

ANNUAL REPORT BY COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Executive Summary

Each year, Woking Borough Council appoints elected Councillors to outside bodies as representatives for the Council. The appointments were reviewed by a Member Task Group in 2014 which presented a series of recommendations to the Executive for determination by Council. In June 2014, the Council adopted the recommendations which had the effect of reducing the overall number of appointments made. This was in line with the Council's objective of rationalising all positions held by Councillors by 2016, to take into account the change in the size of the Council from 36 Councillors to 30 Councillors.

The Council also adopted a formal reporting process for those Councillors appointed to Outside Bodies, with an annual report to be presented to Council. This paper sets out the reports provided by the Council's representatives for the 2021/22 Municipal Year.

Recommendations

The Council is requested to:

RESOLVE That the report be noted.

The Council has the authority to determine the recommendation set out above.

Background Papers:	None.
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1.0 Introduction

- 1.1 In 2014 the Council reviewed its scheme of appointments to outside bodies, following a question from Councillor Cross at Council in December 2013. A Member Task Group was established to undertake the review.
- 1.2 A report by the Task Group was considered by the Executive on 1 May 2014 before being determined by Council at its meeting on 9 June 2014. The recommendations were supported by the Council and a series of changes were adopted.
- 1.3 Details of the appointments for 2021/22 are set out in Appendix 1 to this report.

2.0 The Reports

- 2.1 In February 2022 the Members appointed to Outside Bodies were asked to complete a report on the activities of the Body to which they had been appointed. A template was provided to assist the Councillors. The following reports have been received and are attached at Appendix 2 onwards:
 - Appendix 2 – Police and Crime Commissioner Panel
 - Appendix 3 – Basingstoke Canal Joint Management Committee
 - Appendix 4 – Fair Oaks Airport Consultative Committee
 - Appendix 5 – Woking Access Group
 - Appendix 6 – Ashford and St Peters
 - Appendix 7 – Woking People of Faith
 - Appendix 8 – Woking Palace Consultative Committee
 - Appendix 9 – Woking Community Transport
- 2.2 In considering the reports, it should be noted that the comments have been made by the Councillors appointed to the Outside Bodies and do not necessarily reflect the views of the Council.

3.0 Corporate Strategy

- 3.1 The Council's Corporate Plan identifies the ambition to achieve a healthy, inclusive and engaged community ("People"). The representation of Elected Members on a range of community organisations contributes towards this ambition, enabling direct engagement and representation.

4.0 Implications

Finance and Risk

- 4.1 There are no finance or risk implications arising from this report.

Equalities and Human Resources

- 4.2 There are no equalities or human resource implications arising from this report.

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Legal

4.3 Legal Services have reviewed this report and have not raised any issues.

5.0 Engagement and Consultation

5.1 The reports that form Appendix 2 onwards were drawn up by the Elected Member representatives on the outside bodies. The reports may have been completed with the assistance of other Members or the body to which the Council has been appointed.

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Appointments to Outside Bodies 2021/22

Ad Hoc Authorities and Committees

Ashford & St Peters Hospital NHS Trust

Councillor Deborah Hughes (Retires May 2022)

Basingstoke Canal Joint Management Committee

Councillor Kevin Davis
(Sub: Councillor Steve Dorsett)

Councillor Rob Leach
(Sub: Councillor Ken Howard)

Corporate Trustee – Woking Palace

Councillor Steve Dorsett

Countryside Partnership Board

Councillor Kevin Davis
(Sub: Councillor Ken Howard)

Fairoaks Airport Consultative Committee

Councillor Ken Howard
(Sub: Councillor Steve Dorsett)

Farnborough Airport

Councillor Ann-Marie Barker

Maybury Centre

Councillor Rashid Mohammed (2022)

Councillor M Ilyas Raja (2023)

National Parking Adjudications Service Joint Committee

Councillor Steve Dorsett
(Sub: Councillor Ken Howard)

Police and Crime Panel

(One representative appointed annually)

Councillor Will Forster

Shopmobility

Councillor Will Forster
(Sub: Councillor Saj Hussain)

South East Employers

Councillor Colin Kemp
(Sub: Councillor Ann-Marie Barker)

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Sport Woking (formally Woking Sports Council)

Councillor Colin Kemp

Councillor Ian Johnson

Surrey County Playing Field Association

Councillor Colin Kemp

Sutton Green Village Hall Management Committee

Councillor Simon Ashall

Councillor Will Forster

Woking Access Group

Councillor Saj Hussain

Councillor Rob Leach

Woking Community Transport

Councillor Josh Brown

Councillor Deborah Hughes

Woking People of Faith Forum

Councillor Louise Morales (Retires 2026)

Woking Youth Council

Councillor Josh Brown

Councillor Rob Leach

Councillor Tahir Aziz (Substitute)

Ex-Officio Appointments

Ex-Officio Appointments	
Allotments Consultation Group	Councillor Saj Hussain
Armed Forces Champion	Councillor Will Forster Councillor Amanda Boote
Goldsworth Park Lake & Recreation Ground Users Group	Councillor Ann-Marie Barker Councillor Chitra Rana Councillor James Sanderson
Joint Cttee for Oversight of Delivery of Surrey Public Authority Services	Councillor Ayesha Azad
Lakeview Working Group	Councillor Ann-Marie Barker Councillor Chitra Rana Councillor James Sanderson
Ostensible Authority Standing Panel	Councillor Ayesha Azad Councillor Simon Ashall Councillor Colin Kemp

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Surrey Climate Change Partnership Members Group	Councillor Kevin Davis
Surrey Waste Partnership	Councillor Kevin Davis
Surrey Waste Partnership – Joint Waste Collection Services Cttee	Councillor Kevin Davis
Thames Basin Heaths Joint Strategic Partnership	Councillor Gary Elson
Transport for Woking Board	Councillor Colin Kemp
Woking Chamber of Commerce	Councillor Kevin Davis
Woking Palace Consultative Panel	Councillor Gary Elson Councillor Will Forster Councillor Deborah Hughes Councillor Louise Morales

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Appendix 2

Outside Body:	Surrey Police and Crime Panel
Councillor(s):	Will Forster
Date Completed:	15 th March 2022
Meetings Attended:	30 th June 2021, 15 th September 2021, 27 th October 2021, 24 th November 2021 and 4 th February 2022.
Description of Outside Body:	The Surrey Police and Crime Panel (the Panel) regularly meets to scrutinise the Police and Crime Commissioner (Commissioner or PCC). The Panel is made up of representatives from each of the 12 local authorities in Surrey, as well as two independent members. The Panel does not directly scrutinise the Police, just the Commissioner.
Update on Recent Activities	<ul style="list-style-type: none"> - Deputy Commissioner Following the Police and Crime Commissioner election, the PCC appointed a Deputy PCC. The Deputy PCC attended a confirmation hearing with the Panel and answered questions from Panel members on their suitability for the role. Following this hearing, the Panel wrote to the Commissioner recommending against the appointment of the proposed Deputy, however the PCC decided to press ahead with the appointment. - Moving headquarters Late last year, the Commissioner and Police announced they have dropped plans to move the Police's Headquarters from Mount Browne in Guildford to Leatherhead. The Police are now looking at redeveloping Mount Browne and will seek to sell the Leatherhead site. This has a particular impact on Woking, as Woking Police Station will now close later than originally planned. - Budget In February, the Panel approved the PCC's Council Tax rise of 3.5%. However, the Panel asked the Commissioner to change course on using some of the Council Tax increase and drawing on reserves to expand their own office's budget by 17% to £3.3 million a year. - Police numbers, solving crime and call delays

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	<p>Throughout the last year, the Panel has expressed its concern about the level of Police numbers, delays at getting through to 101 and crime statistics.</p> <p>Surrey Police are having to make do with 50 fewer frontline staff than they need to address performance issues.</p> <p>The stats of a positive outcome for vulnerable people who are victim of crime is extremely low, and at the time of writing there is a 5-minute average waiting time for 101 callers.</p>
Future Activities:	<p>The Panel will be scrutinising the 'Building the Future' programme, both looking back at the now aborted move to Leatherhead and the future redevelopment of Mount Browne at Guildford.</p> <p>At its next meeting in April, the Panel will also review the Police and Crime Plan, look at police complaints reform and police recruitment and workforce planning.</p>
Matters of Note or Concern:	<p>Police performance, property issues and the PCC listening to the Panel.</p>

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Appendix 3

Outside Body:	Basingstoke Canal Joint Management Committee
Councillor(s):	Kevin Davis & Rob Leach
Date Completed:	08/03/22
Meetings Attended:	26/11/21 (only one this year as the other scheduled meeting was cancelled due to not all people required being appointed).
Description of Outside Body:	<p>The Basingstoke Canal Joint Management Committee (JMC) meets twice a year and has the following terms of reference:</p> <p>The Committee will exercise the functions of the Cabinet in relation to:</p> <ul style="list-style-type: none"> ○ The oversight of the completion of the restoration of the Basingstoke Canal; ○ The management and maintenance of the Basingstoke Canal as an environmental navigational and recreational asset in accordance with the policy and budgetary framework set for the Committee; and ○ The balancing of the interests of all users of the Basingstoke Canal and conservation of the natural environment. <p>The Committee membership consists of eight County Councillors (four from Surrey and four from Hampshire), who represent divisions which include the Basingstoke Canal in their area. There are also Borough and District Councillors and representatives from special interest groups on the Committee.</p>
Update on Recent Activities	<p>The annual risk register was approved.</p> <p>The County Councils' Capital Programme to date has significantly reduced the backlog of asset maintenance on the Canal. Continued inspection and cyclical maintenance should reduce the risk of unforeseen failures. The forward capital programme sets out the completion of two major backlog items in Hampshire and a moving towards a more cyclical maintenance phase in Surrey.</p> <p>Much tree work has gone on focussing on ensuring trees are safe. Contractors have been engaged to deal with issues discovered during inspections.</p> <p>There have been some staffing issues and currently there are vacancies for rangers on the canal. The canal is unable to operate without sufficient rangers.</p>

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	BCS has formally kicked off the fundraising to replace the Woking trip boat Kitty
Future Activities:	Continue to keep the canal navigable. Continue the cyclical maintenance. Make the canal safe to use for all forms of traffic. Keep looking for ways to improve the financial viability.
Matters of Note or Concern:	Budget is tight and there is little room for unplanned urgent maintenance works.

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Appendix 4

Outside Body:	Fairoaks Airport Consultative Committee
Councillor(s):	Ken Howard
Date Completed:	10/03/2022
Meetings Attended:	4 meetings since May 2021 (Aug 21 meeting attended by deputy).
Description of Outside Body:	A committee comprised of airport management and local stakeholders for the examination of any factors that may affect the operation of the airport, airport activities that may affect the local or wider community and received complaints.
Update on Recent Activities	<p>There have been few complaints, the vast majority being generated by one person. Those that have been received have concerned persistent noise and low overflying. All complaints have been answered and investigated where necessary. Some low flying complaints appear to have been sparked by the complainer's misunderstanding of aircraft tracking data available on the WWW.</p> <p>With regard to the proposed "Garden Village". The latest version of the proposed Draft Local Plan for Surrey Heath does not include plans for the development so, if the Local Plan is accepted, then one can assume that the "Garden Village" project will not go ahead.</p> <p>The committee have been advised that there is still further work to be done to address the accommodation needs of Travellers. This work will inform the draft Local Plan.</p>
Future Activities:	<p>The site of the airport is in dual ownership with separate landlords owning the buildings and the runway and taxiways.</p> <p>The Building's owner has refused to renew the leases for the hangar, the fire crew station and the control tower. The hangar has been leased to another company and a question was raised as to whether or not that is a legal change of use.</p> <p>The Airport has purchased a mobile control Tower and a building for the Fire service and these are installed with a temporary power supply at the other end of the runway which is, apparently a better location, enabling the continued operation of the airport.</p>
Matters of Note or Concern:	

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Appendix 5

Outside Body:	Woking Access Group
Councillor(s):	Rob Leach & Saj Hussain (as County Councillor)
Date Completed:	09/03/22
Meetings Attended:	8/6/21, 15/9/21, 9/3/22 (all held on Zoom)
Description of Outside Body:	<p>Woking Access Forum is an organisation that supports Woking Borough Council, Surrey County Council, the NHS (Surrey Heartlands) and the voluntary sector to resolve any access issues. It works towards an inclusive, accessible environment, enabling disabled and non-disabled people to participate equally and lead the style of life which they choose.</p>
Update on Recent Activities	<p>Regular updates on Victoria Square development were given, highlighting provision for those with a disability including the Hilton Hotel design.</p> <p>New town centre blue badge parking arrangements were kept under review.</p> <p>The Guildford Road bridge development and its impact on those with a disability was regularly discussed.</p> <p>The new Eastwood Sports Centre in Sheerwater was visited ensuring its suitability for those with a disability.</p> <p>Bus services were discussed, including bus shelters, lack of links to Ashford hospital and the loss of routes.</p>
Future Activities:	<p>Ongoing oversight of the town centre and Guildford Road developments with a view to ensuring ease of access and use by those with a disability, including during construction period.</p> <p>The new Thameswey housing rules regarding support & assistance dogs as well as borough taxi licensing rules on their being carried will need to be re-examined.</p> <p>A disability audit will be carried out on Horsell Common wetlands.</p> <p>Disabled access to Brookwood station still requires funding.</p>

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Appendix 6

Outside Body:	Ashford and St Peters Council nominated Governor
Councillor(s):	Deborah Hughes
Date Completed:	11.3.22
Meetings Attended this municipal year.	<p>121 with Chairman</p> <p>Council of Governors pre meets</p> <p>Council of Governors meetings</p> <p>Council of Governors agenda setting</p> <p>Extraordinary Council of Governors meetings</p> <p>Informal meetings with the CEO and Chair</p> <p>Governor and NED meetings</p> <p>Open evening for new Governors</p> <p>Consultation on reviewed strategy</p> <p>Remuneration committee</p> <p>Panel for appointment of external auditors</p>
Description of Outside Body:	<p>ASPH is the local acute hospital trust which serves the Borough.</p> <p>The Council representative is an appointed Governor on the Council of Governors</p>
Update on Recent Activities	<p>Attendance at the meetings above. The role of the Governor is broad and can involve a lot more than those listed above.</p> <p>One of the most important areas for a Council representative is to promote understanding and integration within our complementary services. This ties in very well with the WBC Health and Well Being Task Group work.</p> <p>The understanding of the role of local government in health and wellbeing has improved tremendously, particularly with the signing of the Surrey Heartlands partnership agreement.</p> <p>After a gap of a few years, the ASPH key officers presented to WBC members and took questions, particularly around the strategic direction of the Trust. The 3 ASPH member representatives were also invited and other governors attended in support.</p> <p>The meetings have continued to be on Teams over this year and this has been frustrating for Governors as we have not been able to conduct any ward visits etc or meet in person.</p>

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	<p>The new car park has opened to the front of St Peters and a staff health and wellbeing hub has also been opened.</p> <p>A new CEO has been appointed after the departure of Suzanne Rankin. Julie Smith will commence her role on the 3rd of May. In the interim the medical director Dr David Fluck is managing the role.</p>
Future Activities:	<ol style="list-style-type: none">1. The hospital continues to work with Lord Mawson on embedding the principles of Well North and becoming an Anchor Institution, thereby being more community facing.2. There is discussion ongoing regarding enhancing Ashford further as an elective surgical centre for the Heartlands. Thereby future proofing access in the event of pandemics etc.3. Increased provision on diagnostics to WCH. Understand this is to include audiology, ophthalmology and dexa scans. Increased out-patient clinic provision. ASPH are keen to work with WBC on integrating health within the community and access to suitable locations is welcomed.4. Confirmation of the revised strategy5. Go live on the new Electronic Patient Record system is due in May. This in in conjunction with Royal Surrey and will streamline access to patient information across a range of stakeholders (hopefully even for WBC H&WB teams in future). This has been a major project especially to conduct in the continued covid times.
Matters of Note or Concern:	<ol style="list-style-type: none">1. Corona virus continues to have an impact on clinical provision and on the waiting lists. But having Ashford as a non-covid site has meant that many services have been able to continue and work on tackling the waiting lists is progressing even utilising weekends.2. Staffing continues to be a challenge both in recruitment and sickness. This is common to all the NHS at the moment.3. There is still no answer to the issue of resident access to Ashford from Woking. This is a particular issue for those who are less mobile and those going to Ophthalmology who are not permitted to drive post their appointment. WCT will transport residents who are members, but this may well impact adversely on their ability to provide other services locally.

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Appendix 7

Outside Body:	Woking People of Faith
Councillor(s):	Cllr Louise Morales
Date Completed:	11/3/2022
Meetings Attended:	8
Description of Outside Body:	<p>An umbrella group that seeks to enhance understanding, tolerance and education about the similarities, differences and diversity between the many different faith groups in Woking by hosting a wide variety of events to enable people of very differing backgrounds to meet and get to know others who may be from an entirely different faith.</p> <p>Their aims are to:-</p> <ul style="list-style-type: none"> promote good relations between people of different faiths; promote knowledge, mutual understanding and respect of the beliefs and practices of different faiths. advance the education and understanding of different beliefs including an awareness of their distinctive features and their common ground; celebrate the important contribution that religious faith makes to the lives of the local community; seek to secure a more prominent role for faith organisations in their communities; <p>There are 29 separate member organisations covering the entire range of mainstream religions found within Woking including Muslim, Jewish, Hindu, Quaker, Christian, Buddhist, Baha'l</p>
Update on Recent Activities	<p>There was an active program of outdoor activities to engage people of different religions to work together including an interfaith football tournament, interfaith Cricket tournament, Horsell Common Work parties and a full schedule of other activities. Due to Covid19 most events were online this last year from regular debates, peace week and refugee week events, virtual tours of different religious buildings, "Faith in action" talks by different faith leaders as well as lighter events like online bake-alongs featuring food from around the world of the different faiths represented in the group. There is an education program covering the many different faiths in the group in order to help schools who may be looking for speakers of different faiths to help diversify religious input for various parts of the national curriculum religious education programs.</p>

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	<p>The group maintains an active website https://wpof.org.uk/ and facebook page with weekly thought for the week from many different faiths. https://wpof.org.uk/post/ The recent post on “Refugees” by a retired WBC Councillor is much recommended and a fine example of the great work in breaking down barriers caused by the diversity found within the borough.</p>
Future Activities:	<p>This year the outdoor events will continue as before (Including interfaith football & Cricket tournaments and environmental work parties) but in person events will return including an annual peace week event, interfaith week event, Faith in Harmony, a music event showcasing the differing styles of music found in different faiths.</p> <p>Visits to different faith institutions including the Buddhist Temple and Orthodox ministry in Brookwood are being organised.</p> <p>Future activities beyond that may be curtailed by restrictions on finances</p>
Matters of Note or Concern:	<p>Significant reduction in the annual grant from WBC from £15000 to only £1000 may mean that many of the in person events that require hire of halls, football referees or cricket pitches etc may not be sustainable and the huge variety of events that attract a wide range of people of different ages and religions to work together in harmony may be significantly reduced in future years.</p> <p>The social cohesion and interfaith benefits of this group spread way beyond just those people who attend events but by taking openness and understanding back to their own faith groups, the whole of Woking benefits from reduced interfaith tensions and makes the borough a far better place to live. In my opinion it is essential that some form of support is continued in future years.</p>

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Appendix 8

Outside Body:	Woking Palace Consultative Committee
Councillor(s):	Cllr Louise Morales, Cllr Deborah Hughes, Cllr Gary Elson, Cllr Will Forster
Date Completed:	11.3.2022
Meetings Attended:	2 (There are only 2 meetings per year)
Description of Outside Body:	<p>This body is a working group to ensure coordination and communication between the various interested parties involved with the Old Woking Palace, A Scheduled monument owned by WBC.</p> <p>Participants include:-</p> <ul style="list-style-type: none"> Local Councillors + 2 others Woking BC asset management team Friends of Woking Palace Surrey Archaeological Society, Woking History Society <p>Also invited but not attended this year are:-</p> <ul style="list-style-type: none"> The Lightbox Surrey Wildlife Trust Woking village society Immediate Neighbouring property owner
Update on Recent Activities	<p>Planned works include regular maintenance of the site –</p> <ul style="list-style-type: none"> Weed control & strimming of meadow area. Regular pollarding of willows around moat and coppicing of hazel in the coppice. Repairs to the capping where weather and vandalism had damaged walls. Replacing soil washed away by recent weather events. Updated condition survey. Cataloguing & digitally recording finds and legal transfer to Woking Lightbox. <p>The Site allocations DPD inspector didn't allow the land surrounding the site to be designated as a country park so this project will not happen and access will remain at 3 weekends a year for the immediate and medium term future.</p>

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	<p>The friends maintain a website of information about the history as well as their future and past events http://www.woking-palace.org/</p>
Future Activities:	<p>There is a full programme of open days planned this year to ensure that the palace is seen by the maximum number of local residents</p> <p>Routine maintenance of the palace and surrounding site will continue. The twice annual meetings will continue to ensure that all interested parties work well together in future and the Council owned asset is maintained as is our statutory responsibility.</p>
Matters of Note or Concern:	<p>There is a possibility that Historic England may put the palace on its Heritage at risk register due to continuous decline in the condition of the site due to regular vandalism.</p> <p>This has been an ongoing issue since the palace was taken over by WBC and no immediate solution is apparent. Police have been informed of each event and are now patrolling occasionally.</p>

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Appendix 9

Outside Body:	Woking Community Transport
Councillor(s):	Josh Brown and Deborah Hughes
Date Completed:	15 March 2022
Meetings Attended:	There were 4 meetings this year including the combined one with the AGM. Councillor representation was present at every meeting
Description of Outside Body:	<p>Woking Community Transport (WCT) is a registered charity based now at the Red House in Brookwood. It has a diverse membership which increases year on year. A frequent revalidation of members has been conducted according to GDPR and 3,476 people are on the active membership; primarily older people for its Council sponsored Dial a Ride (DAR) service. The number of journeys undertaken for Woking residents on the DAR service is anticipated to be returning to more normal levels by the end of March.</p> <p>WCT provides several services in addition to the Council support DAR and Town Centre Buggy;</p> <ul style="list-style-type: none"> • Town Centre Buggy • Group Hire • Contracts with SCC, for Home to school; Social Care; and the Library • Contracts with NW Surrey CCG for patient transport services to the Bedser Hub, the Woking and Ashford hub, clinic transport to Staines HC • St Peter's discharge service • Grassroots project • Non-emergency patient transport (NEPT) <p>They have a robust and proactive business model. The accounts and activity are discussed at all Councillor attended meetings. A three year financial forecast has been presented and the Board are planning to revise their Business Plan which needs updating.</p>
Update on Recent Activities	<p>WCT were successful in their WBC grant application this year which provides essential support to the DAR service and to the town centre buggy, requesting yet again a reduced level of support. In future years they anticipate that this will move to a Service Level Agreement model with the Council.</p> <p><u>Green agenda:</u></p> <p>They have been proactive in sourcing electric vehicles for their fleet and have aspirations to move to an all-electric service in</p>

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	<p>future. However these vehicles are significantly more expensive than the conventional models. Success in securing SCC part funded vehicles mean that 15 are expected in the near future, with two due this summer. In anticipation of these vehicles WCT had deferred purchase of vehicles and have some catching up to do.</p> <p>Electric charging points have been fitted at Moorcroft and are in regular use for the existing EV stock. A business case for the provision of EV points at the Red House is complete and tenders being received.</p> <p>Specsavers continue to sponsor the town centre buggy.</p> <p><u>Update on their move to a permanent location.</u></p> <p>Concern over the long delays in this relocation prompted a meeting in November with key Council Officers and WCT Board representatives facilitated by the Council member observers. This was a productive meeting, clarified many points and provided a timeline to move forwards.</p> <p>Plans to move to the Robin Hood pub site have moved on and now space is anticipated at Boundary Road. The plans for this are due to come to the Planning committee this month. There are still a variety of issues to be overcome, but WCT hope to purchase the site which will also include the garage which will move from Mabel Road to provide prompt repairs as required.</p> <p>There remains high pressure on space to park the Bustler vehicles in the interim. WCT have commenced parking at the Adult Education Centre in Westfield at an annual fee.</p>
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Conclusions:	<p>The issue of a permanent home for this service is of paramount importance and a swift resolution is needed.</p> <p>The Councillor observers are confident that the Council's grant funding of WCT is well spent and constitutes good value for money. WCT has succeeded in increasing revenue by robust and efficient management. The business is run by a competent team who are dedicated to the professional delivery of this service on behalf of Woking residents. The attendance by users at the AGM and comments provided demonstrate an exceptionally high approval rating of the service. We have a thriving community transport service of which, even in difficult times, Woking can be justly proud.</p>
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