

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

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**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]**

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**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

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**Chairman**