Ride services.

### **The Local Committee (Guildford) agreed:**

- (i) the proposed on-street pay and display charging structure shown in Annexe 1 of the committee report is advertised by notice and introduced

### Reason for decision

To encourage parking patterns that reduce congestion and ensure space is available for short stay visitors.

## **27/13 SURREY FIRE AND RESCUE SERVICE ANNUAL REPORT [Item 13]**

At the Chairman's request this item was brought forward on the agenda to enable the officers to leave the meeting and return to duty.

The Group Manager (Operational Assurance and Community Impact) spoke to the report. The Station Manager (Operational Assurance) was in attendance. It was explained that the purpose of the report was to update the members on operational matters and community and partnership work.

### **Public participation (Chairman's power of discretion)**

Under committee Standing Order 69.1 the Chairman may invite members of the public to address the committee during the formal agenda. There were no public questions for this item.

### **Formal members debate**

The members complimented officers on the positive partnership work with the Adult Social Care teams and for their support of vulnerable adults. The work developing and supporting volunteers was also noted. Officers would provide the members with additional details and a contact for the volunteer development work outside of the meeting.

### **The Local Committee (Guildford) noted:**

- (i) the borough/station plan and the delivery targets and achievements set within it for 2012/13

**28/13 LOCAL SUSTAINABLE TRANSPORT FUND UPDATE [Item 10]**

The Transport Projects Team Manager spoke to the report. It was explained that the purpose of the report was to update the members on the progress for the Local Sustainable Transport Fund programme for 2013-14 and to share the feedback report to the Department for Transport (DfT).

**Public participation (Chairman's power of discretion)**

Under committee Standing Order 69.1 the Chairman may invite members of the public to address the committee during the formal agenda. There were no public questions for this item.

**Formal members debate**

The members noted the update and the DfT report. In addition the members made a number of requests to officers including keeping the local councillors regularly up to date on projects within their divisions, seeking to provide more bicycle parking in the town centre, establishing if there were a need for more coach parking closer to the facilities of the town centre and briefing on future plans for additional Park and Ride schemes. The Area Highways Manager was asked to report back to members on the height of the speed bumps in Grange Road and it's suitability for cycling.

**The Local Committee (Guildford) noted:**

- (i) The LSTF Annual Progress Report for 2012/13 as set out in Annex A of the committee report
- (ii) Progress to date with Onslow Park & Ride and the wider Travel SMART programme

**29/13 GUILDFORD PARK & RIDE UPDATE [Item 11]**

The Transport Projects Team Manager spoke to the report. It was explained that the purpose of the report was to notify members of the new contractual arrangements for the Park and Ride service which was now to be delivered by Stagecoach and to agree the charges for the new online smart card service and charges for the new service which would operate from Onslow.

**Public participation (Chairman's power of discretion)**

Under committee Standing Order 69.1 the Chairman may invite members of the public to address the committee during the formal agenda. There were no public questions for this item.

**Formal members debate**

The members agreed that the four-weekly season ticket should be the same price whichever service is being used. There would be an interchangeable 'smartcard' ticket available online allowing greater flexibility for the user and making the service more attractive. The four-weekly ticket would cost £30 if purchased on the bus and £28 if purchased online. In addition, there would be

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an introductory fare of £1.50 adult return and £6 per week (Mon-Sat) for the new Onslow service.

The meeting heard that Guildford Borough Council was committed to a new Park and Ride service operating from north Guildford in the future.

The members heard that the County Council is working with the Highways Agency in order to improve signage for the Park and Ride services on the A3 to seek to prevent traffic entering the town unnecessarily and reduce congestion.

### **The Local Committee (Guildford):**

- (i) Noted the award of the contracts for the operation of Park & Ride Services 100, 200, 300 and 400 to Stagecoach (South) Ltd
  
- (ii) Agreed the revised four weekly season ticket charge
  
- (iii) Agreed the fares for the Onslow Park & Ride service 400

### Reason for decisions

The award of the Park & Ride bus service contracts to Stagecoach (South) Ltd on the basis of their alternative package bid was the most cost-effective option for Guildford Borough Council and Surrey County Council. The proposed fares amendments to the season ticket will enhance the flexibility for regular users, while the introductory fares for Onslow will assist with encouraging demand for this site.

## **30/13 HIGHWAYS UPDATE [Item 12]**

The South West Area Highways Manager spoke to the report. It was explained that the purpose of the report was to update members on the progress of the local schemes. An additional update report from the Project Horizon team was tabled at the meeting.  
A copy of the tabled report can be found at **Annexe 2** of these minutes.

### **Public participation (Chairman's power of discretion)**

Under committee Standing Order 69.1 the Chairman may invite members of the public to address the committee during the formal agenda. There were no public questions for this item.

### **Formal members debate**

The Area Highways Manager gave a brief verbal update on the progress on the local schemes and reminded members that the budget would be revisited at the December formal meeting with proposals for 2014-15 expenditure.

Members with questions concerning Project Horizon would take those back to the Highways team on an individual basis.



**The Local Committee (Guildford):**

- (i) Noted progress.
- (ii) Agreed that an the allocation for the Lengsthman scheme be increased from £15,000 to £25,000.
- (iii) Agreed to extend the 30mph speed limit in Send Barns Lane from its existing location, near the entrance to the medical centre, to a point near the junction with Kevan Drive, a distance of approximately 240m.
- (iv) Agreed that a 30mph speed limit is introduced in Gole Road (currently 40mph) from the junction with the A243 Dawney Hill to a point approximately 1/2km to the west.

Reason for decisions

Additional funding to the Lengsthman initiative is made in view of the ongoing interest expressed by several parish councils in addition to those who have already made bids.

To assist motorists travelling in a northerly direction in Send Barns Lane towards the medical centre who do not have adequate distance visibility to see the terminal signs as there is a bend.

To reduce the speed limit in Gole Road a s a part of the design of the Village Safety Scheme.

**31/13 FORWARD PROGRAMME [Item 14]**

The Local Committee noted the Forward Programme.

Meeting ended at: 9.15 pm

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**Chairman**

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