

Agenda

Reigate & Banstead
Local Committee

We welcome you to
Reigate and Banstead Local Committee
Your Councillors, Your Community
and the Issues that Matter to You

Discussion

Epsom Banstead STP Scheme
Highways
The Acres, Horley 20mph Zone



Venue

Location: Reigate Town Hall,
Castlefield Road,
Reigate, Surrey RH2
0SH

Date: Monday, 7 March 2016

Time: 2.00 pm



SURREY

You can get involved in the following ways

Get involved

Ask a question

If there is something you wish know about how your council works or what it is doing in your area, you can ask the local committee a question about it. Most local committees provide an opportunity to raise questions, informally, up to 30 minutes before the meeting officially starts. If an answer cannot be given at the meeting, they will make arrangements for you to receive an answer either before or at the next formal meeting.

Write a question

You can also put your question to the local committee in writing. The committee officer must receive it a minimum of 4 working days in advance of the meeting.

When you arrive at the meeting let the committee officer (detailed below) know that you are there for the answer to your question. The committee chairman will decide exactly when your answer will be given and may invite you to ask a further question, if needed, at an appropriate time in the meeting.

Sign a petition

If you live, work or study in Surrey and have a local issue of concern, you can petition the local committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the committee officer 2 weeks before the meeting. You will be asked if you wish to outline your key concerns to the committee and will be given 3 minutes to address the meeting. Your petition may either be discussed at the meeting or alternatively, at the following meeting.

Thank you for coming to the Local Committee meeting

Your Partnership officer is here to help. If you would like to talk about something in today's meeting or have a local initiative or concern please contact them through the channels below.

Email: susan.briant@surreycc.gov.uk

Tel: 01737 737695

Website: <http://www.surreycc.gov.uk/reigateandbanstead>



SURREY



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Surrey County Council Appointed Members

Mrs Dorothy Ross-Tomlin, Horley East (Chairman)
Ms Barbara Thomson, Earlswood and Reigate South (Vice-Chairman)
Mrs Natalie Bramhall, Redhill West and Meadvale
Mr Jonathan Essex, Redhill East
Mr Bob Gardner, Merstham and Banstead South
Mr Michael Gosling, Tadworth, Walton and Kingswood
Dr Zully Grant-Duff, Reigate
Mr Ken Gulati, Banstead, Woodmansterne and Chipstead
Mrs Kay Hammond, Horley West, Salfords and Sidlow
Mr Nick Harrison, Nork and Tattenhams

Borough Council Appointed Members

Cllr Michael Blacker, Reigate Central
Cllr Dr Lynne Hack, Banstead Village
Cllr Norman Harris, Nork
Cllr David Jackson, Horley West
Cllr Frank Kelly, Merstham
Cllr Roger Newstead, Reigate Hill
Cllr Jamie Paul, Preston
Cllr Tony Schofield, Horley East
Cllr Bryn Truscott, Redhill East
Cllr Mrs Rachel Turner, Tadworth and Walton

Chief Executive
David McNulty

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This is a meeting in public. If you would like to attend and you have any special requirements, please contact us using the above contact details.

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Thank you for your co-operation











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Mrs Dorothy Ross-Tomlin (Chairman) Horley East	Ms Barbara Thomson (Vice-Chairman) Earlswood & Reigate South	Mrs Natalie Bramhall Redhill West & Meadvale	Mr Jonathan Essex Redhill East
			
Mrs Kay Hammond Horley West, Salfords & Sidlow	Mr Michael Gosling Tadworth, Walton & Kingswood	Dr Zully Grant-Duff Reigate	Mr Ken Gulati Banstead, Woodmansterne & Chipstead
		 SURREY COUNTY COUNCIL Local Committee (Reigate & Banstead) County Councillors 2013-17	
Mr Nick Harrison Nork & Tattenhams	Mr Bob Gardner Merstham and Banstead South		

For councillor contact details, please contact Sue Briant, Community Partnership and Committee Officer (susan.briant@surreycc.gov.uk / 01737 737695).

			
Cllr Michael Blacker Reigate Central	Cllr Frank Kelly Merstham	Cllr Dr Lynne Hack Banstead Village	Cllr Norman Harris Nork
			
Cllr David Jackson Horley West	Cllr Roger Newstead Reigate Hill	Cllr Jamie Paul Preston	Cllr Tony Schofield Horley East
		 <p>Local Committee (Reigate & Banstead)</p> <p>Borough Council Co-optees 2015-16</p>	
Cllr Bryn Truscott Redhill East	Cllr Mrs Rachel Turner Tadworth & Walton		

For councillor contact details, please contact Sue Briant, Community Partnership and Committee Officer (susan.briant@surreycc.gov.uk / 01737 737695).

OPEN FORUM

Before the formal Committee session begins, the Chairman will invite **questions relating to items on the agenda from members of the public** attending the meeting. Where possible questions will receive an answer at the meeting, or a written response will be provided subsequently.

PART ONE - IN PUBLIC

1 APOLOGIES FOR ABSENCE (AGENDA ITEM ONLY)

To receive any apologies for absence.

2 MINUTES OF PREVIOUS MEETING (AGENDA ITEM ONLY)

(Pages 1 - 12)

To approve the minutes of the previous meeting as a correct record. The minutes will be available in the committee room half an hour before the start of the meeting, or online at www.surreycc.gov.uk/reigateandbanstead or by contacting the Community Partnership and Committee Officer.

3 DECLARATIONS OF INTEREST (AGENDA ITEM ONLY)

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- Each Member must declare any interest that is disclosable under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, unless it is already listed for that Member in the Council's Register of Disclosable Pecuniary Interests.
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner).
- If the interest has not yet been disclosed in that Register, the Member must, as well as disclosing it at the meeting, notify the Monitoring Officer of it within 28 days.
- If a Member has a disclosable interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

4 PETITIONS (AGENDA ITEM ONLY)

To receive any petitions in accordance with Standing Order 68. Notice should be given in writing or by email to the Community Partnership and Committee Officer at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's e-petitions website as long as the minimum number of signatures (30) has been reached 14 days before the meeting.

a CHANGE THE ZEBRA CROSSING IN CROYDON ROAD, REIGATE TO A PELICAN CROSSING

(Pages 13 - 14)

To receive a petition from Mr Richard Coppen.

b SAFE CROSSING OVER THE A217 NEAR THE TOP OF BURGH WOOD

(Pages 15 - 16)

To receive a petition from Ms Eva Hellings.

5 FORMAL PUBLIC QUESTIONS (AGENDA ITEM ONLY)

To answer any questions from residents or businesses within the Reigate and Banstead Borough area in accordance with Standing Order 69. Notice should be given in writing or by email to the Community Partnership and Committee Officer by 12 noon 4 working days before the meeting.

6 FORMAL MEMBER QUESTIONS (AGENDA ITEM ONLY)

To receive any questions from Members under Standing Order 47. Notice should be given in writing to the Community Partnership and Committee Officer before 12 noon 4 working days before the meeting.

7 LOCAL COMMITTEE DECISION TRACKER (FOR INFORMATION) (Pages 17 - 22)

To note progress against decisions taken at previous meetings.

8 EPSOM - BANSTEAD SUSTAINABLE TRANSPORT PACKAGE (FOR DECISION) (Pages 23 - 28)

This paper is to brief the Local Committee Members on the Epsom – Banstead Sustainable Transport Package (STP). A business case is currently being prepared for submission to the Coast to Capital (C2C) Local Enterprise Partnership (LEP) in a bid for funding from the Local Growth Award.

9 HIGHWAY SCHEMES 2015/16 - END OF YEAR UPDATE (EXECUTIVE FUNCTION FOR INFORMATION) (Pages 29 - 46)

To inform the Local Committee on the outcome of the 2015/16 Integrated Transport and highways maintenance programmes in Reigate and Banstead.

10 REVISED HIGHWAYS FORWARD PROGRAMME (EXECUTIVE FUNCTION FOR DECISION) (Pages 47 - 54)

In December 2015 the Local Committee (R&B) agreed a programme of highway works in Reigate and Banstead for 2016/17 – 2017/18. The budget for 2016/17 has now been approved by Council. This report seeks approval of minor changes to the approved programme of highway works to reflect the small increase in the Reigate and Banstead Local Committee's devolved budget.

11 THE ACRES, HORLEY (FOR DECISION) (Pages 55 - 64)

Following complaints about traffic speeds and that members of the public are using estate roads, Surrey County Council is currently working with the developers of The Acres, (i.e. the development at the North East Sector at Horley), to implement a scheme including a Speed Limit Order, creating a 20 mph zone throughout the estate.

The 20 mph zone is to be extended into Langshott from the hotel corner in the east to Wheatfield Way in the west as part of the Langshott bus route works.

**12 ON STREET PARKING ENFORCEMENT UPDATE (EXECUTIVE
FUNCTION FOR INFORMATION)**

(Pages 65 - 80)

Local Committees are responsible for installing and reviewing on street parking restrictions. Committees have a scrutiny role of the enforcement operation and a share of any surplus income.

This report sets out the background for these arrangements and provides an overview of the enforcement operation.

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**THESE MINUTES REMAIN DRAFT UNTIL FORMALLY APPROVED AT
THE 7 MARCH 2016 LOCAL COMMITTEE MEETING**

Minutes of the meeting of the
REIGATE AND BANSTEAD LOCAL COMMITTEE
held at 2.00 pm on 14 December 2015
at Reigate Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH.

Surrey County Council Members:

- * Mrs Dorothy Ross-Tomlin (Chairman)
- * Ms Barbara Thomson (Vice-Chairman)
- * Mrs Natalie Bramhall
- * Mr Jonathan Essex
- Mr Bob Gardner
- * Mr Michael Gosling
- * Dr Zully Grant-Duff
- Mr Ken Gulati
- * Mrs Kay Hammond
- Mr Nick Harrison

Borough / District Members:

- * Cllr Michael Blacker
- * Cllr Dr Lynne Hack
- * Cllr Norman Harris
- Cllr David Jackson
- * Cllr Frank Kelly
- * Cllr Roger Newstead
- * Cllr Jamie Paul
- * Cllr Tony Schofield
- Cllr Bryn Truscott
- * Cllr Mrs Rachel Turner

* In attendance

39/15 APOLOGIES FOR ABSENCE (AGENDA ITEM ONLY) [Item 1]

Apologies for absence were received from Mr Bob Gardner, Mr Ken Gulati, Mr Nick Harrison and Cllr Bryn Truscott.

Mr Michael Gosling left the meeting at 3.00pm, and Mrs Natalie Bramhall, Cllr Dr Lynne Hack and Cllr Tony Schofield left the meeting at 4.00pm.

40/15 MINUTES OF PREVIOUS MEETING (AGENDA ITEM ONLY) [Item 2]

The following correction was made to the minutes of the meeting held on 14 September 2015:

22/15: "He requested follow up from Paul and said he looked forward to the report **requested** in December **2014**."

ITEM 2

Subject to the above amendment, the minutes of the meetings held on 14 September 2015 and 19 October 2015 were agreed as a true record.

41/15 DECLARATIONS OF INTEREST (AGENDA ITEM ONLY) [Item 3]

None received.

42/15 PETITIONS (AGENDA ITEM ONLY) [Item 4]

43/15 THREE ARCH ROAD TRAFFIC LIGHT JUNCTION [Item 4a]

A petition was received from Mr Brian Mayne to change the position of the Give Way sign and road markings on the junction of Three Arch Road traffic light junction.

The Area Highways Manager thanked the petitioner, who was unable to attend the meeting, for his interest and concern, and informed members that she would forward the information to the project team. The Vice-Chairman and divisional Member for Earlswood and Reigate South stated that she was pleased the issue was being looked into as this was a busy route into East Surrey Hospital, much used by ambulances. Members reported witnessing many near misses at the junction, and that the hospital had made requests to the Borough Council for improvements to ambulance access. The Transport Policy Project Manager added that the junction was part of the scope of the Greater Redhill Sustainable Transport Package.

The Committee **NOTED** the response.

44/15 STATION ROAD ROUNDABOUT, REDHILL [Item 4b]

The Committee **NOTED** the response.

45/15 FORMAL PUBLIC QUESTIONS (AGENDA ITEM ONLY) [Item 5]

One question was received from Ms Gillian Hein. The question and response are attached to the minutes as **Appendix A**.

46/15 FORMAL MEMBER QUESTIONS (AGENDA ITEM ONLY) [Item 6]

None received.

47/15 LOCAL COMMITTEE DECISION TRACKER [FOR INFORMATION] [Item 7]

Item 4, 14 September 2015 meeting - The divisional Member from Redhill East requested that the outstanding Walkability Survey, requested in December 2014 be added to the tracker.

Subject to the above, the Decision Tracker was **NOTED**.

48/15 EPSOM AND BANSTEAD SUSTAINABLE TRANSPORT PACKAGE [FOR DECISION] [Item 8]

Declarations of Interest: None

Officers attending: Neil McClure, Transport Policy Project Manager

Petitions, Public Questions, Statements: None

Member Discussion – key points:

- Clarification was sought regarding the expected 25% local contribution, and which authorities would be contributing. The Project Manager informed Members that the figures in the Expression of Interest had been superseded, and the correct total was £4.8 million, with a £1.2 million local contribution coming from Surrey County Council, Epsom & Ewell Borough Council, Reigate & Banstead Borough Council and private investors such as bus companies. The exact figures from each authority would not be known until the business was finalised in early 2016.
- Discussion took place regarding the involvement of bus operators; it was noted that Tadworth is not currently served by buses at weekends and during the evening, which makes it difficult for staff at the Children's Trust to use public transport. The Project Manager noted that bus operators will be asked to contribute to service improvements. It was also noted that many residents travelled into Sutton for work; it was confirmed that Transport for London were one of the bus operators in the scope of the project.
- Confirmation was sought that all local Members affected would be able to feed their views into the task group; the Chairman informed the Committee that this would be the case. Mr Nick Harrison had agreed to act as an additional substitute Member of the Task Group.
- Concerns were raised regarding the viability of promoting non-car based travel when many local residents owned more than one car. The Project Manager stated that improving bus, pedestrian and cycle routes would provide people with alternatives to using their cars, and would help those without cars to access work.

The Local Committee (Reigate & Banstead) AGREED:

- (i) To note the project content being developed for inclusion in the business case submission.
- (ii) To the establishment of the proposed joint Member Task Group and the proposed Members from the Reigate & Banstead Local Committee, to support this project, as set out in Annex 1 to the report submitted, with the addition of Mr Nick Harrison as a substitute.
- (iii) To approve the Terms of Reference for the above Member Task Group, as set out in Annex 2 to the report submitted.

[Mr Michael Gosling asked for his abstention from the vote to be recorded.]

49/15 HIGHWAYS SCHEMES UPDATE [EXECUTIVE FUNCTION FOR INFORMATION] [Item 9]

Declarations of Interest: None

Officers attending: Zena Curry, Area Highway Manager and Anita Guy, Principal Engineer

Petitions, Public Questions, Statements: None

Member Discussion – key points:

- Members requested that divisional Members be sent information regarding issues on the border of their divisions.
- An update on the proposed VMS outside St John's School was requested. The Principal Engineer reported that the signs had been ordered but work was required to supply electricity to the post. She agreed to provide an update outside the meeting.
- Members wished to know whether the Banstead crossroads scheme included the single lane pinch point. The Principal Engineer informed the Committee that this was one of the schemes to be included in the Epsom-Banstead Sustainable Transport Package, and that she would confirm outside the meeting.
- A question was asked regarding the safety measures outside Sandcross School. The Principal Engineer agreed to provide an update outside the meeting.

The Local Committee (Reigate & Banstead) NOTED the report.

50/15 HIGHWAYS FORWARD PROGRAMME 2016/17 - 2017/18 [EXECUTIVE FUNCTION FOR DECISION] [Item 10]

Declarations of Interest: None

Officers attending: Zena Curry, Area Highway Manager and Anita Guy, Principal Engineer

Petitions, Public Questions, Statements: None

Member Discussion – key points:

- Members requested sight of the recent Highways capital assets survey. The Area Highway Manager agreed to circulate the document.
- A question was asked regarding the design brief for a new junction at Buckland Road and Flanchford Road, Reigate. Local Members requested that the scheme be prioritised on safety grounds. The Principal Engineer reported that the design team had the brief, but funding was dependent on accident figures as the Road Safety Team were responsible. There was a possibility of small safety scheme funding being available, but the total cost of the scheme was unknown at this stage. She agreed to update local Members outside the meeting.

The Local Committee (Reigate & Banstead):

- (i) **NOTED** that the Local Committee's devolved highways budget for capital works has been reduced as set out in the Medium Term Financial Plan, to £390,338 in 2016/17 and to £334,575 in 2017/18, and that it has been assumed that the revenue budget for 2016/17 remains the same as for 2015/16, at £217,180.
- (ii) **NOTED** that a further report will be presented to the March 2016 meeting of the Reigate & Banstead Local Committee to agree a

revised programme should the devolved budget vary from these amounts.

- (iii) **AGREED** that the capital improvement schemes allocation for Reigate & Banstead be used to progress the Integrated Transport Schemes programme set out in Annex 1 to the report submitted.
- (iv) **AUTHORISED** that the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, be able to vire money between the schemes agreed in Annex 1 to the report submitted, if required.
- (v) **AGREED** that the capital maintenance schemes allocation for Reigate & Banstead be divided equitably between County Councillors to carry out Local Structural Repair, and that the schemes to be progressed be agreed by the Area Maintenance Manager in consultation with the Local Committee Chairman, Vice-Chairman and local divisional Members.
- (vi) **AUTHORISED** the Area Maintenance Engineer, in consultation with the Local Committee Chairman, Vice-Chairman and relevant local divisional Member, to use £67,180 of the revenue maintenance budget for 2016/17 as detailed in Table 2 of the report submitted.
- (vii) **AGREED** that £5,000 per County Councillor be allocated from the revenue maintenance budget for Highways Localism Initiative works, and that if bids for this funding have not been received by the end of May 2016, the monies revert to the relevant Member to use to fund Community Enhancement works.
- (viii) **AGREED** that Members should contact the Area Maintenance Engineer to discuss their specific requirements with regard to any Community Enhancement allocation and arrange for the work activities to be managed by the Area Maintenance Engineer on their behalf.
- (ix) **AGREED** that the remaining £100,000 of the revenue maintenance budget be used to fund a gang to carry out minor maintenance works throughout Reigate & Banstead, managed on Members' behalf by the Area Maintenance Engineer.

51/15 ON STREET PARKING ENFORCEMENT UPDATE [EXECUTIVE FUNCTION FOR INFORMATION] [Item 11]

Declarations of Interest: None

Officers attending: David Curl, Parking Strategy and Implementation Team Manager and Jacquie Joseph, Parking Services Manager (Reigate & Banstead Borough Council)

Petitions, Public Questions, Statements: None

Member Discussion – key points:

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- The Chairman wished to know why the service was no longer making a profit as it had done previously. The Parking Services Manager informed the Committee that enforcement of on-street parking is a costly activity, but in order to make savings, a cap had been placed on property costs, and the service was looking to make the most efficient use of its existing property. Discussion took place around this point. The Parking Strategy and Implementation Team Manager added that the Parking Task Group had looked at costs and compared Reigate & Banstead with other boroughs/districts; however, there were certain differences that made it more difficult for Reigate & Banstead to make a profit.
- Members requested more detailed financial information, setting out the difference between the position three years ago and today.
- Concerns were raised that yellow lines were not visible due to leaf fall and other debris. The Parking Services Manager agreed to look into this.
- Concerns were raised that the report omitted to mention enforcement activity at Earlswood, Woodhatch and Salfords shopping parades. The Parking Services Manager informed the Committee that she was aware of issues in Salfords and Earlswood. She also noted that the service was reviewing the timing and frequency of operations outside all schools.
- In light of the need for further information, the Chairman did not feel that it was possible for the Committee to note the report as it currently stood, and requested officers to produce a new report for the next meeting of the Local Committee.

The Local Committee (Reigate & Banstead) REQUESTED that a further, detailed report setting out the financial information requested above and details of activity at all the borough's shopping parades be brought to the next meeting of the Committee in March 2016.

52/15 EAST SURREY COMMUNITY SAFETY PARTNERSHIP - UPDATE [FOR INFORMATION] [Item 12]

Declarations of Interest: None

Officers attending: Gordon Falconer, Senior Manager, Community Safety; Inspector Angie Austin, Surrey Police; Ben Murray, Licensing and Regulation Manger, Reigate & Banstead Borough Council

Petitions, Public Questions, Statements: None

Member Discussion – key points:

- Members wished to know how the funding provided by the Local Committee had been spent within the borough. The Licensing and Regulation Manager reported that a considerable amount had been spent on covert mobile CCTV and signage for a flytipping project; as well as cameras in vehicles and environmental changes to help reduce drugs and criminality on the Cromwell Estate in Redhill.
- Members welcomed the input of the Clinical Commissioning Groups to the CSP as it was felt useful to have a representative from the health service. Similarly the involvement of the housing associations was welcomed.
- The Local Member for Redhill West stated that she was more than happy to contribute Member Allocation funding to the Cromwell Estate project as she was contacted frequently by residents regarding drug issues there.

She asked how local Members could feed in such concerns to the CSP. The Senior Manager reported that he was in the process of producing a guidance note for Members regarding the Community Incident Action Group (CIAG) and Joint Action Group (JAG) which would enable Members to report concerns. The Inspector directed Members to ask residents to report concerns, and assured Members that any issues reported to the Council or Police would be dealt with appropriately.

- Members were reminded that they could also direct residents to Surrey Crimestoppers (0800 555111) if they were reluctant to phone the Police. The Chairman asked that Raven Housing Trust be instructed to provide this information to their tenants.
- A request was made to share the content of the CSP review. The Senior Manager agreed to distribute the information.
- Discussion took place regarding the provision of borough-specific information. It was noted that all three Local Committees in the area covered by the East Surrey CSP were receiving the same, strategic report. It was also noted that due to the fact that much funding from the Police and Crime Commissioner (PCC) is distributed on a countywide basis; for example, the commissioning of domestic abuse outreach work. It is therefore impossible to say how much each borough/district received. However, it was noted that none of the East Surrey CSP's bids to the PCC had been refused.

The Local Committee (Reigate & Banstead) NOTED the report.

53/15 EARLY EDUCATION AND CHILDCARE SERVICES AND CHILDREN'S CENTRE SERVICES [FOR INFORMATION] [Item 13]

Declarations of Interest: None

Officers attending: Phil Osborne, Head of Early Years and Childcare Service

Petitions, Public Questions, Statements: None

Member Discussion – key points:

- The Chairman thanked the Head of Service and his team for their excellent work.
- Clarification was sought regarding the statistics on the number of children registered with a children's centre and the number of children seen. The Head of Service explained that children had to be seen at least once to be recorded in this statistic.
- Members wished to know what the success rate was of outreach activities. The Head of Service explained that outreach work depended on the size of the catchment area; some children's centres had a large catchment area with some families unable to access the physical centre. Staff would visit the family and register them. The children's centres identify those families requiring additional support. Work is being carried out on assessing outcomes, but anecdotally, parents and other agencies value the service provided.
- A question was asked regarding the entitlement to free childcare, and whether this could be taken at children's centres. The Head of Service explained that only two children's centres within the borough offered this

ITEM 2

service (Epsom Downs and Red Oak); the others do not provide early education and childcare services. He noted that there is a lack of childcare provision in some parts of the borough.

- Concerns were raised that some parents were not registering their child with any services (GP, education, children's centre). The Head of Service reported that around 1% of any cohort do not attend pre-school in Surrey. Research into this would be carried out, asking parents why they do not take up places.

The Local Committee (Reigate & Banstead) NOTED the report.

54/15 BUCKINGHAMSHIRE AND SURREY TRADING STANDARDS WORK IN REIGATE & BANSTEAD 2015 [FOR INFORMATION] [Item 14]

Declarations of Interest: None

Officers attending: David Bullen, Senior Trading Standards Officer

Petitions, Public Questions, Statements: None

Member Discussion – key points:

- Members thanked the officer for his comprehensive report. It was noted that Surrey Fire and Rescue Service already had a successful volunteer scheme, and many of these volunteers may wish to take on a Trading Standards role.
- Members wished to know whether the service had achieved any success regarding the Proceeds of Crime Act. The officer reported that c. 0.25 million had been confiscated recently from a couple convicted of doorstep crime. Both had been given custodial sentences, and all victims identified would be compensated for the money they had paid out and for any remedial work required.
- Members asked whether the Buy With Confidence (BWC) website had been rebranded following the move to Checkatrade. The officer reported that the website was still running as not all authorities had withdrawn from the scheme. BWC members in Surrey were given the opportunity to transfer to Checkatrade or to the Hampshire BWC scheme. Checkatrade operates a national website. All local Checkatrade members should be Surrey Trading Standards approved and will be able to display a logo. It was noted that businesses are subject to enhanced checks by Trading Standards and if they do not meet standards they will be removed from the scheme. It was also noted that Checkatrade members distribute feedback cards to clients.

The Local Committee (Reigate & Banstead) NOTED the report.

55/15 LOCAL COMMITTEE TASK GROUPS [FOR DECISION] [Item 15]

The Local Committee (Reigate & Banstead) AGREED to appoint Cllr Michael Blacker to the vacancy on the Greater Redhill Sustainable Transport Package Task Group.

Meeting ended at: 4.03 pm

Chairman

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (REIGATE & BANSTEAD)

DATE: 14 DECEMBER 2015



LEAD OFFICER: DAVID CURL, PARKING STRATEGY AND IMPLEMENTATION MANAGER

SUBJECT: FORMAL PUBLIC QUESTIONS

DIVISION: TADWORTH, WALTON AND KINGSWOOD

One formal public question has been received from Ms Gillian Hein:

The Council has recently proposed a number of parking changes in Tadworth but these are piecemeal and there have been strong objections from residents. Is it possible to have an overall plan for Tadworth which takes into account problems of through traffic using inappropriate residential streets, commuter parking pressures and congestion points? The current parking proposals to deter commuter parking will increase traffic speeds and push commuter parking further out onto streets currently unaffected.

David Curl, Parking Strategy and Implementation Manager responds:

As part of the 2015/16 Reigate and Banstead Parking Review we included a number of proposals around Tadworth intended to help manage parking in the village. We have been reviewing the consultation responses and do not plan to go ahead with any where there are a significant number of objections. The feedback we have received from this consultation process will help us shape any further proposals and the council's parking team will work with the county councillor and residents' groups to achieve the best balance of restrictions in the village through our borough wide parking review process.

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (REIGATE & BANSTEAD)

DATE: 7 MARCH 2016

SUBJECT: PETITION – CHANGE THE ZEBRA CROSSING IN CROYDON ROAD, REIGATE TO A PELICAN CROSSING

DIVISION: REIGATE



SUMMARY OF ISSUE:

To consider a petition containing 214 signatures – by Mr Richard Coppen.

Details of petition:

The pedestrian crossing in Croydon Road, Reigate has been a serious cause for concern amongst local residents for many years. It is currently a zebra crossing with only dim belisha beacons, and due to the proximity to the railway bridge, these do not act as any warning to motorists that there is a crossing there at all. The crossing is on a main school route for many local children. There have already been several serious accidents at this crossing resulting in injury, and residents feel it is only a matter of time before someone is more seriously injured, maimed or killed there. We feel that the best and safest solution would be to change the crossing from a zebra crossing, to a pelican crossing with pedestrian controlled traffic lights.

RESPONSE:

The A242 Croydon Road connects the A25 Reigate Road in Reigate with the A23 London Road South between Redhill and Merstham and as such it carries significant volumes of traffic. The zebra crossing is located between Doods Park Road and the east west railway line between Reigate and Redhill. This crossing has been in place for many years.

A review of reported personal injury collisions on the A242 Croydon Road in the vicinity of the crossing between December 2012 and November 2015 shows one collision involving slight personal injury. This collision was a rear end shunt between two vehicles at the junction with Doods Park Road, and did not involve any pedestrians.

There is a yellow backed sign on the southbound approach to the zebra crossing to warn drivers of the crossing but there is no equivalent sign on the northbound approach to the crossing. However one could be provided during the 2016/17 financial year funded from the Local Committee's budget for signs and road markings.

It is acknowledged that the yellow globes at the top of the belisha beacons on the crossing are somewhat faded. If the existing globes were replaced with new globes surrounded by LED halos then the visibility of the crossing would be improved. The cost would be in the region of £4,000. However there is no funding allocated at the present time. It is proposed that officers obtain a confirmed price and provide this information to the Chairman and Vice-Chairman of the Local Committee and the divisional member.

It should be noted that replacing the zebra crossing with a signalised crossing, as the petitioner suggests, would cost in the region of £100,000. Allocation of funding is prioritised against other demands given the limited budget available for this type of work. Given the low collision rate at the site, with only one personal injury collision in the past three years that did not involve a pedestrian on the crossing, replacing the existing zebra crossing with a signalised crossing would be a low priority. However this could be added to the Integrated Transport Schemes (ITS) list for consideration for possible future funding.

Contact Officer:

Philippa Gates, Assistant Engineer, Highways and Transport

Tel: 03456 009 009

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (REIGATE & BANSTEAD)

DATE: 7 MARCH 2016



SUBJECT: PETITION – REQUEST FOR A PEDESTRIAN CROSSING ON THE A217 BRIGHTON ROAD, BANSTEAD IN THE VICINITY OF BURGH WOOD

DIVISION: BANSTEAD, WOODMANSTERNE & CHIPSTEAD AND NORK & TATTENHAMS

SUMMARY OF ISSUE:

To consider a petition containing 1019 signatures (as at 22 February 2016) – by Eva Hellings.

Details of petition:

The A217 near the top of Burgh Wood in Banstead needs a crossing. Hundreds of people cross dangerously every day at this point, many of which are children from the local schools because it is too far to walk, to the nearest crossing for little legs or for the elderly.

There is no other way to enter Banstead town centre for us to take our children to school safely. Driving is not an option as there is not enough parking. In fact many parents from Banstead Infants and Juniors drive to the Nork roads to park up and then cross here. The Horseshoe in Banstead near the schools have sensibly had the pavements widened for safety but now there is even less parking.

We are constantly being encouraged to walk to school but this is not a safe option, yet I have crossed here each school day for the last 7 years and will continue to do so for the next 7 years until my youngest finishes at our most local Junior school.

Seven years ago I wrote to the local residents association to ask if anything could be done. I was told there needed to be more fatalities before the criteria would be ticked to push for a crossing so they could not pursue my request for help. I wonder which of my 4 children the council would like to see dead before they feel a crossing is needed.

I have stood in the middle of the A217 after crossing half way and heard a crash behind us to turn and see a coach having crashed into a car just where we had been standing...Isn't that close enough. This is just one of many close misses I know people have experienced here.

I would like the council to please take this seriously at last. There is space for a bridge or traffic lights...either of these would be amazing.

RESPONSE:

The A217 Brighton Road is a dual carriageway with two lanes of northbound traffic and two lanes of southbound traffic separated by a grassed central reservation. Banstead Town Centre, where Banstead Infant and Junior Schools, St Anne's Primary School and Priory Preparatory School are located along with shops and other local businesses to the east of the A217 Brighton Road. The residential area of Nork is to the west of the A217 Brighton Road, and this road effectively severs this community from the facilities in Banstead Town Centre.

The junction of the Brighton Road with The Drive and Garratts Lane is under signal control, and these signals have a pedestrian phase, which provide a safe crossing of the A217. There is an informal crossing point on the A217 just north of Burgh Wood, adjacent to the footpath that leads to The Horseshoe. There is a tarmac strip in the central reservation and a dropped kerb on the eastern footway of the A217 Brighton Road.

A review of reported personal injury collisions on the A217 Brighton Road in the vicinity of Burgh Wood between December 2012 and November 2015 shows three collisions involving slight personal injury. All of these collisions were between two vehicles and none of them involved pedestrians.

Officers are aware that road safety and pedestrians crossing the A217 Brighton Road at this informal crossing point has been of concern to local residents for a number of years. The request for a formal crossing point has already been identified as a priority project. It is included in both the Reigate and Banstead Transport & Forward Programme that forms part of the Surrey Transport Plan, and also in Reigate and Banstead Borough Council's Infrastructure Delivery Plan.

Funding has been secured, from developer contributions collected in the area, for feasibility design for a signalised crossing on the A217 Brighton Road in the vicinity of Burgh Wood to be carried out during the financial year 2016/17. It should be noted that no funding has been allocated for the implementation of a signalised crossing at this location, the cost of which is likely to be in the region of £150,000.

The provision of this signalised crossing is currently being appraised for inclusion in the Epsom to Banstead Sustainable Transport Plan (STP) bid to the Coast to Capital Local Enterprise Partnership (LEP). All potential schemes are appraised against the LEP objectives by Surrey's Transport Policy Team before being included as part of the bid. It is not yet certain that this scheme will be included in the bid to the Coast to Capital LEP, and even if the scheme were included there is no guarantee that the bid would be successful. However if the scheme for a crossing were included in a bid to the LEP that was ultimately successful, then the crossing could be implemented using funding from the LEP.

Progress on the Epsom to Banstead STP bid is the subject of a separate report to this Local Committee.

Contact Officer:

Philippa Gates, Assistant Engineer, South East Area Team Tel: 03456 009 009

Local Committee Decision Tracker

This Tracker monitors progress against the decisions that the local committee has made. It is updated after each committee using the 'RAG' (red, amber, green) ratings below.

Green: Actions are on track and progressing as expected towards the agreed deadline.

Amber: Action is off track but corrective measures are in place to meet the original or updated deadline.

Red: Action has not been progressed and is off track. Deadline will not be met.

NB. Once actions have been reported to the committee as complete, they are removed from the tracker.

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Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
14 Sept 2015	4	Full report to be brought to the 14 December 2015 Local Committee meeting	14 December 2015	Green	Neil McClure	Complete Walkability Survey under discussion.
14 Dec 2015	4a	Petition to be forwarded to the Project Team; also part of scope for Greater Redhill Sustainable Transport Package	TBC	Green	Zena Curry Neil McClure	Petition forwarded to the Project Team
14 Dec 2015	5	Consultation responses will be considered as part of the 2015/16 Parking Review	12 September 2016	Green	David Curl	
14 Dec 2015	8	To note the project content being developed for	Complete	Green	Neil McClure	

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		<p>inclusion in the business plan submission</p> <p>To establish a joint Member Task Group with the proposed Membership from the Reigate & Banstead Local Committee, with Nick Harrison as an additional substitute</p> <p>To approve the terms of reference for the Member Task Group</p>	<p>Complete – first meeting of the task group held on 29 Jan 2016</p> <p>Complete</p>	<p>Green</p> <p>Green</p>		
14 Dec 2015	10	<p>To note that the Local Committee's devolved highways budget for capital works has been reduced as set out in the Medium Term Financial Plan, to £390,338 in 2016/17 and to £334,575 in 2017/18, and that it has been assumed that the revenue budget for 2016/17 remains the same as for 2015/16, at £217,180.</p> <p>To note that a further report will be presented to the March 2016 meeting of the Reigate & Banstead</p>	<p>Complete</p> <p>Complete – on agenda for 7 March 2016 meeting</p>	<p>Green</p>	Zena Curry	

		<p>Local Committee to agree a revised programme should the devolved budget vary from these amounts.</p> <p>To note that the capital improvement schemes allocation for Reigate & Banstead be used to progress the Integrated Transport Schemes programme set out in Annex 1 to the report submitted.</p> <p>To note that the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, be able to vire money between the schemes agreed in Annex 1 to the report submitted, if required.</p> <p>To agree that the capital maintenance schemes allocation for Reigate & Banstead be divided equitably between County Councillors to carry out Local Structural Repair, and that the schemes to be progressed be agreed</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>			
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		by the Area Maintenance Manager in consultation with the Local Committee Chairman, Vice-Chairman and local divisional Members.				
		To authorise the Area Maintenance Engineer, in consultation with the Local Committee Chairman, Vice-Chairman and relevant local divisional Member, to use £67,180 of the revenue maintenance budget for 2016/17 as detailed in Table 2 of the report submitted.	Complete			
		To agree that £5,000 per County Councillor be allocated from the revenue maintenance budget for Highways Localism Initiative works, and that if bids for this funding have not been received by the end of May 2016, the monies revert to the relevant Member to use to fund Community Enhancement works.	Complete			
		To agree that Members	Complete			

		<p>should contact the Area Maintenance Engineer to discuss their specific requirements with regard to any Community Enhancement allocation and arrange for the work activities to be managed by the Area Maintenance Engineer on their behalf.</p> <p>To agree that the remaining £100,000 of the revenue maintenance budget be used to fund a gang to carry out minor maintenance works throughout Reigate & Banstead, managed on Members' behalf by the Area Maintenance Engineer.</p>	Complete			
14 Dec 2015	11	A further report was requested, setting out detailed financial information for the past three years, and details of parking enforcement activity at all the borough's shopping parades	Report on agenda for 7 March 2016 meeting	Green	David Curl Jacquie Joseph	
14 Dec 2015	15	Cllr Michael Blacker was appointed to the vacancy on the Greater Redhill	Complete	Green	Neil McClure	

		Sustainable Transport Package Task Group				
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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (REIGATE & BANSTEAD)

DATE: 7 MARCH 2016



LEAD OFFICER: NEIL MCCLURE, PROJECT MANAGER, TRANSPORT POLICY

SUBJECT: EPSOM-BANSTEAD SUSTAINABLE TRANSPORT PACKAGE

DIVISION: BANSTEAD VILLAGE, NORK, TATTENHAMS, KINGSWOOD AND BURGH HEATH, TADWORTH AND WALTON, PRESTON

SUMMARY OF ISSUE:

This paper is to brief the Local Committee Members on the Epsom - Banstead Sustainable Transport Package (STP). The scheme is currently being developed into a business case for submission to the Coast to Capital (C2C) Local Enterprise Partnership (LEP) in a bid for funding from the Local Growth Award.

The proposals will require a public consultation which has been tentatively arranged for a 6 week period during May/June 2016 to fit in with the tight timescale for delivery.

RECOMMENDATIONS:

The Local Committee (Reigate & Banstead) is asked to:

- (i) note the project progress to date.
- (ii) approve the project to be the subject of a public consultation exercise during May/June 2016.
- (iii) delegate authority to the Area Highways Manager in consultation with the Epsom - Banstead STP Member Task Group to agree the project consultation material.

REASONS FOR RECOMMENDATIONS:

To ensure that the Local Committee is kept informed, the Local Committee is asked to note the progress made so far to develop the Epsom - Banstead STP project into a business case bid for LEP funding.

Due to the tight timescales for delivery, a six week consultation period has been tentatively arranged for May/June 2016 to enable the results of the consultation to be presented to the meeting of this committee on 12 September 2016 for works to commence during the autumn of 2016.

The project will also require a number of approvals from this committee for example allowing cycling on widened footways and the advertisement of notices for the installation of toucan crossings and certain traffic orders.

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However, these are currently in development and form part of the design process and will be presented to a later meeting of this committee.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Epsom - Banstead STP scheme was approved by the C2C LEP for inclusion in the Strategic Economic Plan (SEP) during 2014.
- 1.2 The key LEP project objective is to provide for economic growth. LEP investment in transport schemes should provide transport infrastructure to unlock growth in jobs, homes and employment space; reduce car journeys through sustainable transport improvements, thereby reducing carbon emissions; and improve resilience to transport disruptions.
- 1.3 Sustainable Transport Packages specifically should regenerate areas by tackling congestion and improving journey quality and reliability, and provide alternative sustainable transport improvements to the car, to reduce carbon emissions.

2. ANALYSIS:

- 2.1 The Epsom - Banstead STP scheme is a package of walking, cycling and quality bus improvements within the C2C East Surrey M25 strategic growth corridor.
- 2.2 The aim of the scheme is to provide improved connections from residential areas to key economic and employment areas such as Epsom town centre, to facilitate new housing development and to encourage economic prosperity and increased employment, particularly in areas of deprivation, such as Preston.
- 2.3 Relief from congestion would be encouraged through a modal shift away from the private car. Shared pedestrian and cycle routes will give commuters the choice to travel by bicycle or by foot on improved pedestrian routes. Improved public transport reliability and infrastructure will improve access to jobs and employment opportunities. The proposed schemes will provide residents and commuters with a wider choice of transport modes.
- 2.4 An Officer Project Board including officers from Surrey County Council (SCC), Epsom & Ewell Borough Council (EEBC), and Reigate & Banstead Borough Council (RBBC) is currently working to develop a short list package of sustainable transport schemes for inclusion in the business case. The costs and benefits of each scheme will be assessed to enable a business case to be submitted to the LEP. The submission dates are set by the LEP which is currently expected to be May 2016 (date to be confirmed by the LEP).
- 2.5 The joint Member Task Group with members from the Reigate & Banstead Local Committee and the Epsom & Ewell Local Committee has been kept fully briefed with the development of this sustainable transport scheme to date. The final short list of schemes and business case will require the support of the Member Task Group to proceed with the consultation and project design phase.
- 2.6 The project 'dovetails' with the current Epsom Plan E scheme delivering highway and public realm improvements for Epsom town centre, and the Greater Redhill STP providing similar sustainable transport connectivity improvements between the Reigate/Redhill and Horley/Gatwick areas.

- 2.7 Failure to deliver this project would represent a lost opportunity to promote sustainable transport in the area as well as a chance to link up employment centres with residential areas of deprivation encouraging increased employment.

3. OPTIONS:

- 3.1 Potential schemes for inclusion in the business case are being prioritised and appraised against a number of key project measures, including the expected economic benefits, costs, deliverability and whether the schemes align with County and Borough Council objectives.
- 3.2 Options within the final package of schemes will be considered during the feasibility and design process after the business case has been completed.

4. CONSULTATIONS:

- 4.1 On submission of the business case the C2C LEP will carry out an independent scrutiny of the scheme bid.
- 4.2 It is the intention of the County Council to carry out a public consultation on the scheme. On current timescales a 6 week consultation period is expected to take place during May/June 2016.
- 4.3 The consultation will be online, with leaflets available at locations within the project improvement area where hard copy questionnaires will also be available.
- 4.4 It is also planned to hold an exhibition within the project area at a suitable public venue, which will be staffed by SCC and Borough Council Officers. Details of the consultation process will be prepared at a later stage.
- 4.5 Analysis of the consultation feedback and any subsequent changes to the proposed schemes will be presented to the Local Committee at the 12 September 2016 meeting, with a Member Task Group briefing prior to this.
- 4.6 Public engagement results and analysis from existing schemes, including Epsom Plan E and Preston Regeneration will also be used for determining the appropriate package of transport measures for the Epsom - Banstead scheme.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The detailed business case for the scheme is being prepared which includes a value for money section.
- 5.2 The scheme has been given internal SCC approval for a total scheme funding bid value of up to £4.8m. Scheme delivery will be from 2016/17 through to 2017/18.
- 5.3 The LEP requires a 25% local contribution for all STP schemes. This means we require a sum of £1.2m to be included as local contribution/match funding in order to secure the remainder as grant funding from the LEP.

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- 5.4 Confirmation of available local contribution funding is being progressed with County and Borough Council partners, and potential third party private sector match funding for inclusion in the business case.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 It is the objective of the County Council to treat all users of the public highway equally and with understanding. An Equalities Impact Assessment (EqIA's) will be carried out for each Major / Sustainable Transport scheme.

7. LOCALISM:

- 7.1 The scalable package of measures between Epsom and Banstead aims to deliver sustainable and public transport measures to improve accessibility, encourage its use and improve safety with goals to;
- encourage modal shift (to walking, cycling, bus and rail)
 - reduce congestion
 - improve journey time reliability
 - reduce journey times
 - reduce vehicle operating costs
 - increase accessibility to economic centres and railway stations
 - reduce road casualties
 - deliver increased bus reliability and patronage to major employment sites, town centres, hospitals and education centres
 - Support regeneration of the Preston Estate in Reigate & Banstead.

8. OTHER IMPLICATIONS:

.Area assessed:	Direct Implications:
Crime and Disorder	Improve access to rail stations and other passenger transport interchange facilities, and reduce the fear of crime and disorder.
Sustainability (including Climate Change and Carbon Emissions)	Set out below
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	Set out below.

8.1 Sustainability and Public Health Implications

Increased walking and cycling, where it replaces motorised forms of transport such as the car, will improve air quality and reduce carbon emission levels, which is a key objective of the Surrey LTP. Passenger transport and modal shift from the car to buses/rail are a further key objective of the Surrey Local Transport Plan (LTP).

Transport is responsible for one third of carbon emission in Surrey. Surrey's LTP has a target to reduce carbon emissions from (non-motorway) transport by 10% (absolute emissions) by 2020, increasing to 25% reduction by 2035 from a 2007 baseline of 2,114k tonnes.

Increased walking and cycling has a positive impact on the health of a person. The NHS identifies cycling as an activity which provides significant health benefits. The emerging Surrey Health and Wellbeing Strategy has identified obesity as one of the priority public health challenges.

The whole project including the improved walking and cycling facilities will be marketed together with bus service marketing in partnership with commercial bus operators to residents and businesses. Cycle training will be offered to those less confident of cycling to encourage take up and to maximise the benefits of the new infrastructure.

It could be that increased levels of walking, cycling and bus usage to and around the area will have a positive effect on the local retail economy as some recent studies suggesting that these groups actually spend more on a trip into a town than a motorist.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The Local Committee (Reigate & Banstead) is asked to note the project progress and timescales for the business case submission. This work will continue to be progressed through the Officer Project Board for submission to the C2C LEP in May 2016 (date to be confirmed by the C2C LEP). The Member Task Group will be kept fully informed of progress as the final package of sustainable transport measures is developed for the project and business case submission to the C2C LEP.
- 9.2 The County Council in partnership with Reigate & Banstead Borough Council and Epsom & Ewell Borough Council intend to prepare and plan for a 6 week consultation on the scheme during May/June 2016. The Local Committee is requested to approve this to enable the public engagement to take place.
- 9.3 The Local Committee is requested to delegate authority to the Area Highways Manager in consultation with the Epsom - Banstead STP Member Task Group to agree the project consultation material.

10. WHAT HAPPENS NEXT:

- 10.1 A report will be presented to the September 2016 Local Committee with details of the short list package of schemes included in the Epsom - Banstead STP and a business case will be submitted to the C2C LEP for project funding.

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- 10.2 Subject to the approval of this Local Committee a public consultation exercise will be carried out for a 6 week period (during May/June 2016), and the results will be presented to the September 2016 Local Committee.
- 10.3 The C2C LEP Grant funding award decision for the project is expected to be announced during summer 2016, for scheme delivery from autumn the same year.

Contact Officer: Neil McClure
Job title: Transport Strategy Project Manager, Transport Policy, Surrey County Council
Contact number: 03456 009 009

Consulted
Epsom Banstead STP Officer Project Board
Joint Borough Member Task Group

Annexes:
None

Sources/background papers:
Epsom Banstead STP – Reigate & Banstead Local Committee report Dec 2015

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (REIGATE & BANSTEAD)

DATE: 7 MARCH 2016

LEAD OFFICER: ZENA CURRY, AREA HIGHWAY MANAGER

SUBJECT: HIGHWAY SCHEMES 2015/16 – END OF YEAR UPDATE

DIVISION: ALL

**SUMMARY OF ISSUE:**

To inform the Local Committee on the outcome of the 2015/16 Integrated Transport and highways maintenance programmes in Reigate and Banstead.

RECOMMENDATIONS:

The Local Committee (Reigate & Banstead) is asked to note the contents of this report.

REASONS FOR RECOMMENDATIONS:

To update the Local Committee on the progress of the highway works programme in Reigate and Banstead.

1. INTRODUCTION AND BACKGROUND:

- 1.1 In December 2014 (revised in March 2015), Reigate and Banstead Local Committee agreed a programme of capital Integrated Transport Schemes (ITS) and revenue maintenance expenditure for 2015/16 in Reigate and Banstead to be funded from the Local Committee's devolved budget. The £446,100 ITS capital budget was divided equally between improvement schemes and maintenance (local structural repair) schemes, with 25% of the latter being spent on drainage schemes. The revenue maintenance budget was set at £217,180, which included an allocation for community enhancement works.
- 1.2 In addition to the Local Committee's devolved budget, countywide budgets have been used over the past year to fund major maintenance (Operation Horizon), drainage works and other capital highway schemes. Countywide revenue budgets are used to carry out both reactive and routine planned maintenance works.
- 1.3 Developer contributions are also used in Reigate and Banstead to fund, either wholly or in part, highway improvement schemes to mitigate the impact of developments on the highway network.

2. ANALYSIS:

Capital Programme

2.1 **Annex 1** provides an end of year update of the 2015/16 capital programme of Local Committee funded highway works in Reigate and Banstead. It also provides an update on schemes funded by the Road Safety Working Group and those being progressed using developer contributions.

2.2 A number of ITS improvement schemes have been progressed in 2015/16, as highlighted below and set out in more detail in Annex 1.

- Zebra crossings installed in Pendleton Road, Redhill and Merland Rise, Epsom Downs.
- Pedestrian refuges provided in Carlton Road, Reigate at junction with Gatton Park Road and in Lee Street, Horley near Whitmore Way.
- Safety improvements at schools: Sandcross Lane by Sandcross Primary School and Merrymeet by Woodmansterne Primary School.
- Design of schemes for implementation in 2016/17.

2.3 The Local Committee ITS capital maintenance budget has been used to fund ten Local Structural Repair schemes this financial year. Five drainage schemes have also been carried out.

Revenue Programme

2.4 **Table 1** below shows the revenue maintenance allocations for 2015/16, together with examples of the works carried out. This budget has been spent in full.

Item	Allocation	Works Carried Out
Drainage / ditching works	£30,180	Works carried out include hire of additional jetting resource for the Borough and small drainage works
Tree works	£10,000	Works carried out include tree works, stump grinding and flailing
Parking	£15,000	Contribution towards parking review in Reigate and Banstead
Signs and Road markings	£7,000	Provision of new signs at various locations across the Borough
Speed Limit Assessments	£5,000	Speed limit surveys carried out at various locations across the Borough
Community Enhancement	£50,000	£5,000 per divisional Member, spent on small highway improvements to benefit the local community. Works carried out include provision of VAS signs, footway and verge works, provision of grit bins and tree works.
Minor Maintenance Works	£100,000	Hire of Revenue Maintenance Gang to carry out minor works throughout the Borough, including vegetation clearance, sign cleaning, general highway 'housekeeping' etc.
TOTAL	£217,180	

Table 1 – Revenue Maintenance 2015/16

Greater Redhill Sustainable Transport Package (STP)

- 2.5 Scheme delivery for 2015/16 commenced during autumn 2015. This included improvements to sections of the National Cycle Route 21 (NCR21). Tree works and vegetation clearance started on 20 October, in preparation for further route improvements that are now underway and scheduled for completion by the end March 2016. A further 'phase 2' of NCR21 schemes is being considered by the Project Board including officers from Surrey County Council (SCC) and Reigate and Banstead Borough Council (RBBC) for delivery during 2016/17. Phase 2 is likely to include adding a sealed surface to some sections of the route, and further route enhancements subject to available funding and prioritisation against the other schemes currently being progressed through design.
- 2.6 Other works in progress and due for completion before the end of March 2016 include widening of the shared cycle and pedestrian footway along Woodhatch Road, between Pendleton Road and Maple Road junctions. Improvements to this busy section of footway will provide better connectivity by bike and on foot to East Surrey Hospital and the wider area.
- 2.7 Improvements to all other off-highway cycle/pedestrian routes along the A23 corridor that were identified during the public consultation exercise are being progressed through the design process for prioritisation by the Officer Project Board, and subsequent delivery during 2016/17 and 2017/18.
- 2.8 Design work is underway for the quality bus corridor improvements planned for delivery during 2016/17 and 2017/18. This includes local bus services 430/435 and 420/460. Analysis of the recent Surrey Transport Review outcomes is being used to identify the specific bus stop locations and measures that will be introduced to provide high quality and accessible passenger waiting facilities and bus service reliability improvements. Detailed design work is almost complete to introduce a bus only signalised right turn facility into Ladbrooke Road from Princess Way (northbound) in Redhill town centre. Construction of this new junction layout will follow during 2016/17. The right turn facility for buses will provide service reliability and journey time improvements.
- 2.9 A further report on this project will be presented to a future Local Committee. This will include a report on the schemes delivered during 2015/16 and the programme of schemes for delivery during 2016/17 and 2017/18. It is anticipated the future delivery programme will be available for either the June or September Local Committee for approval. Interim updates on scheme progress will be provided through the Member Task Group in place for this project.

Customer Enquiries

- 2.10 **Table 2** shows the number of enquiries received during 2015. The volume of enquiries received in 2015 is down from the 2014 figure of 149,000, due to a combination of milder weather throughout the year and ongoing improvement projects.
- 2.11 All enquiries are categorised at the point of logging, either automatically through the website or by officers. Safety defects are passed to Kier to deal with and the remainder are passed to the SCC local office for further

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investigation. During 2014 the average split was 44% SCC and 56% Kier; for 2015 this has seen a shift to 39% SCC/61% Kier.

2.12 Work undertaken through the Customer Service Excellence project to improve the response times and quality of responses has reduced the need for customers to contact us again in relation to their enquiry. Enhancements to the roadwork web page, online reporting and proactive communication of planned works have also helped to reduce the number of general enquiries made by customers.

Period (2015)	Surrey Highways: Total enquiries (no.)	Reigate & Banstead: Total enquiries (no.)	Local Area Office: Total enquiries (no.)
Jan-March	35,467	4,943	1,672
April - June	30,254	4,062	1,387
July – Sept	28,164	3,827	1,493
Oct – Dec	27,693	4,102	1,498
Total	121,578	16,934	6,050

Table 2: Customer Enquiries 2015

2.13 Of the enquiries received by the local area office, 96% have been resolved, a rate in line with the highways countywide average.

2.14 **Table 3** shows the number of complaints received in 2015 by Surrey Highways and the South East area, which includes Reigate and Banstead.

Period (2015)	Surrey Highways: Complaints (no.)	South East Area: Stage 1 Complaints (no.)
Jan-March	110	28
April- June	178	24
July – Sept	89	33
Oct – Dec	136	20
Total	513	105

Table 3: Complaints 2015

2.15 Of the 105 Stage 1 complaints, 14 were taken forward to Stage 2. For Reigate and Banstead, there were 39 Stage 1 and 6 Stage 2 complaints in 2015. The main reasons for these complaints were service delivery, communication and decision making. Following independent investigation, the service was found to be at fault in two of the Stage 2 complaints. Surrey Highways continue to work closely with the corporate customer relations team and have created corrective action plans for all outstanding actions. In addition any remedial action identified at Stage 1 is now monitored more closely to ensure compliance and reduce escalation to Stage 2.

2.16 Recent surveys conducted with the Highways Customer Panel showed that 71% of those surveyed were either satisfied or very satisfied with the customer service they received. This result was endorsed by the findings of the annual independent National Highways & Transport Survey conducted by MORI.

- 2.17 Improvements identified for 2016 include piloting a new hand-held device for Local Highway Officers to increase mobile working, better coordination between the Customer Care Team and the Area Offices, and further enhancements to the website.

3. OPTIONS:

- 3.1 Not applicable.

4. CONSULTATIONS:

- 4.1 Not applicable

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The key objective with regard to the 2015/16 budgets has been to manage to a neutral position.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding. The needs of all road users are considered as part of the design process for highway schemes.

7. LOCALISM:

- 7.1 The Highways Service is mindful of the localism agenda and engages with the local community as appropriate before proceeding with the construction of any highway scheme.
- 7.2 Specific funding is allocated from the Local Committee's devolved budget which allows Parish Councils and Residents' Associations to bid to the Local Committee for the funding of local revenue projects.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below
Sustainability (including Climate Change and Carbon Emissions)	Set out below
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report

- 8.1 Crime and Disorder implications
A well-managed highway network can contribute to reduction in crime and disorder.
- 8.2 Sustainability implications
The use of sustainable materials and the recycling of materials is carried out wherever possible and appropriate.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 This report sets out highway works carried out in Reigate and Banstead in 2015/16, for Members' information.

10. WHAT HAPPENS NEXT:

10.1 The remaining budget for 2015/16 will be spent and the end of year outturn figures will be finalised.

Contact Officer:

Anita Guy, Principal Engineer, South East Area Team
Tel: 03456 009 009

Consulted:

Not applicable

Annexes:

Annex 1: Summary of Progress

Sources/background papers:

- Report to Reigate and Banstead Local Committee, 1st December 2014
 - Report to Reigate and Banstead Local Committee, 2nd March 2015
-

CAPITAL ITS IMPROVEMENT SCHEMES			
Project: Outwood Lane, Chipstead			
Detail:	Footway improvements	Division: Banstead, Woodmansterne and Chipstead	Allocation: £45,000
Progress: The scheme involves widening of the existing footway between Hazlewood Lane and the Ramblers Rest and improving access to it. Consent for the works has been received from Natural England as the land adjoining the highway is classified as SSSI. Method of working is being agreed with the contractor and the necessary permits to work on the highway are being sought. It is unlikely that work will commence before May 2016. An application has been made for approval to carry forward the funding to next financial year.			
Project: A242 Gatton Park Road, Reigate			
Detail:	Removal of existing traffic islands and provision of pedestrian refuge in Carlton Road	Division: Reigate; Redhill West and Meadvale	Allocation: £20,000
Progress: Provision of pedestrian refuge island in the bellmouth of Carton Road. Completed. A feasibility study into the safety implications of removing the existing traffic islands in Gatton Park Road has been completed, the findings of which are to be shared with the Chairman, Vice-Chairman and divisional Member.			
Project: Merland Rise, Epsom Downs			
Detail:	Pedestrian crossing	Division: Nork and Tattenhams	Allocation: £70,000
Progress: Removal of existing kerb build-out/priority give-way and introduction of a zebra crossing south of Headley Drive. Completed.			

CAPITAL ITS IMPROVEMENT SCHEMES			
Project: Lee Street, Horley			
Detail:	Pedestrian crossing facility	Division:	Horley West, Salfords and Sidlow
Allocation: £20,000			
Progress: Provision of a pedestrian refuge with localised carriageway widening in Lee Street west of Mill Close. Improvements to nearby uncontrolled pedestrian crossing facilities across junctions leading to the new facility incorporated into the scheme. Completed.			
Project: Pendleton Road, Redhill			
Detail:	Zebra crossing	Division:	Redhill West and Meadvale
Allocation: £18,000			
Progress: Match funding for a scheme to introduce a zebra crossing north-east of Abinger Drive. Completed.			
Project: A217 Brighton Road, Lower Kingswood			
Detail:	Uncontrolled pedestrian crossing facility	Division:	Merstham and Banstead South
Allocation: £4,000			
Progress: Feasibility design for an informal crossing point near Holly Lodge. Facility likely to be similar to the crossing point implemented on the A217 near Mill Road/The Warren, Kingswood. Proposal developed, to be sent to the Chairman, Vice-Chairman and divisional Member for consideration.			
Project: Victoria Road, Horley			
Detail:	Pedestrian crossing	Division:	Horley East
Allocation: £4,000			
Progress: Feasibility design of signal controlled crossing near Consort Way. Two options developed which have been shared with the Chairman, who is also the divisional Member.			

CAPITAL ITS IMPROVEMENT SCHEMES

Project: Tattenham Crescent, Epsom Downs

Detail: Upgrade of existing pedestrian refuge

Division: Nork and Tattenhams

Allocation: £4,000

Progress:

Width of existing pedestrian refuge too narrow to provide adequate protection to pedestrians and mobility scooter users. Options developed by design team, which will be shared with the Chairman, Vice-Chairman and divisional Member for consideration.

Project: Slipshatch Road, Reigate

Detail: Speed reducing feature

Division: Earlswood and Reigate South

Allocation: £4,000

Progress:

Measures to reduce eastbound vehicle speeds at the change in speed limit from derestricted to 30mph. Feasibility report and drawings to be sent to the Chairman, Vice-Chairman and divisional Member for consideration.

Project: Small Safety Schemes

Detail: As set out below

Division: See below

Allocation: £20,050

Woodmansterne Primary School – Merrymeet, Woodmansterne

Banstead, Woodmansterne and Chipstead

Provision of a kerb build-out to assist pedestrian crossing movements and associated footway improvements. Completed.

Sandcross School – Sandcross Lane, Reigate

Earlswood and Reigate South

A petition was presented to the December Local Committee and it was agreed to improve the crossing point where the school crossing patrol operates by providing dropped kerbs, resolve drainage issues and install some additional pedestrian guard railing. These works were completed in May/June 2015. A Road Safety Outside Schools assessment has been carried out.

A Road Safety Outside Schools assessment and a speed survey have been carried out. The speed survey showed that measured average speeds do not comply with the speed limit policy to enable the implementation of a 20mph speed limit by signing alone.

CAPITAL ITS IMPROVEMENT SCHEMES		
Project: Signs and Road Markings		
Detail: To be identified	Division: All	Allocation: £9,000
Progress:		
<p>St John's School - Pendleton Road, Redhill Redhill West and Meadvale</p> <p>A variable speed limit was introduced outside St John's School in 1995. A 20mph speed limit operates at school drop off and pick up times, the speed limit being indicated by Variable Message Signs (VMS). The rest of the day the speed limit is 30mph. Works completed to provide a replacement sign.</p>		
Project: Stage 3 Road Safety Audits		
Detail: To be carried out as required	Division: All	Allocation: £5,000
Progress:		
<p>Bletchingley Road, Merstham – Zebra Crossing Remedial Works</p> <p>Improvements to the zebra crossing in Bletchingley Road, Merstham, were completed in 2014/15. The Stage 3 Road Safety Audit has identified remedial works that need to be carried out. Completed.</p>		

CAPITAL ITS MAINTENANCE SCHEMES (LSR/FOOTWAYS)		
Project	Division	Update
Harewood Close, Reigate - carriageway (whole length)	Reigate	Completed
Woodmansterne Lane, Banstead - footway	Banstead, Woodmansterne and Chipstead	Completed
Prince Albert Square, Redhill - carriageway (between nos. 65 to 87)	Earlswood and Reigate South	Completed
Blundell Avenue, Horley - carriageway (whole length)	Horley West, Salfords and Sidlow	Completed
Palmer Close, Redhill - carriageway (patches)	Redhill East	Completed
Fairlawn Drive, Redhill - carriageway (patches)	Redhill West and Meadvale	Completed
Harps Oak Lane, Merstham - carriageway (patches)	Merstham and Banstead South	Completed
Canons Lane, Burgh Heath - carriageway (patches)	Tadworth, Walton and Kingswood	Completed
Blue Cedars, Banstead - carriageway (whole length)	Nork and Tattenhams	Completed
The Avenue, Horley - carriageway (whole length)	Horley East	Completed

CAPITAL ITS MAINTENANCE SCHEMES (DRAINAGE)

Project	Division	Update
Maple Road, Earlswood - new kerbs and drainage system	Earlswood and Reigate South	Completed
Canons Lane, Burgh Heath - carriageway patching to remove flooding	Walton and Kingswood	Completed
Church Lane, Hooley - soakaway linkage scheme	Merstham and Banstead South	Completed
Rocky Lane, Merstham - new gully	Merstham and Banstead South	Completed
Radstock Way, Merstham - enlarge pipe near school entrance	Merstham and Banstead South	Being monitored as flooding issue may have been resolved
Yew Tree Close - new gullies and localised resurfacing	Horley West, Salfords and Sidlow	Completed

POTENTIAL DEVELOPER FUNDED SCHEMES

Project: A23 High Street, Merstham	
Detail: Convert existing zebra to signal control	Division: Merstham and Banstead South
Progress: Design completed, safety audit carried out. There is currently insufficient developer funding available to implement conversion of the zebra to signal control so proposal deferred until additional funding source has been identified.	

POTENTIAL DEVELOPER FUNDED SCHEMES

Project: Tadworth Street, Tadworth

Detail: Localised road widening

Division: Tadworth, Walton and Kingswood

Progress:

Localised road widening to provide additional traffic lane on approach to A217 Brighton Road roundabout. Utilities equipment identified as requiring diversion. There is currently insufficient developer funding available to meet the budget estimated scheme cost. Scheme on hold.

Following a site meeting with divisional Member, it was agreed to pursue cutting back of trees that currently obstruct sightlines and to ensure the boundary fencing at the back of the footway is secure. Investigate use of developer contributions to fund improved street lighting and signing.

Project: A23 Brighton Road/Salbrook Road/ Lodge Lane, Salbrook

Detail: Junction Improvement

Division: Horley West, Salfords and Sidlow

Progress:

Expansion of activities on the Salbrook industrial site (Police Holding Centre, new Fire Station, waste recycling centre) will increase traffic movements at the existing priority junction, which already has a poor safety record. Consideration also to be given to providing facilities to assist pedestrians and cyclists crossing the A23 at this location. This proposal has been added to the A23 Corridor Economic Support Scheme in the Reigate and Banstead Strategic Economic Plan. The Design Team has produced a first draft report. The report will be issued to the Chairman, Vice-Chairman and divisional Member once finalised.

Project: A240 Reigate Road

Detail: Pedestrian Improvements

Division: Nork and Tattenhams

Progress:

Improvements to footway (localised widening, provision of tactile paving as set out in s106 agreement) associated with new care home being constructed south of Yew Tree Bottom Road. Work on-going.

POTENTIAL DEVELOPER FUNDED SCHEMES		
Project: A217 Brighton Road/A2022 Fir Tree Road/Bolters Lane, Banstead (Banstead Crossroads)		
Detail: Junction Improvement	Division: Banstead, Woodmansterne and Chipstead/Nork and Tattenhams	
Progress: Investigation into provision of pedestrian crossing facilities on A217 at signalised junction. Design brief issued.		
Project: A240 Reigate Road/A2022 Fir Tree Road (Drift Bridge junction), Epsom Downs		
Detail: Junction Improvement	Division: Nork and Tattenhams	
Progress: Review of existing traffic signal operation. Possible upgrading of signal equipment. Investigation being carried out by signals team.		
Project: A217 Brighton Road, (north of The Drive), Nork		
Detail: Vehicle restraint system	Division: Nork and Tattenhams	
Progress: Increased development along the service road of the A217 Brighton Road north of The Drive has raised concerns about the potential for vehicles to leave the service road and enter the main northbound carriageway. A design brief has been issued to investigate the feasibility of providing either a restraint system or kerbing.		
Project: A217 Brighton Road, Burgh Wood		
Detail: Pedestrian facility	Division: Nork and Tattenhams	
Progress: Investigate feasibility of providing an informal crossing facility similar to that in place on the A217 by Mill Road/The Warren. Design brief to be issued.		

POTENTIAL DEVELOPER FUNDED SCHEMES

Project: Preston Regeneration

Detail: Various measures

Division: Nork and Tattenhams/Tadworth, Walton and Kingswood

Progress:

Regeneration of the Preston area, managed by the Borough Council, to include infrastructure and open space improvements addressing parking and traffic flow problems, supporting sustainable transport, and improving the quality of open spaces.

One-way working in Ferriers Way and part of Coxdean is to be the subject of public consultation with residents directly affected. Consultation letter to be delivered end February.

Extension of shared pedestrian/cycle path north of the traffic signal junction with Asda. Design brief issued.

Project: Epsom Lane North, Epsom Downs

Detail: Accident Remedial Scheme

Division: Nork and Tattenhams

Progress:

Agreed with divisional Member to investigate safety improvements at the southern end of Epsom Lane North at the bend by Kingswood Road. Design brief to be issued.

Project: Chequers Lane, Walton on the Hill

Detail: Priority give-way

Division: Tadworth, Walton and Kingswood

Progress:

Investigation of previous proposal to install measures to slow traffic entering the village from the west. Divisional Member to be consulted on requirements for this location.

ROAD SAFETY TEAM SCHEMES		
Project: A217 Brighton Road/Bonsor Drive, Tadworth		
Detail: Anti-skid surfacing	Division: Tadworth, Walton and Kingswood	
Progress: Provide high friction surfacing on both lanes on the approach to the traffic signals on the circulatory carriageway of the roundabout approaching Bonsor Drive. Completed.		
Project: A217 Brighton Road/Babylon Lane, Lower Kingswood		
Detail: Verge marker posts and road markings	Division: Merstham and Banstead South	
Progress: Provide verge marker posts in the central reservation on the northbound approach to the Babylon Lane roundabout and provide white centre lane markings on the part of the circulatory carriageway of the roundabout. Work to be carried out in conjunction with the Babylon Lane roundabout resurfacing scheme. Completed.		
Project: Headley Common Road, Headley		
Detail: Speed limit reduction and signing	Division: Tadworth, Walton and Kingswood	
Progress: Reduce speed limit from de-restricted to 40mph on short sections of Headley Common Road and Boxhill Road, to match surrounding roads. Improve signing. The majority of this scheme is in Reigate and Banstead, but there is a short section of Headley Common Road in Mole Valley that would be affected. Signing completed. Speed Limit Order has been advertised and, subject to no objections being received and upheld, works will be completed by end of March 2016.		

PARKING

Progress:

The 2015 parking review proposals were advertised on 24 September with a closing date for objections of 22 October. The responses are being analysed and collated prior to sharing with members for final decisions.

Note: Information correct at time of writing (18/02/16)

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SURREY COUNTY COUNCIL**LOCAL COMMITTEE (REIGATE & BANSTEAD)****DATE: 7 MARCH 2016****LEAD OFFICER: ZENA CURRY, AREA HIGHWAY MANAGER****SUBJECT: REVISED HIGHWAYS FORWARD PROGRAMME
2016/17 – 2017/18****DIVISION: ALL****SUMMARY OF ISSUE:**

In December 2015 the Local Committee agreed a programme of highway works in Reigate and Banstead for 2016/17 – 2017/18. The budget for 2016/17 has now been approved by Council. This report seeks approval of minor changes to the approved programme of highway works to reflect the small increase in the Reigate and Banstead Local Committee's devolved budget.

RECOMMENDATIONS:**The Local Committee (Reigate & Banstead) is asked to:**

- (i) note the contents of the report;
- (ii) agree that the Capital Integrated Transport Schemes and Local Structural Repair budgets be revised, as set out in Annex 1 and paragraph 2.1 of this report; and
- (iii) agree that the revenue maintenance budget be revised, as set out in Annex 2 of this report.

REASONS FOR RECOMMENDATIONS:

To revise the 2016/17 – 2017/18 forward programme of highways works for Reigate and Banstead to reflect the small changes to the Reigate and Banstead Local Committee's devolved budget.

1. INTRODUCTION AND BACKGROUND:

1.1 In December 2015, the Local Committee agreed its programme of capital Integrated Transport Schemes (ITS) and revenue maintenance expenditure for 2016/17 – 2017/18. The capital funding was based on the budget set out in the Medium Term Financial Plan (MTFP) 2015-20 and the revenue budget assumed the same level of funding as received this financial year.

1.2 The County's capital and revenue budget for 2016/17 – 2020/21 has now been agreed by full Council. The total amount of capital funding across the eleven district and borough Local Committees has been confirmed as that set

out in the previous MTFP and the revenue budget is the same as this financial year. The total budget is allocated between the districts and boroughs using a formula based on population and road length. This formula has been updated using the latest available data, resulting in the total share for Reigate and Banstead being increased slightly.

- 1.3 This report proposes revisions to the Reigate and Banstead highways forward programme to take account of the small increase to the Local Committee's devolved budget.

2. ANALYSIS:

Capital Improvement Schemes (ITS and LSR)

- 2.1 The level of capital funding for improvement schemes has increased from £390,338, as reported in December, to £392,593. The capital budget is divided equally between Integrated Transport Schemes (ITS) and Local Structural Repair (LSR). For ITS, it is proposed to allocate an additional £1,128 to Small Safety Schemes, as shown in **Annex 1**. The LSR allocation will be increased by an equivalent amount. The Local Committee has already agreed that the LSR budget will be divided equitably between divisional Members for works in their areas.

Revenue Maintenance

- 2.2 The Local Committee's revenue budget has been increased from £217,180, as reported in December, to £217,778. It is proposed to allocate the additional £598 to drainage/ditching works, as shown in **Annex 2**.

3. OPTIONS:

- 3.1 The Local Committee is being asked to approve the minor revisions to the forward programme of highway works for Reigate and Banstead as set out in this report.

4. CONSULTATIONS:

- 4.1 Appropriate consultation will be carried out as part of the delivery of the works programme.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The Revenue and Capital Budget 2016/17 to 2020/21 has been approved by Council. The formula to allocate the Local Committee devolved budget to the eleven districts and boroughs has been updated, which has resulted in small increases to Reigate and Banstead's capital and revenue budgets. This report revises the Reigate and Banstead highways forward programme to reflect this revised level of funding.
- 5.2 A number of virements were agreed by Local Committee in December 2013 which enables the budget to be managed and the programme delivered in a flexible and timely manner.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding.

7. LOCALISM:

7.1 The Highways Service is mindful of the localism agenda and engages with the local community as appropriate before proceeding with the construction of any highway scheme.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report

8.1 Crime and Disorder implications

A well-managed highway network can contribute to reduction in crime and disorder.

8.2 Sustainability implications

The use of sustainable materials and the recycling of materials is carried out wherever possible and appropriate.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 The report sets out the revised programme of highway works in Reigate and Banstead for 2016/17 – 2017/18. It is recommended that the revised allocations as set out in Annexes 1 and 2 be approved.

10. WHAT HAPPENS NEXT:

10.1 Officers will progress schemes and deliver works as set out in the highways programme for 2016/17, and will update Members at future meetings.

Contact Officer:

Anita Guy, Principal Engineer, South East Area Team
Tel: 03456 009 009

Consulted: See Section 4.1 above

Annexes:

Annex 1: Revised Integrated Transport Scheme (ITS) Programme 2016/17 - 2017/18

Annex 2: Revised Revenue Maintenance Allocation 2016/17

Sources/background papers:

Report to Reigate and Banstead Local Committee 14th December 2015

ANNEX 1

**REIGATE & BANSTEAD
INTEGRATED TRANSPORT SCHEME (ITS) PROGRAMME 2016/17 - 2017/18**

Scheme/Title	2016/17			2017/18			Comments
	D	C	Budget Allocation	D	C	Budget Allocation	
A217 Brighton Road, Lower Kingswood - uncontrolled pedestrian crossing in vicinity of Holly Lodge					•	£50,000	Design commenced 2015/16 to provide an informal crossing point near Holly Lodge. Work on-going to provide average speed cameras on this section of the A217. Installation of crossing point to be delayed until after introduction of cameras.
Victoria Road, Horley - pedestrian crossing near Consort Way		•	£50,000		•	£50,000	Design commenced 2015/16 to provide a signalised crossing. Proposal to include extending the existing raised junction table to accommodate new crossing. Funding be spread over two years.
Tattenham Crescent, Epsom Downs - upgrade of existing pedestrian refuge		•	£70,000				Options being developed 2015/16, with consideration being given to either an upgraded pedestrian refuge or a zebra crossing.
Slipshatch Road, Reigate - speed reducing feature at entry to 30mph speed limit		•	£30,000				Design commenced 2015/16 to introduce a kerb build-out/priority give-way to reduce eastbound vehicle speeds at the change in speed limit
Croydon Lane, Banstead - pedestrian crossing between Sutton Lane and Longcroft Avenue	•		£4,000				Facility to assist pedestrians crossing the A2022 to access bus stops and Banstead town centre. Timescale for implementation will depend on option developed.
Albert Road and Lumley Road, Horley - reinstatement of two-way working	•		£4,000		•	£15,000	Consultation to be carried out 2015/16 to determine support for returning both roads to two-way working throughout their lengths
Grovehill Road, Redhill - provision of pedestrian refuge in bellmouth with A23	•		£4,000		•	£15,000	Wide bellmouth at junction with A23 and only partial provision of dropped kerbs
Schemes to be agreed by Committee for design					•	£12,000	
Accessibility Improvements - dropped kerbs/tactile paving	•	•	£10,000	•	•	£5,000	Locations to be identified during the year.
Stage 3 Road Safety Audits			£5,000			£5,000	Post construction road safety audits of schemes implemented in 2015/16.
Small safety schemes	•	•	£14,297	•	•	£10,288	Schemes to be identified during the year.
Signs and road markings	•	•	£5,000	•	•	£5,000	Works to be identified during the year.
			£196,297			£167,288	

NOTES:

The programme for 2017/18 is indicative and subject to confirmation. Costs may change following design.

KEY:

• D = Design

• C = Construction

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ANNEX 2**REIGATE AND BANSTEAD
REVENUE MAINTENANCE ALLOCATION 2016/17 (Revised)**

Item	Allocation Agreed Dec 2015	Revised Allocation	Comments
Drainage / ditching works*	£32,680	£33,278	Level of proposed funding reflects the continuing pressure for drainage maintenance and repairs, and to allow for hiring additional jetting resource in Reigate & Banstead.
Tree works*	£12,000	£12,000	Level of funding reflects demand for tree works, which includes tree felling, crown reduction etc.
Parking	£15,000	£15,000	Contribution towards 2016/17 parking review in Reigate & Banstead
Signs and road markings**	£5,000	£5,000	Allocation to enable urgent replacement of missing signs and provision of new signs.
Speed Limit Assessments**	£2,500	£2,500	Reduced funding from 2015/16 to reflect cost of surveys and number undertaken this financial year.
Sub-Total	£67,180	£67,778	
Localism Initiative/Community Enhancement	£50,000	£50,000	£5,000 per County Member for Localism works in their divisions. If not allocated by end May 2016, will revert to the relevant Member to fund Community Enhancement works. Community Enhancement works to be managed by the Area Maintenance Engineer on Members' behalf.
Minor Maintenance Works	£100,000	£100,000	Funding for minor maintenance works throughout Reigate and Banstead. Work to be carried out by a day work revenue maintenance gang, managed on Members' behalf by the Area Maintenance Engineer.
Sub-Total	£150,000	£150,000	
TOTAL	£217,180	£217,778	

* Works to be identified by the Area Maintenance Engineer in consultation with the Chairman, Vice-Chairman and relevant divisional Member

** Works to be agreed by the Area Highway Manager in consultation with the Chairman, Vice-Chairman and relevant divisional Member

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SURREY COUNTY COUNCIL**LOCAL COMMITTEE (REIGATE & BANSTEAD)****DATE: 7 MARCH 2016****LEAD OFFICER: DAVID TAYLOR****SUBJECT: THE ACRES, HORLEY****DIVISION: HORLEY****SUMMARY OF ISSUE:**

Following the receipt of complaints about traffic speeds and the public using estate roads, Surrey County Council (SCC) is currently working with the developers of The Acres, a development at the North East Sector at Horley, to implement a scheme including a Speed Limit Order, creating a 20 mph zone throughout the estate. Whilst the order is likely to be created prior to the adoption of the roads as part of the public highway, it will come into force once the legal process has been satisfactorily completed. The order is also referred to in the draft Section 38 Agreement between SCC and the developers, who will fund and carry out the works.

The 20 mph zone is to be extended into Langshott from the hotel corner in the east to Wheatfield Way in the west as part of the Langshott bus route works.

RECOMMENDATIONS:

The Local Committee is asked to agree that :

The Speed Limit Order is advertised and subject to the satisfactory resolution of any objections or other representations, that the Speed Limit Order creating the 20 mph zone is made and brought into force.

REASONS FOR RECOMMENDATIONS:

There have been complaints about vehicle speeds along Brookfield Drive and throughout The Acres estate. Pedestrians have expressed concerns about public safety. With the school now operational it is important that the 20 mph zone is implemented.

Plans are now in hand to extend the existing bus service throughout the estate which will also require additional parking restrictions inbound, and the relocation of vehicles currently parked at the kerbside. This could result in an increase in traffic speeds, making it appropriate that the zone is introduced. The bus will exit The Acres and egress through Langshott. It is in the interests of highway safety that traffic speeds are minimised, as currently only a small part of Langshott has a segregated footway.

Previously 20 mph zones would not have been authorised by the Department for Transport if the average speed at a representative site within the zone was in excess

of 20 mph. Subsequently Department for Transport Circular 01/06 'Setting Local Speed Limits' relaxed this guidance to allow average speeds of 24 mph.

The average speeds on Brookfield Drive are slightly above the 24 mph threshold. The automatic traffic counts were however located at the point where vehicle speeds is likely to be at their highest. Having discussed this with the Police and our Road Safety team there is general support for the introduction of a signed 20 mph speed limit on The Acres development.

Langshott traffic speeds have not been measured at this stage as the current speed limit is de-restricted. That has to be regularised when putting the bus through this area. Appropriate traffic calming will be implemented to improve the existing road humps and tables.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The promotion and advertising of the draft Speed Limit Order will require the prior approval of the Local Committee as a new highway is subject to a 30mph limit (where sections 81 and 82 of the Road Traffic Regulation Act 1984 ('the RTRA') apply) until regulated by an order (made under Section 84 of that Act). This is for Brookfield Drive, the spine road throughout the estate. Langshott has no speed limit signs along this section and minimal street lighting. Traffic speeds will need to be controlled as part of the bus route works.
- 1.2 It should be noted that research shows that signed 20 mph speed limits generally lead to only a small reduction in traffic speeds.
- 1.3 The scheme includes the provision of terminal signs at the entrance to The Acres and then roundels and repeater signs (utilising the existing lamp columns). Careful consideration has been paid to the design of the signage to avoid unnecessary clutter. (The approved drawings are No's BSC/360/KS/01A & 02A: see Annex 1 & 2 respectively).
- 1.4 As the definition of a road in Section 142 of the Act is 'any length of highway or of any other road to which the public has access, and includes bridges over which a road passes', it is justifiable to make an order when the roads in the site are constructed and usable by members of the public. The majority of the roads within the site have now been constructed and are available for use. In order to assist with highway safety, it is suggested that the first publication of the notice of intention to make the order is made as soon as possible.
- 1.5 The Speed Limit Order needs to be made (i.e. sealed and dated) within 2 years after the first publication of the notice of intention to make the order. The order can be brought into force straight away and applied to all roads in the development as they are currently being used by the public. The signage/lines associated with the order will need to be implemented by the developer. The Langshott element of the scheme can follow as part of the bus route works.

2. ANALYSIS:

- 2.1 The Acres has been designed and constructed to encourage low traffic speeds. In the main, this has proved successful. Road safety and the local environment will be improved following a reduction in traffic speeds.
- 2.2 Langshott is country lane, mainly without footways, where a bus service is to be introduced and the road needs to be improved including traffic calming.
- 2.3 Both areas have high amounts of pedestrians, including school children.
- 2.4 The Automatic Traffic Count Survey results have been received and we have consulted both the Police and our Road Safety team on the findings. The mean 24 hour westbound traffic speed is 25.09 mph and the mean 24 hour eastbound traffic speed is 24.16 mph. From 07:00 - 19:00 the mean speeds are 24.97 mph and 23.97 mph respectively.

3. OPTIONS:

- 3.1 The purpose of the 20 mph zone is to encourage lower traffic speeds where enforcement can be carried out if necessary.
- 3.2 Maintaining the existing speed limit of 30 mph at The Acres, does not have any environmental benefits and will not assist with speeding drivers. This applies in particular to Langshott which is de-restricted and only has some footways at its western end. The remainder is a shared surface where pedestrians mix with traffic.

4. CONSULTATIONS:

- 4.1 SCC's Legal Department, and the SCC Safety Audit, Traffic & Road Safety teams and Surrey Police were consulted regarding the proposed 20mph zone and the proposal was fully supported.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The developer will bear the costs involved in implementing a 20 mph zone at The Acres. The administrative costs are being borne by SCC and will be included within the Bus Route Scheme being designed for Langshott as part of the Horley Master Plan.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 There are no equality or diversity implications associated with the order. It should be noted however that some footways in The Acres have been improved as part of the scheme and this has improved access for those with impaired mobility and/or for parents and/or carers with pushchairs. It is proposed that the Langshott scheme will include facilities for pedestrians where currently there are none.

7. LOCALISM:

- 7.1 The community at The Acres and Langshott will benefit by the introduction of an enforceable 20 mph zone.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 It is recommended that the Speed Limit Order be advertised & made providing that any objections are first resolved satisfactorily. Where significant objections or other representations are received following the advertising of the draft order, it is proposed that the Planning and Development Group Manager should decide, in consultation with the divisional member, appropriate borough councillor on the joint committee and the Local Committee Chairman/Vice Chairman, whether the Speed Limit Order should be made, or alternatively whether the matter should be referred back to the Local Committee for decision.

10. WHAT HAPPENS NEXT:

- 10.1 The Speed Limit Order will be made and brought into force and the associated alterations to the signage and lining will be carried out for The Acres. The Langshott scheme is currently going through detailed design and such design will include the 20 mph restrictions.

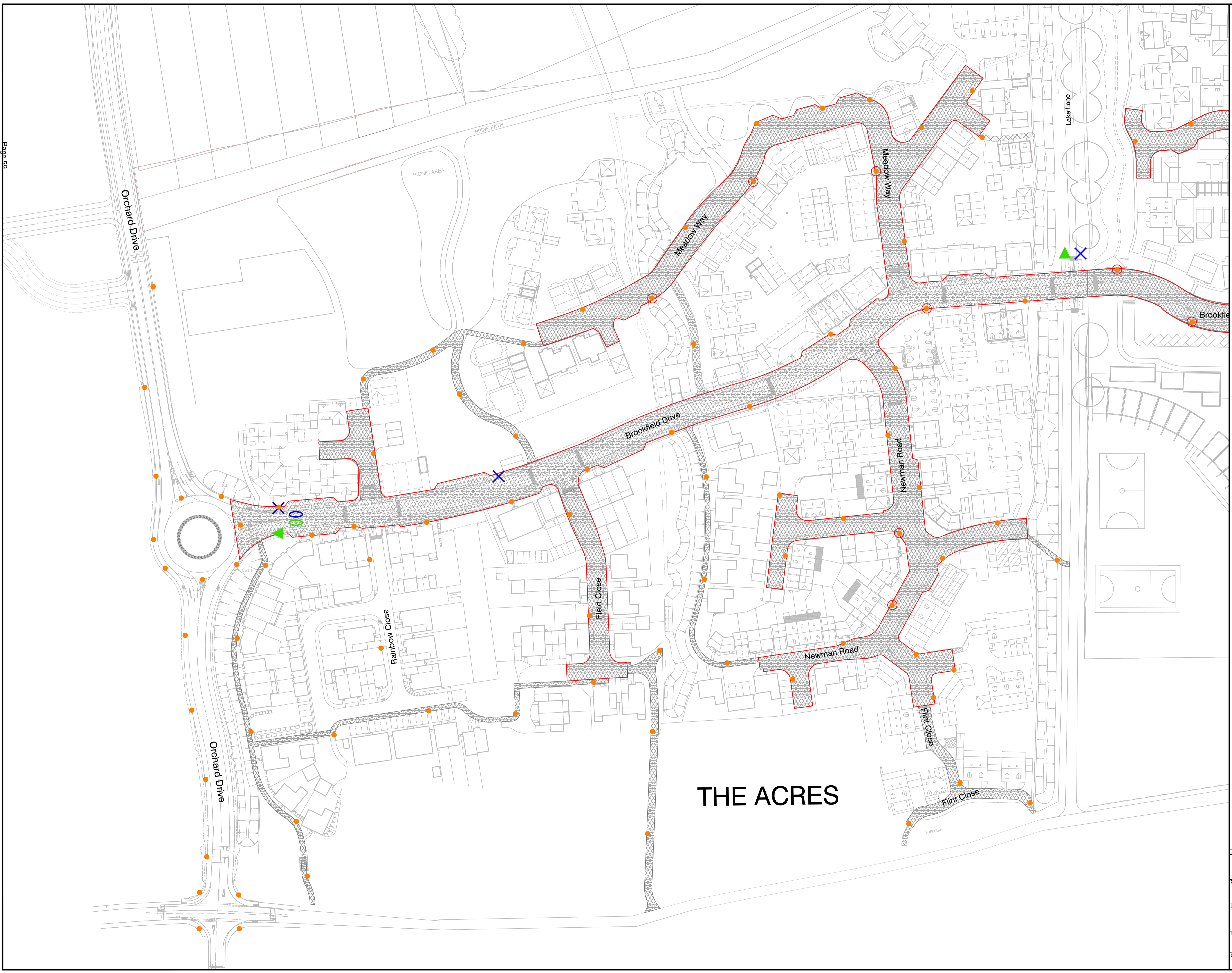
Contact Officer: David Taylor, Transport Development Planning Senior Projects Manager Tel: 0208 541 9310.

Consulted:

Surrey County Council's Legal Department, Safety Audit Team, and Traffic & Road Safety Team and Surrey Police.

Annexes:

Scheme drawings for The Acres, No's BSC/360/KC/01A & 02A.
Langshott proposals, LANG/0100/014.



LEGEND

- Adopted Road
- Dropped Kerb
- Raised Footpath
- Streetlight column
- 20mph Diag. 670 300mm Repeater on column
- Terminal Sign Diag. 674 600mm
- 20mph Zone Ends Diag. 75 600mm
- 20mph / 30mph Maximum Speed Limit Diag. 1065 4300mm
- Roads included in 20mph Speed Limit Order

20

20

20

ZONE

30

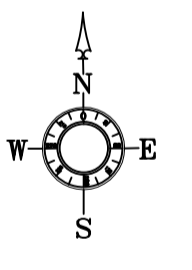
Zone ENDS

30

Zone ENDS

NOTES

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A	10.03.15	Drawing amended to Councils comments. Scale amended and legend updated.	KC
Rev	Date	Detail	Drawn/Checked
Barratt Southern Counties Barratt House, Walnut Tree Close Guildford, Surrey GU1 4SW			
Project Name		The Acres N.E. Horley	
Drawing Name			
Traffic Calming & Adoption Layout Sheet 1 of 2			
Drawn by	Date of first issue	Barratt Southern Counties Drg No	Rev
KC	Nov2014	BSC 360 KC 01	A
Checked By	Orig. size	Scale	
A1		1:700	

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LEGEND

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- Dropped Kerb
- Raised Footpath
- Streetlight column
- 20mph Diag. 670
300mm Repeater on column
- Terminal Sign
Diag. 674 600mm
- 20mph Zone Ends
Diag. 75 600mm
- 20mph / 30mph
Maximum Speed Limit
Diag. 1065 4300mm
- Roads included in 20mph
Speed Limit Order

20

20
ZONE

30

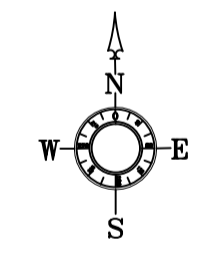
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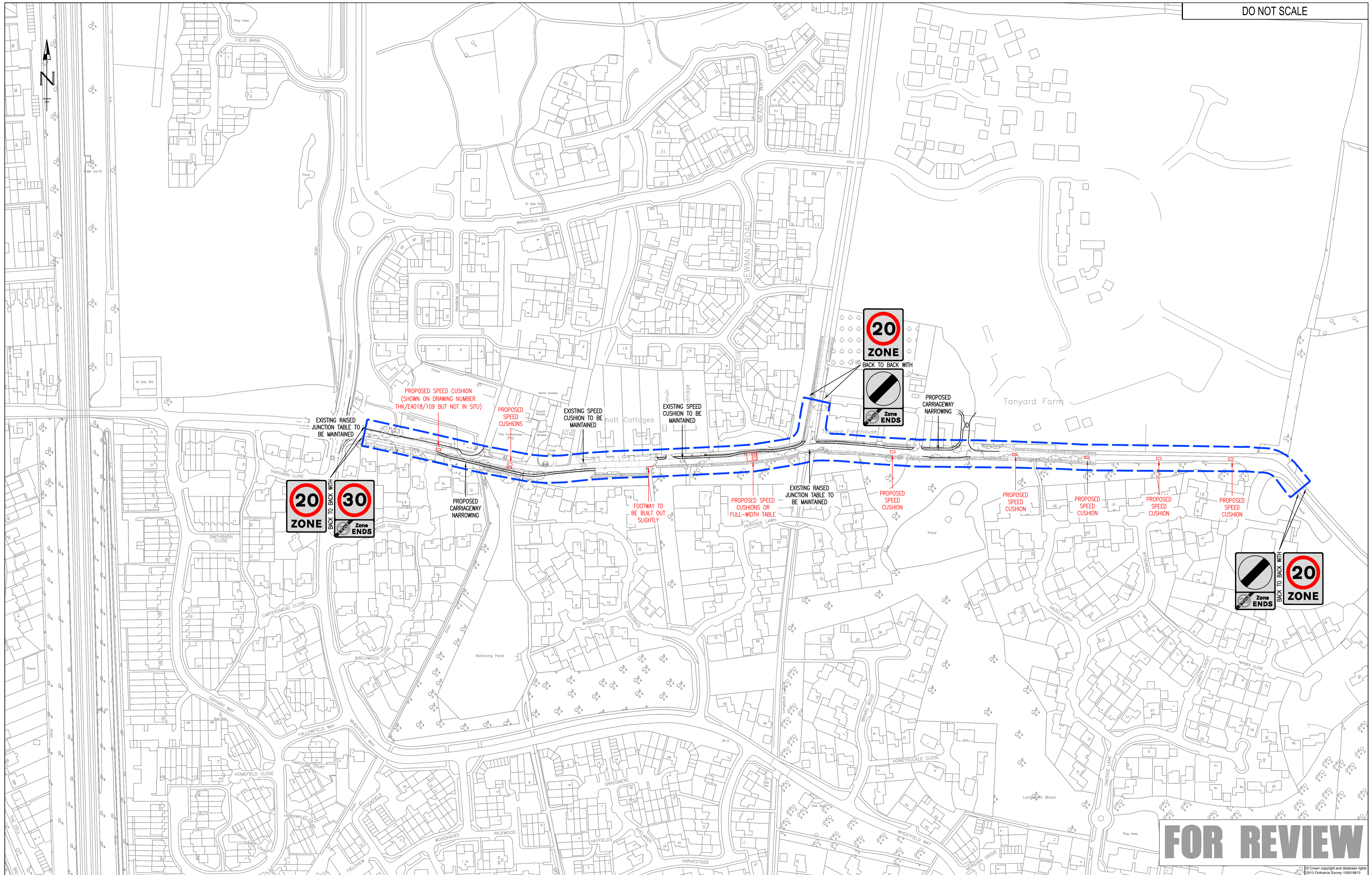
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THE ACRES

A	10.03.15	Drawing amended to Councils comments. Scale amended and legend updated.	KC
Rev	Date	Detail	Drawn/Checked
Barratt Southern Counties Barratt House, Walnut Tree Close Guildford, Surrey GU1 4SW			
Project Name		The Acres N.E. Horley	
Drawing Name			
Traffic Calming & Adoption Layout Sheet 2 of 2			
Drawn by	Date of first Issue	Barratt Southern Counties Drg No	Rev
KC	Nov2014	BSC 360 KC 02	A
Checked By	Orig. size	Scale	
A1		1:700	

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FOR REVIEW

KEY:

--- PROVISIONAL EXTENTS OF PROPOSED 20mph ZONE

--- ITEMS IN RED ARE WORKS ONLY LIKELY TO BE REQUIRED IF A 20mph ZONE IS PROVIDED (NOTE THAT IT MAY BE POSSIBLE TO REPLACE SOME OF THESE WORKS WITH REPEATER 20mph SPEED LIMIT SIGNS)

NOTE THAT THE WORKS ON LANGSHOTT ARE SUBJECT TO CHANGE

REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS: FOR DISCUSSION

--	--	--	--	--	--

WSP

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<http://www.wspgroup.com>

SURREY COUNTY COUNCIL
Sustainable Development

Head of Transportation:
C.M. Fielding
B.Sc., M.Sc., C.Eng., F.I.C.E.

PROJECT:	HORLEY NORTHEAST SECTOR LANGSHOTT
TITLE:	EXTENT OF 20mph ZONE AND ASSOCIATED WORKS (OPTION 1)

SCALE @ A1:	1:1,250	CHECKED:	SC	APPROVED:	SC
CAD FILE:	LANG_0100_014-016.DWG	DESIGN-DRAWN:	SR	DATE:	22/08/2014
PROJECT NO:	10110074-100	DRAWING NO:	LANG/0100/014	REV:	-

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (REIGATE & BANSTEAD)

DATE: 7 MARCH 2016



**LEAD OFFICER: DAVID CURL - PARKING TEAM MANAGER (SCC)
JACQUIE JOSEPH - PARKING SERVICES MANAGER,
REIGATE & BANSTEAD BOROUGH COUNCIL**

SUBJECT: ON STREET PARKING ENFORCEMENT UPDATE

DIVISION: ALL

SUMMARY OF ISSUE:

Local Committees are responsible for installing and reviewing on street parking restrictions. Committees have a scrutiny role of the enforcement operation.

This report sets out the background for these arrangements and provides an overview of the enforcement operation.

Reigate & Banstead Borough Council (RBBC) undertakes parking enforcement activities within Reigate and Banstead (the borough), under an agency agreement with Surrey County Council (SCC). Whilst any surplus income is shared between the councils, the Borough Council is solely liable for any financial deficit.

RECOMMENDATIONS:

The Local Committee (Reigate & Banstead) is asked to note the contents of the report.

REASONS FOR RECOMMENDATIONS:

Waiting and parking restrictions that are suitably/adequately enforced will help to:

- improve road safety
- increase access for emergency vehicles
- improve access to shops, facilities and businesses
- increase access for refuse vehicles and service vehicles
- ease traffic congestion
- better regulate parking

The Local Committee can contribute towards these objectives in partnership with the Borough Enforcement Team.

1. INTRODUCTION AND BACKGROUND:

1.1 On the 23 October 2012, following two years of discussion and negotiation about how enforcement could be carried out more efficiently and what should happen to any surplus income, Surrey County Council's Cabinet agreed the framework for new on street parking enforcement agency agreements with the majority of district and borough councils within Surrey.

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- 1.2 In terms of governance and scrutiny, the Cabinet agreed that Local Committees would have an oversight role concerning on street parking enforcement.
- 1.3 Local Committees already make decisions about new parking restrictions and this will continue. Parking reviews will be the subject of a separate report.
- 1.4 The Reigate & Banstead Local Committee has set up a Parking Task Group to review parking matters.
- 1.5 On the 8 September 2015 a workshop was held with the Borough Councillors, to establish and clarify the enforcement challenges and the current demands. Feedback from this workshop was discussed at the Parking Task Group held on 2 October 2015. The group recognised the impact enforcement has in tackling anti social parking around schools and businesses.
- 1.6 The most recent Parking Task Group meeting took place on 18 February 2016 and the group reviewed this report in detail.

2. ANALYSIS:

- 2.1 The aim of parking enforcement is to achieve compliance with the restrictions that are in place across the borough. In reality 100% compliance would be extremely difficult to achieve. Restrictions must be enforced fairly and in accordance with the operational guidance for Civil Parking Enforcement contained in the Traffic Management Act 2004.
- 2.2 The enforcement authority (Reigate & Banstead Borough Council) and the County Council also aim to achieve operational efficiency and value for money. We aim to provide a fair and adequate enforcement service to generally achieve compliance but at no net cost to the County Council. This has been achieved under the agency agreement in place, with no costs met by the County Council. Whilst any surplus income is shared between the councils, the Borough Council is solely liable for any financial deficit.
- 2.3 Enforcement officers are deployed across the borough, covering core enforcement hours from 08:00am until 6:30pm, Monday to Saturday and occasional Sundays. Any enforcement activity outside of these hours is carried out in staff overtime, which is at a higher cost.
- 2.4 The enforcement team benefits from the efficiencies of operating both on street and off street enforcement activity. In line with the agency agreement between the two councils, the costs of these two activities are separated, as is the income received from penalty notices. This report only covers on street enforcement activities.
- 2.5 The County Council is responsible for maintaining parking restrictions in the borough. One area that has been identified for improvement is the timely maintenance of parking signs and lines when they are damaged or need replacing. Where there is a problem with the lines, signs or traffic regulation order (TRO), the enforcement team is unable to issue penalty charge notices. Work has commenced to identify ways of joint working between county and borough teams to improve this process.

3. OPTIONS:

- 3.1 The Borough Council undertakes a range of enforcement activities under the agency agreement.
- 3.2 Some restrictions, such as yellow lines and residential permits, can be enforced immediately; the vehicle will need to be in clear violation of a restriction by parking on a yellow line or failing to display a valid parking permit.
- 3.3 Other restrictions have a waiting limit. These are used in commercial and residential areas to ensure turnover and deter commuter parking. Enforcement cannot be undertaken immediately as no ticket is displayed to show the arrival time for each vehicle. Instead the Civil Enforcement Officer (CEO) is required to log all the vehicles in a particular area and then return later in the day. Only then can the CEO undertake enforcement if it is clear that the vehicle has not moved and therefore seen to have overstayed the waiting restriction. This is a very time consuming process.

Town Centres (Banstead, Horley, Redhill, Reigate)

- 3.4 In order to maintain traffic flows and access to businesses and services, parking enforcement is carried out in the town centres to achieve compliance with parking and waiting restrictions. This service is particularly valued by small business owners, as the restrictions ensure turnover in parking spaces along the main high streets.
- 3.5 There are a higher proportion of restrictions in the town centres and these consequently require a larger proportion of enforcement resource.
- 3.6 In general one Civil Enforcement Officer is deployed in each of the main areas throughout the core enforcement hours. There are currently twelve enforcement officers and one vacant position for a senior enforcement officer which will be filled in due course.
- 3.7 Officers are deployed to enforce within particular areas, which normally comprise:
 - Banstead and surrounding villages
 - Reigate
 - Redhill
 - Horley

Villages or Local Shopping Parades

- 3.8 Parking enforcement in outlying areas and villages is important; however the greater travelling time required and smaller number of restrictions means less frequent enforcement is possible.
- 3.9 Enforcement of the village centres listed below is carried out at least 4 times per week at varying times/days to help achieve compliance.
 - Kingswood
 - Lower Kingswood
 - Nork
 - Tadworth
 - Chipstead

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- Tattenham
- Walton-on-the-Hill
- Burgh Heath
- Merstham
- Earlswood
- Woodhatch
- Salfords
- Hooley
- South Park
- Whitebushes

3.10 As these areas do not have the same level of resource as the town centres, it is recognised that there is a perception that they are overlooked. Each area receives regular visits, as set out above, and the times and roads visited are logged by the enforcing officer. Additional targeted enforcement is also undertaken when evidence of any parking issues are reported to the team.

3.11 It is important that resources are targeted where they are most effective, in order to increase income and minimise the cost of enforcement activities.

Joint Enforcement Team (JET)

3.12 The parking enforcement team regularly work with the Joint Enforcement Team (JET), which is a scheme between Reigate & Banstead Borough Council, Surrey Police and the Police & Crime Commissioner.

3.13 The JET undertakes regular joint patrols and seeks to improve the speed and effectiveness of enforcement activities through improved partnership working and greater use of the statutory powers available to the Borough Council and Police (for example, dangerous parking is only enforceable by Surrey Police).

3.14 Civil Enforcement Officers may identify non-parking contraventions such as graffiti, overhanging trees, littering, anti-social behaviour, abandoned vehicles, untaxed vehicles etc. These will be reported to the JET team or Surrey County Council as appropriate.

3.15 The new approach has improved the intelligence and information shared between Reigate & Banstead Borough Council and Surrey Police on a range of enforcement issues, including parking.

Schools

3.16 We work with schools, highways and Surrey Police whenever possible to target parking enforcement outside schools where it is needed. A joint programme of school visits has been agreed with the Joint Enforcement Team.

3.17 The team seeks to provide advice and guidance when visiting schools. However, penalty charge notices will be issued where appropriate, particularly where vehicles are parked on zig zag markings.

3.18 School enforcement has some unique challenges. The presence of the enforcement officers often disrupts usual parking patterns, which often resume when the team is not present. It is not possible to provide enforcement outside every school, every day, due to other enforcement commitments. However, when there are issues that have been highlighted the enforcement team work with Surrey County Council to identify wider solutions (e.g. travel plans or alternative transport measures in addition to enforcement activities).

www.surreycc.gov.uk/reigateandbanstead

Education

- 3.19 We support two educational campaigns that seek to reduce the problems caused by driving to school. The 'Golden Boot' challenge engages schools and encourages students to use alternative means of transport to get to and from school. Schools are recognised and rewarded for the highest level of alternative transport. In addition, we fund a 'Bike It' scheme which seeks to promote cycling to and from school, including safety training. Reigate & Banstead has one of the most successful schemes in the country.
- 3.20 Surrey County Council promotes the 'Drivesmart' campaign which has run over recent years to encourage better driving. The campaign sought to remind drivers of the importance of driving and parking safely and considerately.

Residential areas

- 3.21 Parking restrictions in residential areas are patrolled as required or in response to reported problems. Councillors and residents are encouraged to report any hot spots to the Borough Council through its website www.reigate-banstead.gov.uk.
- 3.22 There are a small number of resident permit schemes in operation in Horley and Merstham. The Borough Council undertakes all administration in relation to these schemes, including applications, payment and issuing of permits.
- 3.23 Both councils are working to strengthen communication to ensure that there is a clear understanding of when and how residents permit schemes will be implemented and operated.
- 3.24 Resident permit parking schemes will be patrolled regularly and/or in response to reported problems.
- 3.25 Civil Enforcement Officers can enforce obstruction of council drop kerb crossovers and pedestrian crossing points. In order to undertake enforcement outside a residential property, the property owner must request enforcement action. If the property owner does not contact the enforcement team to request enforcement action, the CEO is unable to take any action. The enforcement team aim to respond to these requests as soon as possible, however this will not apply to Sundays and Bank Holidays.
- 3.26 An advisory leaflet for Councillors and residents has been produced to assist and improve understanding of what can be enforced. The leaflet outlines the option to contact the Police where they may have greater or immediate powers of enforcement.

Suspensions and Waivers

- 3.27 There may be occasions, such as utility works or home improvement schemes, where a company or individual requires an existing parking restriction to be suspended or waived for a fixed period.
- 3.28 The Borough Council undertakes all the administration in relation to these requests, including application, payment and issuing of suspensions and waivers. These are being processed in a timely manner and ways of improving the method in which customers apply, pay and have the approval for suspensions and waivers processed are considered.

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- 3.29 The scale of charges is set out in the County Council's parking strategy. Surrey County Council may review these charges at anytime.
- 3.30 In order to operate this process effectively a notice period is needed. The enforcement team requires a minimum period of ten working days from request of application to allow processing and cleared payment prior to the suspension period.

Events affecting the highway

- 3.31 Where community events are arranged that will affect parking on the highway, the enforcement team will work with the organiser or highways to assist with traffic management arrangements.
- 3.32 Event organisers may be charged for this assistance if it requires out of hours working or distracts from the normal day to day enforcement activity in the borough. Clear requirements of the time required to assist in this is necessary to ensure adequate staff are available.

Lines and Signs

- 3.33 It is the responsibility of Surrey County Council to ensure that the lines and signs are enforceable. Reigate and Banstead Council will however undertake unforeseen emergency work on behalf of Surrey County Council.
- 3.34 Enforcement activity cannot be undertaken if lines and signs are not clearly visible (i.e. faded or covered by detritus) or the signs are not in accordance with the adopted Traffic Regulation Order. Where any issues are identified, the councils seek to work together to resolve matters as soon as possible to ensure enforcement activities can be resumed efficiently.

4. CONSULTATIONS:

4.1 LOCAL COMMITTEE PARKING TASK GROUP

- 4.1.1 A Parking Task Group has been set up to review the on street enforcement activities within the borough. The group met on Friday 2 October 2015 and Thursday 18 February 2016.
- 4.1.2 In Reigate and Banstead there is a very high level of car ownership and usage and the Task Group discussed the challenges of undertaking parking enforcement within the borough. It was also noted that many residential areas were built before there was significant car ownership, and had very limited off street parking available. This meant that introducing parking restrictions (and then enforcing these) was not without challenge. Often the introduction of restrictions created challenges for local residents themselves, or pushed parking problems into neighbouring areas.
- 4.1.3 The Task Group reviewed the draft performance report and financial information. It was noted that Reigate & Banstead only made one recharge, for property costs, compared to other areas where a wider range of recharges were made. It was noted, however, that the recharge costs were comparable with other operations in Surrey (see Annex 4).

- 4.1.4 The Task Group also discussed specific costs relating to equipment, salaries and DVLA enquiries.
- 4.1.5 The Task Group noted that the accounts had been audited by the Borough Council's external auditors. It was noted that the costs had changed from 2012/13 and 2013/14 in recognition of changes to accounting requirements.
- 4.1.6 The Task Group noted that the enforcement team had introduced new handheld devices to improve the information available to Civil Enforcement Officers and to enhance the back office system. The new 'Online Case Management system' enables customers to view their cases in real time. It also enables the customer to appeal on-line. These changes were made to improve customer experience and improve the back office processing, but has resulted in higher application costs to the service.
- 4.1.7 The Task Group recognised that the nature of on street restrictions means enforcement of the service was less efficient than the off street enforcement activity, where the vehicles are required to display a ticket. There was discussion regarding the potential to provide ticket machines for on street parking. However, each machine would cost approximately £3,000 to buy and install. These costs would normally be recovered through parking charges, but Reigate & Banstead has free on street parking.
- 4.1.8 The Task Group requested that further information regarding parking enforcement, including penalty charge notices, be provided to Local Committee members. This will be circulated separately to the report.
- 4.2 District and Borough Councils have been consulted widely in the development of new parking enforcement arrangements.
- 4.3 Feedback and intelligence from local councillors is also extremely helpful in identifying enforcement priorities.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The purpose of enforcing waiting restrictions is to help achieve compliance. Similarly parking charges are intended to help enforcement and improve turnover of high demand spaces. Parking enforcement is not intended to raise surplus income; however it is reasonable to aim to carry out enforcement without operating at a deficit.
- 5.2 If a surplus is generated on the borough parking account it has been agreed that it will be split:
- 60% to the Local Committee
 - 20% to the enforcement authority (Borough Council)
 - 20% to the County Council

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- 5.3 Any surplus generated from managing on street parking can only be used as defined under S55 of the Road Traffic Regulation Act 1984 (as amended). This restricts use of any surplus for the maintenance and/or improvement of the highway including environmental works or additional parking provision.
- 5.4 The Local Committee can decide how the 60% share of any surplus income derived in their area can be used within the confines of legislation.
- 5.5 Whilst any surplus income is shared between the councils, the Borough Council is solely liable for any financial deficit.
- 5.6 The Local Committee can request and fund (from budgets at their disposal) additional 'out of hours' enforcement, if this is considered appropriate.
- 5.7 No surplus was generated in 2014/15. The outturn summary for the on street parking account in Reigate and Banstead is shown in Annex 1. Further explanation of the accounts is also provided in Annex 3 and 4.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 Effective parking restrictions and enforcement can assist accessibility for those with visual or mobility impairment by reducing instances of obstructive parking. Parking restrictions also allow blue badge holders better access to shops and services through the provision and enforcement of disabled bays.

7. LOCALISM:

- 7.1 Communities are represented by local councillors, who are involved in the decision making process to change or introduce new parking restrictions.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 Changes to the use of the highway network, the built environment and society mean that parking behaviour changes. It is necessary for a highway authority to carry out regular reviews of waiting and parking restrictions on the highway network and provide adequate enforcement. This will help to:

- improve TRO processing

- improve lines/signs
- introduce schedule of works
- improve road safety
- increase access for emergency vehicles
- improve access to shops, facilities and businesses
- increase access for refuse vehicles and service vehicles
- ease traffic congestion
- better regulate parking
- increase on-street compliance

9.2 This report provides a summary of the enforcement activities undertaken by Reigate & Banstead Borough Council, under agreement with the County Council. The report focuses on the performance during 2014/15 and the Local Committee is asked to note the report.

10. WHAT HAPPENS NEXT:

10.1 Further meetings of the Parking Task Group concerning parking enforcement will be convened as appropriate.

Contact Officer:

Jacquie Joseph, Reigate & Banstead Borough Council
David Curl, Team Manager, SCC Parking Team

Consulted: See Section 4

Annexes:

Annex 1 – Annual On-Street Parking Finance Return
Annex 2 – On Street Parking Key Performance Indicators (R&B) 14/15
Annex 3 – On Street Parking Year on Year Financial Breakdown and Comparison
Annex 4 – RBBC On Street Enforcement Costs compared with other Boroughs

Sources/background papers: N/A

Annex 1 - Annual On-Street Parking Return

Authority name	Reigate & Banstead
Financial year	2014/15

	£	
REVENUE EXPENDITURE	422913.00	
REVENUE INCOME	-312089.00	
NET (SURPLUS)/DEFICIT		£110,823.00

Surplus share:		£
SCC	20%	0
Local Area committee	60%	0
Local Authority	20%	0

* Whilst any surplus income is shared between the councils, the Borough Council is solely liable for any financial deficit.

Annual On-Street Parking Finance Return**Detail Template**

Authority name	Reigate & Banstead
Financial year	2014/15

	£
REVENUE EXPENDITURE	
DIRECT COSTS	
Staff costs	
Enforcement staff	191475.00
Non-enforcement staff	59475.00
Contracted out enforcement staff	0
Contracted out cash collection staff	0
Operating costs	
Contracted out services	0
Notice processing software and Handheld Computers	42626.00

Maintenance of equipment (pay and display)	0	
<i>Maintenance of signs and lines</i>	0	
Adjudication and debt registration	6088.00	
Consumables (printing materials /stationary etc)	5174.00	
other (please list)	2535.00	
		<hr/>
		307374.00
OVERHEAD COSTS		
Indirect staff	0	
IT	0	
Office accommodation	115538.00	
Depot accommodation	0	
HR	0	
Audit	0	
Finance	0	
Office services	0	
Cashiers/Creditors/Debtors	0	
Customer services	0	
other (please list)	0	
		<hr/>
		115538.00
TOTAL EXPENDITURE		<hr/>
		422913.00
		<hr/>
REVENUE INCOME*		
		<hr/>
Pay and Display	0	
Penalties	-290537.00	
Resident permits	-14153.00	
<i>Maintenance of signs and lines recharge</i>	0	
Suspensions and Waivers	-7398.00	
Visitor permits	0	
Other receipts	0	
		<hr/>
		-312089.00
TOTAL INCOME		<hr/>
		-312089.00
		<hr/>
NET (SURPLUS)/DEFICIT		<hr/>
		110823.00
		<hr/>

Annex 2 – On Street Parking Key Performance Indicators (Reigate & Banstead) 2014/15

KPI	Details	13/14 Result	14/15 Result
Total cost to administer the on-street parking service – the overall net cost of operating the on-street enforcement element of the parking service.	These are set out in annexes 1 and 2 above	£145,111	£110,823
Civil enforcement officer (CEO) deployment efficiency – this measures the number of hours deployed CEO time spent on-street or travelling to sites as a ratio of the total cost of the enforcement operation.	Total net enforcement cost is at £422,913 Total hours deployed on-street including travelling is estimated at 8,840.	£54.06	£47.84
Penalty charge notices (PCN) issued per deployed hour – total number of PCNs issued as a ratio of the total number of CEO hours on-street.	The number of penalty charge notices issued on-street was 8825. The estimated time deployed was 8,840 combined including travelling time.	1.3	1.0
PCN cancellation rate - the total number of PCNs cancelled as a ratio of the total number of PCNs issued.	8825 PCNs were issued. 875 PCNs were cancelled	7.5%	9.9%
PCN Appeal Rate - the total number of PCNs successfully appealed, as a ratio of the total number of PCNs issued.	Total number of PCNs issued was 8825. 28 PCNs were successfully appealed at the formal appeal stage.	0.3%	0.3%
Time taken to issue parking permits/ dispensations/ suspensions – measuring the average number of days taken to deal with general customer requests for service (excluding PCN appeals or comments on parking).		5 working days	5 working days

Annex 3 On Street Parking Year on Year Financial Breakdown & Comparison

SCC On-Street Parking Account	2012-13		2013-14		2014-15	
	£	£	£	£	£	£
<u>Expenditure</u>						
Salaries	230,563.47		268,422.60		217,669.12	
Temporary Staff (Agency)	2,034.72		25,448.07		19,777.94	
Overtime Payments	5,949.93		6,937.30		5,391.59	
Training	554.00		0.00		532.35	
Fuel	3,178.15		3,363.35		3,524.74	
Lubricants	25.16		25.02		12.99	
Car Allowances	47.73		31.56		9.92	
CEO Equipment	308.35		0.00		9,238.77	
Signage	1,752.83		1,811.80		484.79	
Clothing & Uniforms	7,277.16		2,134.99		1,135.06	
Stationery & Office Supplies	29.60		787.98		1,817.72	
Court Legal Costs	6,950.00		5,298.00		2,535.00	
Response Master	5,166.00		5,362.50		5,960.78	
PATROL	7,156.00		9,994.70		6,088.84	
DVLA Enquiries	1,235.95		2,574.40		7,294.92	
Internal printing & document production	1,118.16		602.76		440.33	
PCN Stationery and Letterhead Printing	4,388.84		1,071.00		2,916.26	
Repairs to Handhelds	543.24		0.00		0.00	
Postage	230.00		253.00		336.36	
Radio Telephones	12,628.59		10,466.41		9,575.73	
Mobile Phones	1,101.58		1,396.93		1,666.71	
Corp Telephone System Charge	53.25		20.34		147.65	
Application Software Annual Charges	1,686.00		18,126.66		10,556.22	
IT Spare Parts	444.02		201.98		72.80	
Travel Subsist & Conf Exps	130.06		263.40		188.35	
Property Costs*	18,172.53		154,360.35		115,538.24	
		312,725.32		518,955.10		422,913.18
<u>Income</u>						
Miscellaneous Income	(9,976.00)		(7,398.82)		(7,398.82)	
Penalty Charge Notice Income	(327,368.34)		(331,726.13)		(290,537.15)	
Season Tickets	(10,703.96)		(10,436.47)		(14,153.29)	
		(348,048.30)		(349,561.42)		(312,089.26)
(Surplus)/Deficit		<u>(35,322.00)</u>		<u>169,393.00</u>		<u>110,823.00</u>
RBBC Portion to pay	65%	(22,959.94)	80%	0.00	80%	0.00

* Accountancy requirements changed between 2012/13 and 2013/14, which affected how the Council accounts for services costs. In particular, this resulted in changes to the property costs which were charged to Parking Services. These are a corporate recharge, calculated based on the number of staff FTE within each team.

**Annex 4 – RBBC On Street Enforcement costs compared with other Boroughs.
TBC**

- 1) There are 9 district and borough enforcement teams carrying out on street enforcement through agency agreements on behalf of Surrey County Council.
- 2) The on street accounts are reported each year on a standard template, however there are slight differences in the way each borough finance teams calculate their respective costs.
- 3) The accounts template includes an 'overheads' section within total costs. Overheads includes sub headings such as:
 - Indirect staff
 - IT
 - Office accommodation
 - Postage
 - HR
 - Audit
 - Finance
 - Office services
 - Communications
 - Customer services
 - Legal
- 4) R&B finance report all their overhead costs under the category of 'office accommodation' whilst other authorities break them down between the various headings listed above.
- 5) The table below compares the costs allocated to each by the different enforcement teams

Overhead Charges Borough Comparisons

Area	Total charged to accommodation costs	Total charged against overheads
Epsom and Ewell	£8,112	£70,562
Elmbridge	£0	£145,773
Guildford	£34,467	£128,674
Mole Valley	£0	£5,487
Runnymede	£4,500	£36,100
Reigate and Banstead	£115,538	£115,538
Spelthorne	£1,329	£27,331
Surrey Heath	£997	£106,595
Tandridge	£24,295	£24,295
Waverley	£7,741	£30,403
Woking	£14,351	£126,069

R&B's total overhead costs are comparable to other similar sized enforcement teams such as Guildford, Woking and Surrey Heath. It is also worth noting that R&B enforce Tandridge, and Guildford enforces Waverley. The respective total overhead costs for these areas are also comparable. It would provide easier comparison in future if R&B were to proportion their overhead costs more accurately and this has been agreed.

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