

Minutes of a Meeting of the External Partnerships Select Committee held at Surrey Heath House, Camberley on 14 November 2013

+ Cllr Josephine Hawkins - Chairman
- Cllr Paul Deach – Vice-Chairman

+ Cllr Glyn Carpenter
+ Cllr Ian Cullen
+ Cllr Tim Dodds
+ Cllr David Hamilton
+ Cllr Lexie Kemp
+ Cllr Adrian Page
+ Cllr Chris Pitt

- Cllr Ken Pedder
+ Cllr Ian Sams
+ Cllr Pat Tedder
+ Cllr Alan Whittart
+ Cllr John Winterton
vacancy

+ Present
- Apologies for absence presented

In attendance: Councillors David Allen, Joanne Potter and Valerie White.

12/EP Minutes

The minutes of the meeting of the Committee held on 17 September 2013 were confirmed and signed by the Chairman.

13/EP Chairman's Announcements

The Chairman welcomed Andrew Milne, Area Team Manager (North West) for Surrey Highways team at Surrey County Council.

PART I
(public)

14/EP Presentation from the Highways Authority, Surrey County Council

The Committee received an overview of the work and remit of Surrey County Council's Highways Team from Andrew Milne, Area Team Manager (North West) for Surrey Highways. Members were informed that the Assistant Director for Highways, Jason Russell, was supported by 4 Group Managers who were each responsible for different parts of the Highways Service:

- **Local Highways Services.** This Group included the Local Area Teams, Parking, Local Area Committee & Member Support, and facilitating the Localism Agenda. It also covered the Customer Service department, responding to all public enquiries.
- **Asset Planning.** This Group was responsible for the Asset Management Strategy, assessing the condition of the Highways network and formulating the long term programme for managing the condition of the network. This Group also included a team dealing with Flood Water Management Co-ordination and the Highways Information Team.
- **Operations.** The Operations Group was responsible for the street works team, which managed and co-ordinated any works carried out

on Surrey Highways, the Highways Safety Inspectors and the Traffic Signals teams. The Group's remit included the cyclic drainage programme - the gully cleansing programme - and the cyclic vegetation works, which involved the maintenance of hedges and shrubbery and managing trees. It was also responsible for winter maintenance operations.

- **Projects and Contracts.** This Group encompassed the design team, the structures team and street lighting. The Projects and Contracts Group also managed the delivery of the capital maintenance programme and was responsible for managing the contract and assessing the performance of contractors. It was also responsible for Project Horizon, the County Council's major capital investment programme for resurfacing the county over a 5 year forward programme of works.

The Committee was informed that the County was divided into 4 areas, with residents and Local Committees supported by Area Teams. The North West Surrey Area, which incorporated the boroughs of Surrey Heath, Woking and Runnymede, encompassed 960km of roads and a population of 263,000. The Committee noted the structure of the North West Surrey team which included traffic engineers, a maintenance engineer responsible for dealing with issues such as drainage problems, and a team of community highways officers whose primary role was to meet with local interested parties, consider the issues and where possible identify solutions.

Members were advised that the service operated with central and local teams. The central teams were primarily responsible for delivering the asset management programme of works as driven by technical need with the fundamental duty to maintain the highways to be safe for public use and to manage the highways as a public asset. The local teams were, in contrast, directly customer facing teams whose primary role was to respond to local needs and priorities. The local teams carried out limited improvements works and were the primary route by which minor infrastructure improvements were delivered, for example a demand for a pedestrian crossing at a new location or a change to a speed limit.

The Local Area Committees (LACs) received devolved budgets from the Highways Service which enabled them to provide a reactive service and use resources to respond to local issues. The LAC received quarterly updates on the progress on the delivery of schemes it had agreed and received periodic budget monitoring reports. Members were advised of examples of projects delivered through the LAC, such as small scale restructuring works for a section of roads, minor cycle improvements and improvements for pedestrians. It was noted that the LAC would make a decision at its meeting in December 2013 on whether to proceed with the proposals for works between the Toshiba and Frimley Park Hospital roundabouts in Frimley.

The Committee was informed that as part of the Localism agenda the County Council had introduced a bidding mechanism, to enable for parishes and residents' associations to bid to undertake a piece of work which would otherwise have been undertaken by the County Council's contractors. It was advised that bids had been received from Chobham Parish Council and Windlesham Parish Council.

Members were updated on winter preparations. It was reported that the County Council had approximately 16,000 tonnes of salt in stock and the 1,700 grit bins across the network were now filled. 28 tonnes of salt had been provided to SHBC and Mr Milne recognised the value of the work carried out locally by the Borough Council to keep footways and centralised pedestrian areas clear.

Members asked questions in relation to the frequency of gully clearances, the maintenance of highway verges, the sponsorship of roundabouts, the department's budget, and roads within their wards.

RESOLVED, to note the report and thank Mr Milne for his presentation.

15/EP Committee Work Programme

The Committee considered a report on the work programme for the 2013/14 municipal year.

RESOLVED, that the Work Programme for 2013/14, as attached at Annex A to these minutes, be agreed.

16/EP Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraph</u>
17/EP	3
18/EP	3

The following is a summary of a matter considered in Part II of the agenda, the minute of which it is considered should remain confidential at the present time

17/EP Update on organisations in receipt of Revenue Grant

The Committee received a report on the mid-year performance monitoring position of each of the organisations in receipt of a Revenue Grant. Members were reminded that, in awarding Revenue Grants to voluntary organisations for the 2013/14 financial year, the Executive had resolved that Service Level Agreements (SLAs) should be established with each of the funded organisations, setting targets and conditions for their grant awards.

The Committee received a tabled report detailing additional financial information for each of the organisations and progress made in relation to the SLAs with the Council.

RESOLVED

(i) in relation to the Camberley Citizens Advice Bureau

- (a) to acknowledge the good work done by the CAB, particularly since the changes to the benefits system at the start of 2013, and
 - (b) to advise the Executive to consider awarding additional revenue funding to the CAB to allow it to continue to support its services;
- (ii) in relation to Voluntary Support North Surrey, to advise the Executive that
- (a) in order to ensure the best value for residents and the best use of Surrey Heath House, a market rent should be applied to all occupants of the building, subject to the application of the Council's Community Rent Discount Framework;
 - (b) where functions are undertaken on behalf the Council by VSNS, this 'in kind' payment may be off set against the rent;
- (iii) in relation to Surrey Heath Age Concern
- (a) to note concerns that, having grant funded the tea rooms for 2013/14, it is projected to make a loss, which is contrary to the terms of the Service Level Agreement signed by both parties, and Charities Commission guidance on running charitable organisations;
 - (b) to ask Officers to discuss, as a matter of urgency, with SHAC representatives its projected loss and its general financial position with the aim that unless SHAC can demonstrate a viable plan to reverse the position, the Council may not fund it in 2014/15;
 - (c) that officers provide a progress report on discussions with Age Concern Surrey Heath at the meeting in January 2014;
- (iv) in relation to Butts and Tringhams Centres
- (a) to ask Officers to assist the Butts and Tringhams Centres to complete a full merger of the two organisations by the end of 2014; and
 - (b) to advise the Executive to consider a joint application from Butts and Tringhams Centres for a grant in 2015/16, which takes into account the support provided by the Council for providing community transport solutions.

Note: In accordance with the Members' Code of Conduct Cllr Chris Pitt declared a non-pecuniary interest as he was a Trustee and Board Member for Surrey Age UK and did not participate in the discussions relating to Age Concern Surrey Heath.

18/EP Review of Exempt Items

The Committee reviewed the minutes and decision which had been considered at the meeting following the exclusion of members of the

press and public, as they involved the likely disclosure of exempt information.

RESOLVED, that

- i) the report contained in the agenda be made public;**
- ii) the decision be made public but the detailed minute remain exempt; and**
- iii) the supporting information circulated at the meeting remain exempt.**

CHAIRMAN

External Partnerships Select Committee Work Programme – 2013/14

Date		Topic	Presenter/ Author
14 January 2014	1.	Community Safety Update	Inspector Goodwin
	2.	Trading Standards	TBC
	3.	Neighbourhood Watch	John Eldridge
4 March 2014	1.	Health and Wellbeing Board	Dr Andy Brooks/ Nicola Airey
	2.	Enterprise M3 LEP	Geoff French
	3.	Collectively Camberley BID	Zoe Griffiths