Despatch Date: Wednesday 19 September 2018

Agenda for a Meeting of: Overview and Scrutiny Committee

Date and Time of Meeting: Thursday, 27 September 2018 at 7.00 pm

Place of Meeting Council Chamber, Civic Centre, Esher

Committee and Member Services Officer: M. Clarke
Direct Line: 01372 474178 E-mail: mclarke@elmbridge.gov.uk

Members of Committee:

N. Haig-Brown (Chairman)
Rachael I. Lake (Vice-Chairman)

D.J. Archer
M. Axton
S. Bax
M.J. Bennison
Tricia W. Bland
Mrs. C.J. Cross
M.J. Freeman

N. Houston
Mrs. V. Macleod
Mrs. C. Richardson
M. Rollings
C.R. Sadler
Mrs. C. Sood
Mrs. J.R. Turner

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Access to Historical Information Relating to Reports

Please note that the items within this Agenda will usually have an historical context and therefore may have been considered previously by the Council, Cabinet or its Committees. Whilst reports appearing on this Agenda will include a background summary, Members may wish to appraise themselves of the more detailed historical context and to do this may wish to view previous reports / minutes on the matter which are available via the Council’s website: www.elmbridge.gov.uk or intranet, either by searching on the relevant topic or by committee reports. Copies of particular reports can be provided on request from the Committee and Member Services contact shown on the front of the Agenda.

Part I Items

Page Nos.

1. Declarations of Interest

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

(i) any disclosable pecuniary interests and / or
(ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at this meeting.

2. Minutes of the Meetings held on 16 May and 14 June 2018 (for signing)

[Please note: the Minutes are as published online and circulated in the 18 July 2018 Council Agenda.]

3. Recommendations from the Countryside Consultative Group meeting held on 12 July 2018

(Pages 5 - 40)

4. Scrutiny of Cabinet Members - Portfolio Holder for Leisure & Culture, Councillor M.F. Howard

(Pages 41 - 42)

5. Cabinet Decision Making

(Pages 43 - 50)

6. Overview and Scrutiny Work Programme 2018/19

(Pages 51 - 58)
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Executive Summary:
To consider a number of recommendations from the Countryside Consultative Group.

**Recommended:** that the recommendations from the Countryside Consultative Group, be considered.

**Report:**

1. A meeting of the Countryside Consultative Group was held on 12 July 2018. The Committee is asked to consider the recommendations from the Countryside Consultative Group.

2. The relevant Minute extracts from the Countryside Consultative Group meeting together with copies of the reports submitted to the Countryside Consultative Group are attached at Appendices A to J.

**Financial implications:**
As outlined in the agenda for the Countryside Consultative Group.

**Environmental/Sustainability Implications:**
As outlined in the agenda for the Countryside Consultative Group.

**Legal implications:**
As outlined in the agenda for the Countryside Consultative Group.

**Equality Implications:**
As outlined in the agenda for the Countryside Consultative Group.

**Risk Implications:**
As outlined in the agenda for the Countryside Consultative Group.

**Community Safety Implications:**
As outlined in the agenda for the Countryside Consultative Group.

**Principal Consultees:**
As outlined in the agenda for the Countryside Consultative Group.
**Background papers:**
None for this report

**Enclosures/Appendices:**
Appendix A – Minute extract from the Countryside Consultative Group Meeting held on 12 July 2018 in respect of Claygate Common Access
Appendix B – Copy of the Report submitted to the Countryside Consultative Group in respect of Claygate Common Access
Appendix C – Minute extract from the Countryside Consultative Group Meeting held on 12 July 2018 in respect of Access Request Couchmore House, Littleworth Common
Appendix D – Copy of the Report submitted to the Countryside Consultative Group in respect of Access Request Couchmore House, Littleworth Common
Appendix E - Minute extract from the Countryside Consultative Group Meeting held on 12 July 2018 in respect of Lower Mole Countryside Management Project
Appendix F - Copy of the Report submitted to the Countryside Consultative Group in respect of Lower Mole Countryside Management Project
Appendix G - Minute extract from the Countryside Consultative Group Meeting held on 12 July 2018 in respect of Tilt Road Parking
Appendix H - Copy of the Report submitted to the Countryside Consultative Group in respect of Tilt Road Parking
Appendix I - Minute extract from the Countryside Consultative Group Meeting held on 12 July 2018 in respect of Glaxosmithkline Access Weybridge Heath
Appendix J - Copy of the Report submitted to the Countryside Consultative Group in respect of Glaxosmithkline Access Weybridge Heath

**Contact details:**
Ian Burrows, Head of Leisure and Cultural Services - 01372 474572
iburrows@elmbridge.gov.uk
Minute extract from the Countryside Consultative Group meeting held on  
12 July 2018

Recommendation to Overview and Scrutiny Committee on 27 September 2018

4. Claygate Common Access

The Countryside Officer advised the group that following a change of ownership of plots on 40 Acre Field adjacent to Common Lane a request has been received to move the access way further down Common Lane, so that it is not an obvious access way therefore allowing the owners of 40 Acre Field to control the access to it. The current access point is adjacent to the car park on Common Lane which members will be aware was closed to due to anti-social behaviour. Costs to move the access way would be met by the resident making the request. Ward Councillors views have been sought and no objections have been raised.

Mary Marshall supported in principle of the project but raised concern about increased maintenance and cost of upkeep of the lane, which is maintained by Elmbridge Borough Council. The track and its cost to the council would be kept under review by the Countryside Team.

Recommended: Members were in agreement that the track accessway could be moved subject to the resident bearing all the costs.
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EXECUTIVE SUMMARY:

To advise the Countryside Consultative Group of a request to move the access point across Claygate Common to 40 Acre Field.

RECOMMENDATION THAT:

THE COUNTRYSIDE CONSULTATIVE GROUP VIEWS BE SOUGHT REGARDING THE REQUEST TO MOVE THE ACCESS POINT TO 40 ACRE FIELD FROM COMMON LANE CLAYGATE COMMON.

REPORT:

1. Following the change of ownership of plots of land on 40 Acre Field adjacent to Common Lane Officer has received a request to move the access way further down Common Lane.

2. The current access point is adjacent to the car park on Common Lane, which members will be aware was closed due to anti-social behaviour.

3. The request is to move the accessway further down Common Lane so that it is not an obvious accessway therefore allowing the owners of 40 Acre Field to control the access to it.

4. Appendix A shows the location of current access point and requested new location.

5. Costs to move the accessway would be met by the resident making the request.

6. Ward councillors views have been sought and no objections have been raised.
**Financial implications:**
None, costs will be met by the owner.

**Environmental implications:**
None

**Legal implications:**
None

**Equality Implications:**
None

**Risk Implications:**
None

**Community Safety Implications:**
None

**Principal Consultees:**

**Background papers:**
None

**Enclosures/Appendices:**
Appendix A shows the location of current access point and requested new location.

**Contact details:**
Hamish White, Countryside Officer, telephone 01372 474579 / hwhite@elmbridge.gov.uk
Minute extract from the Countryside Consultative Group meeting held on
12 July 2018

Recommendation to Overview and Scrutiny Committee on 27 September 2018

5. Access Request Couchmore House, Littleworth Common

The Countryside Officer advised the group of a request for permission to construct a new accessway across Littleworth Common to Couchmore House, which would allow the construction of two additional dwellings in the grounds of Couchmore House.

The accessway will include a new track and bridge across the River Rythe which would be subject of specifications agreed with Elmbridge Borough Council. If the Council offered an easement then an appropriate assessment would need to be undertaken regarding the value of the strip of land, which would form the basis of negotiations by AMPS with the owners, subject to the requisite consents, statutory and otherwise. Ward Councillors have expressed concern that there is already acceptable access and the proposal would lead to loss of an area of Littleworth Common.

The Chairman as a ward councillor expressed concern over the intensification over a very highly used part of common which should be refused. Also the Rythe has not flooded for several years and an additional crossover would create a pinch point which could increase the risk. Cllr Archer was in agreement.

Recommended: Members felt that this was not appropriate for this area and as such did not give support to an additional crossover.
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Committee: Countryside Consultative Group

Date of meeting: 12 July 2018

Subject: Access Request Couchmore House, Littleworth Common
Lead Officer: Countryside Officer
Portfolio Holder: Leisure & Culture – Councillor Malcom Howard
Link to Council Priorities: LCS3,
Exempt information: None
Delegated status: For Recommendation
Key decision: No

EXECUTIVE SUMMARY:

To advise the Countryside Consultative Group of the request for a new access track to Couchmore House, Littleworth Common.

RECOMMENDATION THAT:
THE COUNTRYSIDE CONSULTATIVE GROUP VIEWS BE SOUGHT REGARDING THE REQUEST FOR A NEW ACCESS ACROSS LITTLEWORTH COMMON.

REPORT:

1 Officers have received a request for permission to construct a new accessway across Littleworth Common to Couchmore House. Appendix A shows plan indicating new accessway.

2 Accessway will include a new track and bridge across the River Rythe which would be subject of specifications agreed with Elmbridge Borough Council. Appendix B shows location of Couchmore House.

3 The accessway request is to allow the construction of two additional dwellings in the grounds of Couchmore House.

4 If Elmbridge Borough Council was minded to offer an easement an appropriate assessment would need to be undertaken regarding the value of the strip of land, which would form the basis of negotiations by AMPS with the owners, subject to the requisite consents, statutory and otherwise.

5 Ward councillors have expressed concern that there is an acceptable access and the proposal would lead to loss of an area of Littleworth Common.
**Financial implications:**
Potential capital receipts for which best value should be sought.

**Environmental implications:**
None

**Legal implications:**
A Deed of Grant of Easement subsists in perpetuity and avoid any potential claims for prescriptive rights.

**Equality Implications:**
None

**Risk Implications:**
Entering into a Deed of Grant of Easement presents a low risk and the covenants therein will ensure protection against damage and potential future intensification. A Deed of Easement will also provide a specification and maximum width for an accessway, together with a maximum vehicular weight.

**Community Safety Implications:**
None

**Principal Consultees:**

**Background papers:**
None

**Enclosures/Appendices:**
Appendix A shows plan indicating new accessway
Appendix B shows location of Couchmore House

**Contact details:**
Hamish White, Countryside Officer, telephone 01372 474579 / hwhite@elmbridge.gov.uk
6. **Lower Mole Countryside Management Project**

The Countryside Officer explained to the group of the annual review of the Service Level Agreement with the Lower Mole Countryside Management Project which is a countryside partnership with other Surrey Districts and the County Council. The current annual grant payable by Elmbridge is £20,000 plus VAT.

The LMCMP has built up a large and enthusiastic volunteer group which carries out a wide range of tasks to implement improvements to the local countryside, 4 days a week, including weekends, throughout the year. Volunteers, supervised by the Project, carry out practical work. In addition to the practical work the Project gives advice on countryside management issues to private and public landowners.

Following the reorganisation of the Lower Mole Countryside Management Project, together with the Heathland Project and the Downlands Project, into the Countryside Partnership it was agreed that the individual partners would produce a service level agreement to focus work within their respective areas. This now covers the whole of Elmbridge’s borough.

The service level agreement was originally considered by the Countryside Consultative Group on 25 February 2014 and resolved by Cabinet on 18 June 2014 with an annual review. The next review will be in June 2019. The service level agreement confirms funding from Elmbridge Borough Council for the forthcoming year with an indication that funding will continue over a 3-year period through to 2020/21.

Helen Cocker from the LMP highlighted to the group about a number of local pieces of work including the Rifle Range and recently West End, Cowey Sale and Hersham Riverside. The LMP have 9408 hours across the partnerships. The Chair who is a representative on the LMP highlighted the excellent work of the partnership and the significant saving to the council through the works completed by the LMP.

The group extended their thanks for the excellent work of the LMP and their volunteers. LMP is hosted by Surrey CC and funded by Elmbridge, Mole Valley, Epsom and Ewell and City of London councils.

**Recommended: that**

a) that the council provide an indication that funding will continue over 3 year period; and

b) that consideration be given that the current grant is increased annually by inflation.
Committee: Countryside Consultative Group

Date of meeting: 12 July 2018

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Lower Mole Countryside Management Project</th>
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<tr>
<td>Lead Officer:</td>
<td>Countryside Officer</td>
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<tr>
<td>Portfolio Holder:</td>
<td>Leisure &amp; Culture – Councillor Malcolm Howard</td>
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<td>Link to Council Priorities:</td>
<td>LCS3</td>
</tr>
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<td>Exempt information:</td>
<td>None</td>
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<td>Delegated status:</td>
<td>For Recommendation</td>
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<td>Key decision:</td>
<td>No</td>
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EXECUTIVE SUMMARY:

To advise the Countryside Consultative Group of the annual review of the Service Level Agreement with the Lower Mole Countryside Management Project part of the Countryside Partnerships.

RECOMMENDATION THAT:

THE SERVICE LEVEL AGREEMENT FOR 2019/20 BE APPROVED.

REPORT:

1. The Lower Mole Countryside Management Project (LMCMP) is a countryside partnership with other Surrey Districts and the County Council. The current annual grant payable by Elmbridge is £20,000 plus VAT.

2. The LMCMP has built up a large and enthusiastic volunteer group which carries out a wide range of tasks to implement improvements to the local countryside, 4 days a week, including weekends, throughout the year.

3. The LMCMP has a broad spread of skills for tackling specialist countryside management work including landscape enhancements, woodland management and pond restoration as well as access initiatives such as the Thames Down Link footpath.

4. Volunteers, supervised by the Project, carry out practical work. In addition to the practical work the Project gives advice on countryside management issues to private and public landowners.

5. Following the reorganisation of the Lower Mole Countryside Management Project, together with the Heathland Project and the Downlands Project, into the Countryside Partnership it was agreed that the individual partners would produce a service level agreement to focus work within their respective areas. This now covers the whole of Elmbridge’s borough.
The service level agreement is a three year agreement which provides a framework for a partnership between Elmbridge Borough Council and Lower Mole Countryside Management Project in terms of environmental conservation, public access, community involvement, strategy & planning and sustainability.

The service level agreement was originally considered by the Countryside Consultative Group on 25 February 2014 and resolved by Cabinet on 18 June 2014 with an annual review. The next review will be in June 2019.

The service level agreement confirms funding from Elmbridge Borough Council for the forthcoming year with an indication that funding will continue over a 3 year period through to 2020/21. The service level agreement is attached at Appendix `A`.

**Financial implications:**
None at this time.

**Environmental implications:**
None

**Legal implications:**
None

**Equality Implications:**
None

**Risk Implications:**
None

**Community Safety Implications:**
None

**Principal Consultees:**
Countryside Consultative Group,

**Background papers:**
None

**Enclosures/Appendices:**
Appendix `A` service level agreement

**Contact details:**
Hamish White, Countryside Officer, telephone 01372 474579 / hwhite@elmbridge.gov.uk
ELMBRIDGE BOROUGH COUNCIL
Service Level Agreement – Lower Mole Countryside Management Service

Purpose
Elmbridge Borough Council will work in partnership with and provide a financial contribution to the Lower Mole Countryside Management Service enabling it to provide a volunteer based service as set out in this Service Level Agreement.

Service to be provided
The Lower Mole CMS is to provide a high quality and efficient volunteer based service for local communities and public and private landowners across its project area. By doing so it will help Elmbridge Borough Council delivers its priorities in providing a unique green and attractive Elmbridge by applying the following aims:

1. Environmental conservation
   Conserve landscapes, the natural environment and character of the project area so that access to green space, nature and the wider the countryside is improved by:
   a) Working to conserve and enhance habitats and biodiversity
   b) Conserving the local distinctiveness of the countryside
   c) Working with landowners and the Council to promote best practice and sympathetic land management
   d) Working to improve public understanding of countryside issues: biodiversity, heritage, land management, landscape and sustainability

2. Public access
   Ensure that public access to and between green spaces and wider countryside for walkers, horse riders and cyclists is improved by:
   a) Consulting on potential projects at an early stage and following up on ideas expressed in a variety of ways.
   b) Working with landowners and managers to improve public access to the countryside.
   c) Providing and promote opportunities for access to the local countryside and green spaces, via the rights of way network and permissive routes.
   d) Developing, promote and maintain a range of recreation routes.
   e) Producing site information and other literature to promote the countryside and the work of the CMS.

3. Community involvement
   Engaging with local communities so that they become more actively involved in their green spaces and the wider countryside by:
   a) Encouraging local people to become involved in the CMS primarily by engaging directly in practical work on sites in need of enhancement or management.
   b) Increasing understanding and awareness of the countryside through guided walks, talks and events, and by developing interpretation materials.
   c) Enabling local groups to become self-sufficient in carrying out countryside improvements in their local area.
   d) Developing connections with the local business community.
   e) Providing opportunities for community involvement and healthy living through a programme of active volunteering, events and walks.
ELMBRIDGE BOROUGH COUNCIL
Service Level Agreement – Lower Mole Countryside Management Service

f) Developing opportunities for those experiencing social exclusion e.g. through physical or mental health conditions, or those with learning difficulties.
g) Maintaining an active dialogue with local people.
h) Providing training opportunities associated with countryside knowledge and skills.

4. Strategy & planning
Produce a Business Plan with objectives, targets and outcomes to deliver this SLA and provide value for money for partners by:
a) Planning and prioritising work with partners using strategic documents such as Biodiversity Action Plans, site management plans and Community Plans
b) Inputting into the relevant groups of Local Strategic Partnerships
c) Be involved with the development of the Green Arc strategy and ‘Green Infrastructure’ planning
d) Strengthening links with residents associations, parish councils and assist with Parish Plans, Neighbourhood Plans and other forms of community planning as requested.

5. Sustainability
Follow good working practice for countryside management in the urban fringe that seeks to protect the local environment, encourage social inclusion and maintain economic viability by:
a) Providing opportunities for training for staff and volunteers in traditional skills and techniques.
b) Demonstrating sustainable practice through its work and activities.
c) Promoting the use of products arising from conservation work.
d) Producing a Business Plan to translate this agreement into the details of the service and deliver real improvements to urban fringe and other countryside both within the Borough and on land adjacent to the Borough boundary enjoyed and valued by people living within Elmbridge Borough.
e) Encouraging an emphasis in community engagement and volunteering so that people have a direct stake in their local environment.

Other terms and conditions
All work is to be carried out in a safe, secure and efficient manner, with significant hazards being identified, risks assessed and reasonable measures taken to put in place safe systems of work for employees, volunteers and contractors.

The Manager will develop an annual work programme with a representative from Elmbridge Borough Council, to be agreed by Officer/Member Steering Group by March each year.

The Manager will review progress on the annual work programme with a representative from Elmbridge BC and report annually to the Steering Group about achievement of the objectives, delivery of targets and outcomes of work.

Financial arrangements
Elmbridge Borough Council will make a contribution of £20,000 in 2018/19 to the Lower Mole Countryside Management Service and further contributions of £20,000 in financial years 2019/20 and 2020/21.
ELMBRIDGE BOROUGH COUNCIL
Service Level Agreement – Lower Mole Countryside Management Service

The payment will be made in accordance with Elmbridge Borough Council’s financial rules through issuing a purchase order and receiving an invoice from the Lower Mole CMS. This payment is subject to compliance with the terms of this Service Level Agreement and to confirmation following the setting of the Council’s annual budget.

This funding will support the core cost of running the Service i.e. employee salaries, vehicle running costs, accommodation and office administration costs.

Additional charges will be made for each practical task carried out on the Council’s land to cover the volunteer charge and cost of materials, equipment, tools, PPE and machinery hire at the schedule of rates shown in Appendix 3. Any additional charges will be agreed prior to the commencement of a task and will be commissioned through a purchase order issued.

This agreement will be reviewed in June 2019, ten months prior to the end of term in order to allow time to draw up a further three-year agreement and for both the Service and the Council to consider whether they wish to renew it and on what terms.

If either party wish to withdraw from this agreement they must give one year’s notice in writing.

Signed on behalf of Elmbridge Borough Council:

Signed on behalf of Lower Mole Countryside Management Service:

Dated:
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7. **Tilt Road Parking**

The Countryside Officer advised the group of a request from one of the residents of Korea Cottages, Tilt Road for permission to have a H-Bar painted on Tilt Road outside their property. The request is with regards to the controlled parking zone on Tilt road which is situated in front of 10 Korea Cottages which causes disruption when people park blocking the driveway to the property.

The resident feels that by painting an H-Bar in this location it will stop parking and reduce the disruption suffered. Costs for the works would be met by the residents. Tilt Road is managed by Elmbridge Borough Council and if the H-Bar was agreed Parking Services would carry out the enforcement. Ward Councillor’s views have been sought and no objections have been raised although it was felt that any works should be appropriate to the needs of the conservation area.

Since the report was published objections have been received from Ward Councillors as not being appropriate for a conservation area. Members were updated that there are only 2 properties around Tilt Road with a similar driveway so would be introducing a wider president.

**Recommended:** Members did not support the request.
Committee: Countryside Consultative Group

Date of meeting: 12 July 2018

Subject: Tilt Road Parking

Lead Officer: Countryside Officer

Portfolio Holder: Leisure & Culture – Councillor Malcom Howard

Link to Council Priorities: LCS3

Exempt information: None

Delegated status: For Recommendation

Key decision: No

EXECUTIVE SUMMARY:

To advise the Countryside Consultative Group of a request for permission to paint a No Parking H-bar outside on Tilt Road.

RECOMMENDATION THAT:
THE COUNTRYSIDE CONSULTATIVE GROUP VIEWS BE SOUGHT REGARDING THE REQUEST TO PAINT A H-BAR OUTSIDE KOREA COTTAGES TILT ROAD

REPORT:

1. Officers have received a request from one of the residents of Korea Cottages, Tilt Road for permission to have a H-Bar painted on Tilt Road outside their property.

2. The request is with regard to the controlled parking zone on Tilt Road which is situated in front of 10 Korea Cottages which causes disruption when people park blocking the driveway to the property.

3. The resident feels that by painting an H-Bar in this location it will stop people parking and reduce the disruption suffered. Costs for the works would be met by the residents.

4. This area is part of Tilt Common and is managed by Elmbridge Borough Council. If an H-bar was agreed Parking Services would carry out enforcement on request of the resident of 10 Korea Cottages.

5. Appendix A shows the letter of request form the resident of 10 Korea Cottages, Tilt Road.
   Appendix B show location of requested works.

6. Ward councillors views have been sought and no objections have been raised although hit was felt any works should be appropriate to the needs of a Conservation Area.
Financial implications:
None resident would be required to fund the requested works.

Environmental implications:
None

Legal implications:
None

Equality Implications:
None

Risk Implications:
None

Community Safety Implications:
None

Principal Consultees:

Background papers:
None

Enclosures/Appendices:
Appendix A shows the letter of request form the resident of 10 Korea Cottages, Tilt Road.
Appendix B show location of requested works.

Contact details:
Hamish White, Countryside Officer, telephone 01372 474579 / hwhite@elmbridge.gov.uk
Mr. D. Page  
Countryside Estates Officer, Leisure & Cultural Services  
Elbridge Borough Council  
Civic Centre, High Street  
Esher, Surrey KT10 9SD  
24th April 2018

Dear Mr. Page

We live in Korea Cottages in the section of Tilt Road that Beadles come to repair from time to time. I realise parking is not your remit, but please read to the end and you will see why I am writing to you.

Running directly across our driveway, there are broken white lines to mark the Controlled Parking Zone. As you will see from the attached photos, we have frequent problems exiting our driveway because there is no H-Bar to show people that they need to keep clear.

On the assumption that it is Beadles who were originally commissioned to paint the markings, can you please let me know when they might be coming next to refresh them - and in particular whether we could have an H-Bar painted at that point?

The CPZ here is definitely controlled by Elmbridge because this is who we pay for our parking permit - even though this section of road is NOT owned by Elmbridge. Neither is it the responsibility of Surrey CC. I have written confirmation of this from both parties and despite frequent attempts to clarify who painted the lines so they can be corrected, I am getting nowhere as each body keeps referring me back to the other.

I would be extremely grateful if you could help. Many thanks.

Yours sincerely

10 Korea Cottages  Tilt Road  Cobham  Surrey KT11 3HP
8. Glaxosmithkline Access Weybridge Heath

The Countryside Officer advised the group of a request from GlaxoSmithKline for permission to resurface the existing vehicular track and create a new pedestrian access path adjacent to the existing vehicle accessway. He explained that in September 2009 the Countryside Consultative Group discussed a number of requests from GlaxoSmithKline (GSK) in regard to access along Heath Road. GSK were keen at that time to look at traffic calming measures and improved pedestrian access. Although permission was given for a pedestrian path following discussions with neighbours GSK decided not to proceed at that time.

Heath Road is a tarmac surfaced commons track, and its surrounds are Common Land and the responsibility of Leisure and Cultural Services Countryside Team. The track is maintained by the Countryside Team to ensure it provide safe access which does not cause damage to vehicles using it.

There are two requests:

1) For permission to resurface the existing track.
2) For permission create a new safe pedestrian access path adjacent to the existing vehicular track.

Glaxosmithkline have indicated they believe there has been an increase in traffic along the road over time and that it is now the appropriate time to allow measures to be introduced to improve safety for both GSK workers and local residents and so are asking for permission for a path to be created.

Any works agreed would need to be carried out by Elmbridge Borough Council through our Asset Management and Property Services Section subject to funding supplied by GSK and in agreement with Leisure and Cultural Services Countryside Team.

When it was considered in 2009 GSK were required to carry out more local consultation which was not progressed. It was confirmed that accident/near miss data had not been provided. The Countryside Officer confirmed that there would be a permissive right of way across the site, and the Countryside Team would monitor the track to be a safe. The 1.5m footpath would be constructed using type 1 loose materials. Members expressed concern that this could be seen as changing a track into a road.

Recommended: Members felt that there was insufficient information to base a decision on and as such asked for further information:
1) results and findings from neighbour consultation
2) more information on accidents/near misses for track/road
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EXECUTIVE SUMMARY:

To advise the Countryside Consultative Group of a request from GlaxoSmithKline for permission to resurface the existing vehicular track and create a new pedestrian access path adjacent to the existing vehicle accessway.

RECOMMENDATION THAT:
1) THE REQUEST FOR PERMISSION TO RESURFACE THE EXISTING VEHICULAR ACCESS TRACK IS CONSIDERED.
2) THE REQUEST FOR PERMISSION TO CREATE A NEW PEDESTRIAN PATH ADJACENT TO THE EXISTING VEHICULAR ACCESS TRACK IS CONSIDERED

REPORT:

1 In September 2009 the Countryside Consultative Group discussed a number of requests from GlaxoSmithKline (GSK) in regard to access along Heath Road. GSK were keen at that time to look at traffic calming measures and improved pedestrian access. Although permission was given for a pedestrian path following discussions with neighbours GSK decided not to proceed at that time.

2 Heath Road, is a tarmac surfaced commons track, and its surrounds are Common Land and the responsibility of Leisure and Cultural Services Countryside Team. The track is maintained by the Countryside Team to ensure it provide safe access which does not cause damage to vehicles using it. Appendix A is a location map of Heath Road.

3 There are two requests:
   1) For permission to resurface the existing track.
   2) For permission create a new safe pedestrian access path adjacent to the existing vehicular track.

   is to provide safe access for residents along Heath Road, as well as employees of GlaxoSmithKline.

   Appendix B indicates a site plan of Heath Road and the proposed works.
4 Although the track is maintained to a safe standard GSK wish to carry out re-surfacing works to provide an improved road surface.

5 Glaxosmithkline have indicated they believe there has been an increase in traffic along the road over time and that it is now the appropriate time to allow measures to be introduced to improve safety for both GSK workers and local residents and so are asking for permission for a path to be created.

6 Any works agreed would need to be carried out by Elmbridge Borough Council through our Asset Management and Property Services Section subject to funding supplied by GSK and in agreement with Leisure and Cultural Services Countryside Team.

**Financial implications:**
All costs to be met by Glaxosmithkline

**Environmental implications:**
None

**Legal implications:**
None

**Equality Implications:**
None

**Risk Implications:**
None

**Community Safety Implications:**
None

**Principal Consultees:**
Countryside Consultative Group,

**Background papers:**
None

**Enclosures/Appendices:**
Appendix A is a location map of Heath Road.
Appendix B indicates a site plan of Heath Road and the proposed works.

**Contact details:**
Hamish White, Countryside Officer, telephone 01372 474579 / hwhite@elmbridge.gov.uk
EXECUTIVE SUMMARY:

The Overview and Scrutiny Committee has invited members of Cabinet to attend the Overview and Scrutiny Committee meetings over the course of the 2018/19 Municipal Year. Cabinet members will be asked to provide an update on the work currently being undertaken as part of their Portfolio providing members of the Overview and Scrutiny Committee with an opportunity to ask any relevant questions.

The Cabinet Member for Leisure and Culture, Councillor Malcolm Howard, has been asked to attend the Overview and Scrutiny Committee meeting in September 2018.

REPORT:

1. Cabinet members have been invited to attend the Overview and Scrutiny Committee meetings over the course of the 2018/19 Municipal Year. Each member of Cabinet will be asked to provide an update on the work currently being undertaken as part of their Portfolio, including any issues and challenges, providing members of the Overview and Scrutiny Committee with an opportunity to ask any relevant questions.

2. The update provided by the Cabinet Member for Leisure and Culture is a verbal update to the Committee.

3. A key role of the Overview and Scrutiny Committee is to hold the Cabinet to account. The Council’s Constitution states that one of the functions of the Overview and Scrutiny Committee is ‘to review the discharge by Cabinet of any of its functions’. In undertaking the scrutiny of Cabinet Members, the Committee is fulfilling this function.

4. The responsibilities of the Cabinet Member for Leisure and Culture as set out in Part 3 of the Council’s Constitution, include:
   - Arts & Culture
   - Sport & Leisure
   - Parks, Commons & Recreations
   - Promoting Physical Activity
   - Youth
   - Children’s Safeguarding (including Member Champion role for Safeguarding Children)
   - Museums
   - Public Halls (operational)
   - Cemeteries
Financial implications:
None for the purpose of this report.

The Overview and Scrutiny Committee has the ability to consider any matter that affects the Council, its area or the inhabitants of that area including financial matters. Cabinet responsibility for financial management sits within the Resources Portfolio.

Environmental/Sustainability Implications:
None for the purpose of this report.

The Overview and Scrutiny Committee has the ability to consider any matter that affects the Council, its area or the inhabitants of that area including environmental and sustainability issues. Cabinet responsibility for environmental and sustainability issues sits within the Environment Portfolio.

Legal implications:
The procedures governing the operation of overview and scrutiny are set out in the Council’s Constitution and Overview and Scrutiny Protocols, which have been constituted in accordance with the requirements of the Local Government Act 2000 and subsequent amendments to that Act and related legislation.

Equality Implications:
None for the purpose of this report.

The Overview and Scrutiny Committee has the ability to consider any matter that affects the Council, its area or the inhabitants of that area including equalities issues. Cabinet responsibility for equality and diversity sits within the Corporate Development Portfolio.

Risk Implications:
There is a risk to the Council if overview and scrutiny is not carried out in accordance with the Council’s Constitution, Protocols and relevant legislation.

Community Safety Implications:
None for the purpose of this report.

The Overview and Scrutiny Committee has the ability to consider any matter that affects the Council, its area or the inhabitants of that area including community safety issues. Cabinet responsibility for community safety sits within the Community Development Portfolio.

Principal Consultees:
Council Management Board
Relevant Heads of Service

Background papers:
None.

Enclosures/Appendices:
None

Contact details:
Leandra Leigh, Organisational Development Officer
01372 474385
lleigh@elmbridge.gov.uk
Committee: Overview and Scrutiny Committee

Date of meeting: 27 September 2018

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**Executive Summary:**

The Committee is asked to give consideration to the Cabinet Forward Plan and identify any relevant matters for possible inclusion in the Work Programme of the Overview and Scrutiny Committee in 2018/19.

The Forward Plan covers the period 1 October 2018 to 31 January 2019, and contains matters which the Leader of the Council, Councillor Tim Oliver, has reason to believe will be the subject of consideration by Cabinet or an Individual Cabinet Member during the period identified (a minimum of 4 months).

**Recommendation:**

That the Committee

1. Note the Cabinet Forward Plan and identify any relevant matters for inclusion in the Overview and Scrutiny Committee Work Programme 2018/19; and

2. Note the decisions taken by Cabinet at its meeting on 19 September 2018.

**Report:**

1. The terms of reference of the Overview and Scrutiny Committee as set out in the Council’s Constitution includes the following:
   1) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council’s functions;
   2) Make reports and/or recommendations to the full Council and/or the Cabinet or any joint committee in connection with the discharge of any functions;
   3) Consider any matter affecting the area or its inhabitants; and
   4) Exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet and/or joint committees.

2. In undertaking this general role, it is advisable that the Overview and Scrutiny Committee give consideration to the Forward Plan published by Cabinet.

3. The Council’s Constitution allows the Overview and Scrutiny Committee to identify items from the Cabinet’s Forward Plan and request that a report be presented to a future Committee meeting.

4. The Forward Plan contains a list of all the ‘Key Decisions’ that Cabinet intends to take in the next four-month period.
5. The Overview and Scrutiny Committee is asked to indicate if there are any issues on the Forward Plan that Members wish to include on the Committee’s Work Programme in 2018/19. **A copy of the Forward Plan is attached at Appendix A.**

**Financial implications:**
In setting and implementing its work programme, the Overview and Scrutiny Committee should have regard to the Council’s available resources and the need to deploy them in the most efficient and cost-effective way.

**Environmental/Sustainability Implications:**
None for the purpose of this report.

**Legal implications:**
The procedures governing the operation of overview and scrutiny are set out in the Council’s Constitution and Overview and Scrutiny Protocols, which have been constituted in accordance with the requirements of the Local Government Act 2000 and subsequent amendments to that Act.

**Equality implications:**
The Overview and Scrutiny Committee has the ability to consider any matters that affect the Council, its area or the inhabitants of that area, including equalities issues. In discussing issues, evaluating evidence and making recommendations, the Committee should take into account the equalities impact.

**Risk Implications:**
There is a risk to the Council if overview and scrutiny is not carried out in accordance with the Council’s Constitution, Protocols and relevant legislation.

**Community Safety implications:**
The Overview and Scrutiny Committee has the ability to consider any matter that affects the Council, its area or the inhabitants of that area including community safety issues. This Committee is the Council’s designated crime and disorder committee with the power to review or scrutinise the decisions made or other action taken by the Elmbridge Community Safety Partnership.

**Principal Consultees:**
None for the purpose of this report.

**Background papers:**
None for the purpose of this report.

**Enclosures/Appendices:**
Appendix A – Cabinet Forward Plan (1 October 2018 to 31 January 2019)

**Contact details:**
Leandra Leigh, Policy Officer
01372 474385
lleigh@elmbridge.gov.uk
Forward Plan

Period Covered: 1 October 2018 to 31 January 2019

This document is the Forward Plan of the Cabinet of Elmbridge Borough Council and contains matters which the Leader of the Council has reason to believe will be the subject of consideration by the Cabinet or an Individual Cabinet Member, during the period shown above. Items on the Forward Plan include

Key Decisions defined as those decisions which are likely:

(i) to result in the Council incurring expenditure which is, or the making of savings which are significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in the area comprising two or more wards (or electoral divisions) in the area of the Council

All other items determined by the Cabinet are non key decisions but still important issues

Recommendations to Council which are matters the Cabinet does not have the authority to determine

It should be noted that dates for items to be considered may be subject to change.

Members of the public are welcome attend meetings of the Cabinet, except for the consideration of items where it is likely that, in view of the nature of the business to be transacted, confidential / exempt information would be disclosed. Decisions taken by Individual Cabinet Members are also open to the public unless the nature of the business to be transacted would disclose confidential / exempt information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Cabinet meetings listed below may be held in private because the agenda and reports for that meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it.

The Forward Plan can be found on the Council’s website www.elmbridge.gov.uk and at the Civic Centre, Esher. For a copy of the Forward Plan, further information on any item contained within the Forward Plan, or details on how to address a Cabinet meeting, please contact Mrs. T. Hulse, Principal Committee and Member Services Officer in the Democratic Services Team on 01372 474175, e-mail: thulse@elmbridge.gov.uk.

Copies of the Cabinet agenda will be available for inspection at the Council Offices, Civic Centre, High Street, Esher, Surrey KT10 9SD at least five clear working days before the date of the meeting and can be accessed via the Council’s website www.elmbridge.gov.uk.

Cabinet Members and their responsibilities - Municipal Year 2018/19

Leader – Councillor Tim Oliver
Community and Social Affairs – Councillor Andrew Burley
Environment and Transport – Councillor Glenn Dearlove
Housing – Councillor Andrew Kelly
Leisure and Culture – Councillor Malcolm Howard
Planning Services – Councillor James Browne
Resources – Councillor Mrs. Ruth Mitchell
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<th>Type of decision:</th>
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<th>Date reports will be available</th>
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<td>Update report on Syrian Refugee Resettlement Programme in Elmbridge</td>
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☑️ Unshaded area – items to be taken to Cabinet/ICMDM in next four months
☑️ Shaded area – future items/items to be confirmed

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☐ Unshaded area – items to be taken to Cabinet/ICMDM in next four months
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☐ Unshaded area – items to be taken to Cabinet/ICMDM in next four months
☐ Shaded area – future items/items to be confirmed

Published 1 September 2018
Executive summary:

The Overview and Scrutiny Committee is responsible for setting its own work programme. At its first meeting of the Municipal Year, the Committee agreed its intended work programme for 2018/19 as attached at Appendix A. The Committee is invited to review progress against this programme, identify any additional items for consideration at a future committee meeting, and add, amend or delete items from the work programme as appropriate.

Recommendation:

That the committee:

Review the progress of the Overview and Scrutiny Work Programme 2018/19, and amend as appropriate.

Review and agree the Terms of Reference proposed by the Health and Wellbeing Task and Finish Group.

Report:

1. Introduction

1. The Overview and Scrutiny Committee is responsible for setting its own work programme, and agendas for each meeting.

1.2 At its meeting in June, the Overview and Scrutiny Committee agreed its work programme for 2018/19, and the establishment of its ancillary groups for the current Municipal Year.

1.3 An updated version of the Committee’s intended work programme is attached at Appendix A.

1.4 The Committee is asked to review the progress of its work programme and add, amend or delete items as appropriate.

1.5 The Committee is also asked to review and agree the proposed Terms of Reference for the Health and Wellbeing Task and Finish Group attached at Appendix B.
**Financial implications:**
In setting the work programme, the Committee should have regard to the Council’s available resources and the need to deploy them in the most efficient and cost-effective way.

**Environmental/Sustainability Implications:**
None for the purpose of this report.

**Legal implications:**
The procedures governing the operation of overview and scrutiny are set out in the Council’s Constitution and Overview and Scrutiny Protocols, which have been constituted in accordance with the requirements of the Local Government Act 2000 and subsequent amendments to that Act and related legislation.

**Equality implications:**
The Overview and Scrutiny Committee has the ability to consider any matter that affects the Council, its area or the inhabitants of that area including equalities issues. In discussing issues, evaluating evidence and making recommendations, the Committee should take into account the equalities impact.

**Risk Implications:**
There is a risk to the Council if overview and scrutiny is not carried out in accordance with the Council’s Constitution, Protocols and relevant legislation.

**Community Safety implications:**
The Overview and Scrutiny Committee has the ability to consider any matter that affects the Council, its area or the inhabitants of that area including community safety issues. This Committee is the Council’s designated crime and disorder committee with the power to review and scrutinise the decisions made or other action taken by the Elmbridge Community Safety Partnership.

The Overview and Scrutiny Committee is required to include the scrutiny of crime and disorder related issues at a minimum of one meeting per year.

**Principal Consultees:**
Overview and Scrutiny Chairman and Vice-Chairman
Relevant Heads of Service

**Background papers:**
None.

**Enclosures/Appendices:**
Appendix A – Overview and Scrutiny Work Programme 2018/19
Appendix B – Proposed Terms of Reference for the Health and Wellbeing Task and Finish Group

**Contact details:**
Leandra Leigh, Organisational Development Officer
Tel: 01372 474385
Email: lleigh@elmbridge.gov.uk
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<td>Lead Officer/Member</td>
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<td>Regular Update</td>
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| Annual Report of the Community Safety Working Group                                    | -            | For information | Head of Organisational Development/Head of Finance  
Chairman of the Community Safety Working Group |         |
| An update to the Committee on the new Housing company                                  | -            | For information |                                                                                   |         |
| An update to the Committee on the Community Infrastructure Levy                       | -            | For information |                                                                                   |         |
| An update to the Committee on the Local Plan                                           | -            | For information |                                                                                   |         |
| An update to the Committee on Molesey Hospital                                         | -            | For information |                                                                                   |         |
Proposed Terms of Reference for the Health and Wellbeing Task and Finish Group

To review health and wellbeing provision for those who live and work in Elmbridge and explore recommendations for improvement.

The Group will focus on the below areas:

- Barriers/perceived barriers that stop individuals or groups from accessing health and wellbeing provision
- How health and wellbeing provision is communicated within the Borough in different life stages
- Current and future health and wellbeing needs of our community
- Potential gaps or areas for improvement in service provision
- How current provision impacts health and wellbeing of individuals or groups.
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