

<b>MINUTES:</b>	<b>of the meeting of Surrey County Council's Local Committee (Reigate and Banstead) held at 14:00 on Monday 18 June 2012 at Reigate Town Hall</b>	
<b><u>Members Present – Surrey County Council</u></b>		
	Dr Zully Grant-Duff (Chairman)	Mrs Kay Hammond
	Mrs Frances King (Vice-Chairman)	Mr Nick Harrison
	Mrs Angela Fraser	Mr Peter Lambell
	Mr Michael Gosling	Mrs Dorothy Ross-Tomlin
	Dr Lynne Hack	
<b><u>Members Present – Reigate and Banstead Borough Council</u></b>		
	Cllr Ms Sarah Finch	Cllr Graham Knight
	Cllr Keith Foreman	Cllr Mrs Rita Renton
	Cllr Norman Harris	Cllr Sam Walsh
<b><u>PART ONE - IN PUBLIC</u></b>		
[All references to items refer to the agenda for the meeting]		
23/12	<b>APOLOGIES FOR ABSENCE [Item 1]</b>	
	Apologies for absence were received from Cllr Mrs Bramhall, Cllr Brunt and Cllr Essex. Cllr Ms Finch substituted for Cllr Essex.	
24/12	<b>MINUTES OF PREVIOUS MEETINGS – 5 MARCH AND 16 APRIL 2012 [Item 2]</b>	
	The minutes were agreed as an accurate record of the previous meetings.	
25/12	<b>DECLARATIONS OF INTEREST [Item 3]</b>	
	There were no declarations of interest.	
26/12	<b>PETITIONS [Item 4]</b>	
	There were no petitions.	
27/12	<b>FORMAL PUBLIC QUESTIONS [Item 5]</b>	
	Three formal public questions were received. Written responses are attached to the minutes at <b>Appendix A</b> .	
	[Ms Deborah King asked a supplementary question regarding the results of the traffic survey on Wray Lane. The Area Highways Manager reported that	

	<p>a traffic survey took place between 21 May and 3 June 2012. There were 41 HGV encroachments on the northbound two-lane section of the road, and 57 HGV encroachments on the northbound one-lane section of the road. Average speeds on each section of the road were 25 and 31 mph respectively.</p> <p>Cllr Christopher Whinney asked a supplementary question. He wished to know whether Surrey County Council would be advising all traders in Reigate Business Mews to ensure that their delivery lorries used the signed route. The Area Highways Manager informed him that a letter drop would take place, and Highways would be working with the Police to ensure that the signed route was used.]</p>
28/12	<b>FORMAL MEMBER QUESTIONS [Item 6]</b>
	None received.
29/12	<b>LOCAL COMMITTEE PROTOCOLS AND TASK GROUP REPRESENTATION 2012/13 [Item 7]</b>
	<p>The Community Partnership and Committee Officer presented the report.</p> <p>The Committee <b>CONFIRMED</b>:</p> <ul style="list-style-type: none"> <li>(i) The provisions of the Local Protocol on Public Engagement as set out in Annex A to the report submitted.</li> <li>(ii) The Local Financial Protocol as set out in Annex B to the report submitted.</li> <li>(iii) The terms of reference for the Youth and Local Sustainable Transport Fund Task Groups as set out in Annexes D and E to the report submitted.</li> <li>(iv) The Membership for these Task Groups in 2012/13 as follows: <ul style="list-style-type: none"> <li><b>Youth</b> – Dr Zully Grant-Duff; Mrs Angela Fraser; Cllr Keith Foreman; Cllr Mrs Rita Renton</li> <li><b>Local Sustainable Transport Fund</b> – Dr Zully Grant-Duff; Mrs Frances King; Dr Lynne Hack; Cllr Mrs Natalie Bramhall; Cllr Mark Brunt</li> </ul> </li> </ul>
30/12	<b>HIGH ROAD, CHIPSTEAD – FUNDING OF SCHEME [Item 8]</b>
	<p>The Area Highways Manager presented the report, which was tabled at the meeting and is attached to the minutes at <b>Appendix B</b>.</p> <p>During discussion by the Committee the following key points were raised:</p>

- Concerns were raised regarding the Stage 3 safety audit as it was suggested that it did not take into account problems with lighting and the impact of a close-boarded fence. It was felt that the traffic surveys could potentially be used for a future scheme, but that it was wrong to ask the Chipstead Residents' Association (CRA) to pay for the works, and therefore Option 3 was the fairest solution.
- Members expressed a strong view that, in future, any similar proposals should be subject to a legal agreement before any works commence, and that lessons should be learned from the situation in High Road, Chipstead.

The Committee **AGREED** that the Local Committee funds the outstanding cost of the scheme from their Integrated Transport Schemes budget and that no refund is made to the Chipstead Residents' Association of the £3,000 previously paid (Option 3).

31/12

**MEMBER ALLOCATIONS FUNDING [Item 9]**

The Community Partnerships Team Leader (East) presented the report. An addendum was tabled at the meeting and is attached to the minutes at **Appendix C**.

The Committee:

- (i) **NOTED** the summary of the Local Committee's Member Allocation expenditure in 2011/12, as detailed in section 2 of the report submitted.

- (ii) **AGREED** the following items presented for funding from the Local Committee's 2012/13 revenue budget:

Traditional Scouting - 1 <sup>st</sup> Walton on the Hill Scout Group	<b>£2,100</b>
Banstead Flower Festival – Banstead Flower Club	<b>£500</b>
Leader's Bursary Fund for Looked After Children – SCC Children's Services	<b>£4,500</b>

- (iii) **NOTED** that there were no items for approval from the Local Committee's 2012/13 capital budget.

- (iv) **NOTED** the expenditure previously approved by the Community Partnerships Manager and the Community Partnerships Team Leader under delegated authority, as set out below:

Salt Bin – De Burgh Gardens	<b>£1,000</b>
Banstead District Scouts Beacon	<b>£1,000</b>
Kingswood Residents Association Jubilee Street Party	<b>£401.88</b>
St Joseph's Pre-School Jubilee Funday	<b>£821</b>

	(v) <b>NOTED</b> any returned funding and/or adjustments, as set out within the report submitted and also in the financial position statement at Appendix 2 of the report submitted.								
32/12	<b>APPROVAL OF YOUTH SMALL GRANTS BIDS [Item 10]</b>								
	<p>The Contract Performance Officer presented the report.</p> <p>During discussion by the Committee the following key points were raised:</p> <ul style="list-style-type: none"> <li>• A question was asked regarding the eligibility of Cadet Forces for this funding. The Contract Performance Officer explained that Cadet Forces were not necessary excluded from receiving Youth Small Grants funding, but that if they received funding from other sources or their turnover was too high, they may not meet the criteria.</li> <li>• A question was asked regarding how many young people resident in Reigate and Banstead benefitted from Riding for the Disabled. The Contract Performance Officer assured Members that all bids had been recommended on the basis that they maximised outcomes for young people from a specific borough.</li> <li>• Concerns were raised that the bid from 1<sup>st</sup> Walton on the Hill Scout Group was a duplicate of the bid approved under Member Allocations. The Contract Performance Officer agreed to check whether it was, indeed, a duplicate.</li> </ul> <p>The Committee <b>AGREED</b> to fund the projects listed below, leaving a surplus of £20,220:</p> <table border="1" data-bbox="429 1227 1268 1601"> <tr> <td>34<sup>th</sup> Reigate (Meadvale) Explorer Scouts – Expeditions and Hikes</td> <td><b>£880</b></td> </tr> <tr> <td>Surrey Federation of Young Farmers – Youth Development Programme 2012</td> <td><b>£650</b></td> </tr> <tr> <td>1<sup>st</sup> Walton on the Hill Scout Group – Reinstating traditional camping for Beavers, Cubs and Scouts</td> <td><b>£2,500</b></td> </tr> <tr> <td>Riding for the Disabled Horsehills Group – Therapeutic riding for special needs children</td> <td><b>£750</b></td> </tr> </table>	34 <sup>th</sup> Reigate (Meadvale) Explorer Scouts – Expeditions and Hikes	<b>£880</b>	Surrey Federation of Young Farmers – Youth Development Programme 2012	<b>£650</b>	1 <sup>st</sup> Walton on the Hill Scout Group – Reinstating traditional camping for Beavers, Cubs and Scouts	<b>£2,500</b>	Riding for the Disabled Horsehills Group – Therapeutic riding for special needs children	<b>£750</b>
34 <sup>th</sup> Reigate (Meadvale) Explorer Scouts – Expeditions and Hikes	<b>£880</b>								
Surrey Federation of Young Farmers – Youth Development Programme 2012	<b>£650</b>								
1 <sup>st</sup> Walton on the Hill Scout Group – Reinstating traditional camping for Beavers, Cubs and Scouts	<b>£2,500</b>								
Riding for the Disabled Horsehills Group – Therapeutic riding for special needs children	<b>£750</b>								
33/12	<b>SURREY'S DRIVE SMART ROAD SAFETY AND ANTI-SOCIAL DRIVING STRATEGY, AND REIGATE AND BANSTEAD'S LOCAL SPEED MANAGEMENT PLAN [Item 11]</b>								
	<p>The Road Safety Team Manager and Surrey Police Casualty Reduction Officer presented the report.</p> <p>During discussion by the Committee the following key points were raised:</p> <ul style="list-style-type: none"> <li>• Members noted that some schools found it difficult to recruit crossing patrols, and wished to know if this was carried out centrally or by</li> </ul>								

individual schools. The Road Safety Team Manager reported that funding for school crossing patrols was funded centrally by Surrey County Council. Schools recruited the patrols, with risk assessment and training being carried out by the County Council.

- It was suggested that Switchback Road, Epsom Downs, would benefit from enforcement in addition to Yew Tree Road and Great Tattenhams. It was noted that the physical characteristics of the road have to be taken into consideration in order to carry out enforcement, as it is necessary to have a safe space to pull cars over to and to carry out speed checks.
- Concerns were raised regarding the number of people using a mobile phone whilst driving.
- Members wished to know the maintenance regime for Vehicle Activated Signs (VAS), as a number did not appear to work. The Road Safety Team Manager informed the Committee that there was an acknowledged problem, and there were now over 500 VAS in Surrey. His team are responsible for maintenance and have been working through a backlog of repairs. Broken VAS will be investigated on an ad hoc basis.
- Concerns were raised regarding the impact of new housing developments on roads, particularly with regards to obstructions and speeding on Ruden Way, Epsom Downs. It was suggested that contact be made with the Borough Council's Planning Department.
- A request was made for Ironsbottom, Sidlow, to be included in the current speed management plan rather than be archived due to new developments in the area and concerns regarding access when exploratory works begin. There are a number of stables in the area and monitoring of HGV speeds was requested.
- Concerns were raised regarding Gatton Park Road, Reigate, between the junction with Carlton Road and the beginning of Croydon Road travelling west, a route used by pupils walking to St Bede's School. Although a pedestrian crossing and anti-skid surface had been installed, there were ongoing problems with speeding and it was felt that the signage was inadequate. Members suggested the installation of a VAS as there is a change in speed limit from 40mph to 30mph nearby.
- Concerns were raised regarding the issue of cars parking on pavements. The Casualty Reduction Officer noted that this was not illegal unless an obstruction was being caused or if parking controls were in place.
- Members wished to know if pedal cyclists were included in the Drive SMART strategy. The Road Safety Team Manager responded that Bikeability was the new name for cycling proficiency training. Currently this took place in schools but it was hoped that this could be extended to other family members.

The Committee:

- (i) **NOTED** the draft Drive SMART Road Safety and Anti-Social

	<p>Driving Strategy.</p> <p>(ii) <b>NOTED</b> the latest version of the Local Speed Management Plan for Reigate and Banstead.</p>
34/12	<p><b>REDHILL TOWN CENTRE TRAFFIC MANAGEMENT [Item 12]</b></p> <p>The Local Sustainable Transport Fund Project Manager, Transport Policy Team Manager and Redhill Regeneration Project Manager (Reigate and Banstead Borough Council) presented the report and gave a PowerPoint presentation which is attached to the minutes at <b>Appendix D</b>.</p> <p>During discussion by the Committee the following key points were raised:</p> <ul style="list-style-type: none"> <li>• Concerns were raised regarding the reference in paragraph 4.6 to the Growing Places Fund. Members wished to know which authority would be responsible for repaying the loan and in whose accounts it would sit. The Transport Policy Team Manager explained that any bid would be a joint bid between the SCC and RBBC, and the exact split of funding was not yet available. It was emphasised that at this stage, the Committee were not being asked to agree sources of funding. The purpose of the report was to enable a scheme to be prepared in order to be ready to apply for funding as it becomes available. The Growing Places Fund is one of many potential funding sources.</li> <li>• Members wished to know the cost of carrying out the Stage 2 feasibility design. The Redhill Regeneration Project Manager responded that the cost of the feasibility design was in the region of £50,000 - £75,000, and informed Members that the Borough Council has funding in place via the New Growth Points scheme.</li> <li>• Concerns were raised regarding the use of the Redhill Station railway bridge as an access point to the town, as the bridge was in a poor state and suffered from pigeons nesting there. It was suggested that Network Rail be asked to address these issues before any work on improving the Stations Roundabout took place.</li> <li>• Members wished to know if decisions regarding the details of the scheme would be brought back to the Local Committee. It was noted that the Local Sustainable Transport Fund task group would be looking at the details before any decisions were brought back to the Committee. Furthermore, workshops would be held for local Members and other stakeholders, ensuring that there was plenty of opportunity for comment.</li> <li>• Concerns were raised that some elements of the scheme were dependent on planning permissions being granted, for example, the Station car park.</li> <li>• The importance of improving the infrastructure of Redhill in order to attract investment was noted, and it was hoped that the proposals would encourage new jobs and development in the town.</li> <li>• Members felt that Option 2 (Balanced Network) was the preferable option as it promoted walking and cycling.</li> <li>• Members wished to know if Section 106 (and in future, Community</li> </ul>

	<p>Infrastructure Levy) funds could be used for the scheme. The Redhill Regeneration Project Manager confirmed that a combination of present and future developer funding agreements could be used.</p> <p>The Committee <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>(i) That Option 2 (Balanced Network) should form the basis of a future transport plan for Redhill.</li> <li>(ii) To endorse the principles underlying these proposals.</li> <li>(iii) That the County Council and Borough Council partnership proceed with Stage 2 feasibility design of the scheme.</li> </ul>
35/12	<p><b>SUTTON LANE, BANSTEAD – EXTENSION OF 30MPH SPEED LIMIT [Item 13]</b></p>
	<p>The Area Highways Manager presented the report. This item was deferred from the 5 March 2012 meeting of the Local Committee.</p> <p>During discussion by the Committee the following key points were raised:</p> <ul style="list-style-type: none"> <li>• Discussion took place as to whether speed was the cause of the accidents on this section of road. The Area Highways Manager informed the Committee that the London Borough of Sutton has confirmed that parking at the junction was not a contributory factor in the recorded accidents at the junction. It was also confirmed that none of the accidents occurred at the exit to the prison.</li> <li>• Members asked whether the proposals would affect the flow of traffic. The Area Highways Manager confirmed that the flow of traffic would be unaffected.</li> <li>• It was noted that reducing speeds saves lives, and that the proposed measures were an opportunity to make a change to prevent future accidents occurring.</li> </ul> <p>The Committee:</p> <ul style="list-style-type: none"> <li>(i) <b>AGREED</b> that the 30mph speed limit in Sutton Lane, Banstead be extended by 150m south towards Banstead, supported by the provision of a Vehicle Activated Sign, subject to a formal agreement with the London Borough of Sutton regarding funding of the scheme and future maintenance of the Vehicle Activated Sign.</li> <li>(ii) <b>AUTHORISED</b> the advertisement of a notice in accordance with the Road Traffic Regulation Act 1984, the effects of which will be to implement the proposed speed limit change, and subject to no objections being upheld, the Order be made.</li> <li>(iii) <b>AUTHORISED</b> delegation of authority to the Area Team</li> </ul>

	<p>Manager, in consultation with the Chairman and Vice-Chairman of the Local Committee and the local Divisional Member, to resolve any objections received in connection with the proposals.</p>
36/12	<p><b>UTILITY WORKS (STREET WORKS) ON SURREY'S HIGHWAY NETWORK [Item 14]</b></p>
	<p>The Street Works Manager presented the report, which was tabled at the meeting and is attached to the Minutes as <b>Appendix E</b>.</p> <p>During discussion by the Committee the following key points were raised:</p> <ul style="list-style-type: none"> <li>• Discussion took place regarding the recent works by Sutton and East Surrey Water on the A217 Brighton Road between the Tadworth and Chipstead Roundabouts. Concerns were raised regarding the poor state the road surface had been left in, and the deposit of aggregate on the grassed central reservation and verges. The Street Works Manager explained that surface regularity tests had been carried out on the A217, and some parts of the reinstatement were found to be outside the national specifications. This meant that the utility company was responsible for carrying out the remedial work required to rectify it. It was intended that the works would be carried out between 2 August and 4 September, so as not to coincide with the Olympic cycling races or new school term. The national specifications state that utility companies have a year to carry out the works. The Marie Curie Field of Hope on the Chipstead Roundabout would be replanted in October.</li> <li>• Members wished to know how the notice period for utility companies to occupy the highway was agreed and whether they were charged if this was exceeded. The Street Works Manager informed Members that under the current system, utility companies tell SCC they are going to be carrying out work, and SCC can challenge the length of time if deemed inappropriate. A new permit system is being consulted on, whereby utility companies have to apply to work on the road and SCC would have to assess all applications. It was noted that this would create a resource issue; on average, 200,000 notices were put in every year in Surrey.</li> <li>• Members noted that a Utilities Task Group has been established by the Environment and Transport Select Committee. The Chairman encouraged Members to write to Mrs Pat Frost, the Task Group Chairman, with their comments on this issue.</li> </ul> <p>The Committee <b>NOTED</b> the report for information.</p>
37/12	<p><b>CENTRAL CAR PARK, HORLEY [Item 15]</b></p>
	<p>The Transport Development Planning Senior Projects Manager presented the report.</p> <p>During discussion by the Committee the following key points were raised:</p>



	<ul style="list-style-type: none"> <li>• The Local Divisional Member for Horley East thanked officers for a thorough report and a proposal that will make a real difference to this area of Horley Town Centre. She suggested that any further changes be delayed until the future of the Newman House site has been agreed. The Local Divisional Member for Horley West concurred.</li> </ul> <p>The Committee:</p> <ul style="list-style-type: none"> <li>(i) <b>AGREED</b> that the direction of the existing one-way working in the Central Car Park Service Road, Horley be reversed for a maximum experimental period of 18 months.</li> <li>(ii) <b>AUTHORISED</b> the advertisement and introduction of an experimental Traffic Regulation Order under the Road Traffic Regulation Act 1984, the effect of which will be to reverse the direction of the existing one-way working in the Central Car Park Service Road, Horley on an experimental basis, as shown on the drawing at Annex A to the report submitted.</li> <li>(iii) <b>AGREED</b> that officers submit a further report to the Local Committee to seek a decision on whether to make the experiment permanent or to reinstate the existing one-way working arrangement in the Central Car Park Service Road, Horley.</li> </ul>
38/12	<b>HIGHWAYS SCHEMES PROGRESS REPORT [Item 16]</b>
	<p>The Area Highways Manager presented the report.</p> <p>During discussion by the Committee the following key points were raised:</p> <ul style="list-style-type: none"> <li>• Members wished to know the likely delay to the works on the A2022 Croydon Lane, Banstead due to the trial holes relating to utility plant in the area. The Area Highways Manager agreed to look into this.</li> <li>• Concerns were raised that the realignment of cycle lanes on the A23 London Road North, Merstham was an unnecessary use of £10,000. The Area Highways Manager explained that the works were required and Members had already approved the scheme.</li> <li>• Discussion took place regarding drainage issues in Banstead, particularly around the High Street, Garretts Lane and Holly Lane. The Area Highways Manager agreed to check on this and report back to Members.</li> <li>• Concerns were raised regarding the fact that Beacon Way, Banstead, was not suitable for micro asphaltting. Members wished to know when an alternative method of resurfacing would be undertaken. The Area Highways Manager agreed to pass this issue back to the Planned Maintenance Team and the contractor.</li> <li>• A question was asked concerning Blanford Road, Sandpit Road and Earlsbrook Road. Members noted the poor state of these roads and wished to know when works would commence. The Area Highways</li> </ul>

	<p>Manager informed the Committee that works had been delayed due to the recent inclement weather, but would start as soon as possible. The inclement weather had also delayed the micro asphalt resurfacing of Haroldlea Drive, Horley, although remedial works such as patching would continue. The Area Highways Manager agreed to pass on concerns regarding the quality of the patching.</p> <ul style="list-style-type: none"> <li>• A request for Vogan Close, Reigate, to be inspected was also noted.</li> <li>• Concerns were raised that grass cuttings were blocking drains and causing flooding. The Area Highways Manager agreed to raise this with the Borough Council.</li> </ul> <p>The Committee <b>NOTED</b> the report for information.</p>
39/12	<b>COMMUNITY SAFETY IN REIGATE AND BANSTEAD [Item 17]</b>
	<p>The Community Partnership and Committee Officer presented the report.</p> <p>Mrs Kay Hammond, the Local Committee's representative on the Reigate and Banstead Community Safety Partnership (CSP) for 2011/12 and Cabinet Member for Community Safety, emphasised the multi-agency nature of the CSP and how it worked effectively to allocate its funds appropriately. It was noted that there would shortly be a number of changes impacting on the CSP, specifically the introduction of the Police and Crime Panel and the election of a Police and Crime Commissioner. It was therefore critical that community safety issues are addressed within the locality, and joint working was essential in the light of reduced funding. She expressed a wish to remain as the Local Committee's representative on the CSP for 2012/13.</p> <p>During discussion by the Committee the following key points were raised:</p> <ul style="list-style-type: none"> <li>• Concerns were raised that Banstead was not included in the list of town centre priorities. It was noted that priorities were set by looking at the number and volume of crimes and incidents. This did not necessarily mean that there were not issues, and if the situation did change, next year's priorities would reflect this.</li> <li>• Members wished to know who was responsible for rescinding Designated Public Place Order (DPPO) restrictions on outdoor alcohol consumption during events such as the recent Jubilee. It was noted that the Borough Council's Licensing Team were responsible.</li> </ul> <p>The Committee:</p> <ul style="list-style-type: none"> <li>(i) <b>NOTED</b> the Reigate and Banstead Community Safety Partnership's Priorities for 2012/13.</li> <li>(ii) <b>NOMINATED</b> Mrs Kay Hammond to the Reigate and Banstead Community Safety Partnership for 2012/13.</li> <li>(iii) <b>AGREED</b> that the community safety budget of £3,160 that has</li> </ul>

	<p>been delegated to the Local Committee be transferred to the Community Safety Partnership.</p> <p>(iv) <b>AGREED</b> that the Community Partnerships Team Manager manages and authorises expenditure from the budget delegated to the Local Committee in accordance with the Local Committee's decision.</p>
40/12	<b>CABINET FORWARD PLAN [Item 18]</b>
	<p>The Committee <b>NOTED</b> the report.</p> <p>[The Local Divisional Member for Banstead West requested that it be noted that the 70 volunteers at Tattenhams Library were dismayed to hear that the Community Partnered Libraries proposals would not save money.]</p>
41/12	<b>LOCAL COMMITTEE FORWARD PLAN [Item 19]</b>
	The Committee <b>NOTED</b> the report.
	<b>[Meeting Ended: 5.11pm. Adjourned between 4.10pm and 4.20pm]</b>
	<b>Chairman</b>
	_____



**LOCAL COMMITTEE  
(REIGATE AND BANSTEAD)**

**PUBLIC QUESTIONS**

**18 JUNE 2012**

**A public question has been received on the subject of the experimental kerb build-out at High Road, Chipstead:**

**1. Mrs Angela Marshall asks:**

“At the September 2011 meeting of the Local Committee, the Chairman reported on this scheme the following: “The County Council’s position is that it will be seeking reimbursement from the Chipstead Residents’ Association (CRA). Workload and resource issues combined with the summer holiday period has meant that a meeting with the CRA is yet to be held. In addition, the Area Team Manager wishes to seek legal advice before further discussions are held with the CRA. A meeting has been set up with the County Council’s lawyers, to be attended by the Area Team Manager and the Local Committee Chairman. A meeting with the CRA will be held after this meeting has taken place and, subject to diary commitments, is likely to take place in October.” Can the Committee please provide an update on the current position on this matter?”

**The Chairman responds on behalf of the Committee:**

There is a separate report on this agenda at Item 8 on the outstanding funding issues relating to the experimental kerb build-out in High Road, Chipstead. The Local Committee is being asked to make a decision on this matter.

**A public question has been received on the subject of traffic issues in Wray Lane, Reigate:**

**2. Ms Deborah King, on behalf of Wray Lane residents, asks:**

“Further to numerous emails to relevant parties from residents living in Wray Lane, we ask the Committee what is going to be done about the following dangerous traffic issues in Wray Lane, Reigate:

- Speed of traffic coming up the centre of the lane straddling the speed bumps, including emergency vehicles;

- Oversized vehicles and commercial traffic using the lane as a shortcut to the M25 and A217;
- Volume of traffic using the dangerous junction with the A217 at the top of Wray Lane which is a documented accident black spot

All of the above which cause a potential hazard to pedestrians and cyclists using the road, as vehicle speed and width restrictions are largely ignored. Wray Lane is a narrow road and totally unsuited to the volume, size and speed of traffic using it. We have email confirmation from the council that the lack of rubbish clearance in the road (which residents have to do themselves) is due to the road being unsuitable for council operatives without traffic calming measures, therefore suggesting that the council is aware of the problems.”

**The Chairman responds on behalf of the Committee:**

Traffic surveys were carried out at two locations in Wray Lane in May 2012 – in the 30mph two-way section in the vicinity of no.35 Wray Lane and in the 40mph one-way section, north of no.59 Wray Lane. Automatic counts were carried out over a continuous 7 day period, collecting data on volumes and vehicle speeds, classed by vehicle type. The data is still being analysed and should be available to report verbally at the meeting.

Wray Lane is used as an access route by the emergency services. Speed cushions allow emergency service vehicles to straddle the cushions to maintain speeds and hence response times. Emergency vehicles are also exempt from the speed limit when responding to an emergency, although they are still required to drive with due regard for public safety.

There is a legally enforceable 6’0” width restriction in place in Wray Lane. The Traffic Regulation Order covering this restriction includes exemptions for vehicles requiring access; the enforcement of which is the responsibility of the Police. In December 2011, Surrey County Council officers approached the Police to request that enforcement action be taken in Wray Lane. The Police reported that they had been to Wray Lane on a number of occasions but had not witnessed any offences. Surrey will continue to work closely with the Police and will request that they carry out further enforcement in Wray Lane as and when resources permit.

When problems are identified with specific hauliers, both the County Council and the Police have approached the company to ask them to instruct their drivers not to use Wray Lane. This approach has been successful in the past.

Traffic volumes have increased countywide in recent years. This has been exacerbated in Reigate and Banstead by the high level of housing development in the Redhill/Reigate area. Wray Lane provides a link between Redhill and the east and the east and the A217/M25 Junction 8. Problems on the M25 impact on the volume of traffic using Wray Lane. The junction of Wray Lane/Gatton Bottom/A217 Reigate Hill has suffered a large number of collisions over a number of years. It is an unusual junction layout and a number of improvements have been installed in the past to reduce the risk of collision. Following the unsuccessful scheme at the junction, work is continuing, in consultation with the Police, to see if there are any other interventions that can be implemented to make the junction safer.

The matter of street cleansing is the responsibility of Reigate and Banstead Borough Council. Surrey Highways has no records to indicate that the Borough Council has raised concerns regarding access to Wray Lane to carry out street cleansing.

A report will be presented to a future meeting of the Local Committee to update Members on the findings of the traffic survey and to suggest options for addressing any issues identified. Any future works in Wray Lane would be subject to consultation, Local Committee approval and the allocation of funding.

**A public question has been received on the subject of container lorries using Nutley Lane, Reigate:**

**3. Cllr Christopher Whinney asks:**

“At the last meeting of this Committee in March, I was allowed to ask a question before the meeting formally opened about container lorries using Yorke and Beaufort Roads in Reigate turning into Nutley Lane prior to going to the Albert Road Industrial Estate to unload. There was an accident involving such a container in mid-December 2011. Many vehicles were damaged, some were “write-offs”, and the front of a dwelling was also damaged but no-one was injured. This was described as a miracle, but in my words, unbelievably fortunate. In fact, residents report regularly on container lorries being stuck in these narrow roads.

The Area Highways Manager replied to my question stating to the effect that there would be a review of such traffic and then proposals would be prepared. One of his colleagues had visited the Rev John Scott earlier to discuss signage. Could the officer please advise on progress and what proposals he intends to put forward to deal with this problem?”

**The Chairman responds on behalf of the Committee:**

**Background**

Reigate Business Mews (RBM) is a long established trading estate in Reigate from which access to the strategic road network (A217/M25/A25) can only be gained through residential streets – Albert Road North, Nutley Lane (northern section) and Somers Road. Somers Road is wide with off-road parking but the constrained nature of Albert Road North and Nutley Lane mean that goods vehicles often attempt to access RBM through other less suitable streets.

Measures to resolve these issues have been installed at various times but have only been partly successful. The previous actions taken and proposed additional measures to address the outstanding issues are described below.

**Previous Measures Taken**

The southern section of Nutley Lane between its junction with Yorke Road and Upper West Street has been converted to a single lane home zone with one-way working from south to north. This section also has a 6ft6in (signed) width restriction starting at its junction with Yorke Road.

The footways at the corners for the junction of Nutley Lane/Yorke Road and Beaufort Road are protected from being over-run by large vehicles by the installation of steel bollards.

A physical build-out has been constructed in Yorke Road near its junction with A217 London Road to deter rat-running.

The footways at the entrance to Albert Road North from Nutley Lane are protected from being over-run by large vehicles by a double-height kerb and a pedestrian

barrier on the northern side (outside the pub) and steel bollards outside the shop to the south.

Lorry route signing has been installed on the A25 (eastbound) near its junction with Upper West Street to deter goods vehicles from attempting to access the trading estate through the residential roads to the south and directs them towards the junction with Somers Road.

Reigate Business Mews is then signed from the A217 along Somers Road, Nutley Lane (under railway bridge) and into Albert Road North.

### **Unresolved Issues**

Despite previous efforts, goods vehicles are still attempting to access the trading estate from the south via Hardwicke Road and Yorke Road, as the recent incident with the runaway truck illustrates. Goods vehicles have also been observed turning right out of Albert Road North and attempting to join the wider road network via Yorke Road or Hardwicke Road.

### **Further Measures Proposed**

A25/West Street/London Road; A217 London Road (east/northbound from Reigate) towards level crossing:

- At the entrances to Evesham Road, Hardwicke Road and Yorke Road install signs similar in appearance to that shown in figure 1, currently on Reigate Hill. To be fixed to existing posts of lampposts. The new signs will indicate:
  - Reigate Business Mews (straight on)
  - Advance warning of the width restriction within the red circle with an appropriate distance plate below
  - Supplementary unsuitable for HGV plates
- On Albert Road North on the approach to its junction with Nutley Lane install a sign similar in appearance to that shown in figure 1 indicating:
  - A217/A25 to the left
  - Advance warning of the width restriction within the red circle with an appropriate distance plate below to the right
- On the lamppost on Nutley Lane opposite the junction with Albert Road North:
  - Clear overgrown vegetation
  - Install lorry route sign directing goods vehicles towards Somers Road, unsuitable for HGVs to the right

It is proposed to audit existing road signs in the suggested locations to:

- Remove any redundant signing thus reducing future maintenance liabilities
- Reduce street clutter and ensure that new signs have sufficient impact

The proposed measures would not need any special authorisation or Traffic Regulation order to be progressed.

### **Estimated Cost**

The proposed measures are estimated to cost between £2,000 - £3,000, depending on the suitability of fixing new signs to existing signposts of lampposts. It is not expected that the new signs would need illumination.



**Figure 1 - Proposed sign format to be displayed at entrance from A25/A217 to Evesham Road, Hardwick Road and Yorke Road**

**NOTES:**

- (i) Surrey County Council's constitution, (Standing Order 66) requires that public questions be sent in writing to the Local Committee and Partnership Officer at least 7 days before the meeting.
- (ii) At the discretion of the Chairman, a member of the public who has given notice of a question may ask one supplementary question relevant to the subject of the original.





**OFFICER REPORT TO LOCAL COMMITTEE  
(REIGATE AND BANSTEAD)**

**HIGH ROAD, CHIPSTEAD  
- FUNDING OF SCHEME**

**18 JUNE 2012**

**KEY ISSUE**

To seek Members' decision on the funding of the High Road, Chipstead experimental traffic scheme.

**SUMMARY**

An experimental traffic scheme in High Road, Chipstead was implemented in January 2011. A commitment had been received from the Chipstead Residents' Association to fund the scheme up to a maximum contribution of £10,000. In response to concerns about public safety, the scheme was removed after 8 weeks, in accordance with the process approved by Local Committee when originally approving the scheme in September 2010.

Chipstead Residents' Association had made a £3,000 payment at the start of the scheme but have subsequently objected to the payment of the outstanding balance for the experimental scheme, as the experiment was cut short. It was made clear from the outset that the scheme would be removed if it compromised safety of the public. This report sets out actions taken since the removal of the experimental scheme and seeks a decision from the Local Committee on the funding of the experimental scheme.

## OFFICER RECOMMENDATIONS

**The Local Committee (Reigate and Banstead) is asked to decide whether:**

- (i) To agree that the Local Committee funds the total cost of the experimental traffic scheme in High Road, Chipstead from their Integrated Transport Schemes budget and that the Chipstead Residents' Association be reimbursed the monies previously paid by them with respect to the scheme, a sum of £3,000 (**Option 1**); or
- (ii) To pursue the Chipstead Residents' Association for payment of their outstanding contribution to the scheme, a sum of £5,200 (**Option 2**); or
- (iii) To agree that the Local Committee funds the outstanding cost of the scheme from their Integrated Transport Schemes budget and that no refund is made to the Chipstead Residents' Association of the £3,000 previously paid (**Option 3**).

### 1 INTRODUCTION AND BACKGROUND

- 1.1 As a result of the on-going concerns of the residents of Chipstead Village about the volume and speed of traffic using the local road network as a link between the A23 and A217, in September 2010 Local Committee approved, on an experimental basis, the implementation of a kerb build-out with priority give-way working in High Road, Chipstead. The scheme was therefore constructed using temporary materials. The scheme was developed with the involvement of the Chipstead Residents' Association (CRA), who gave Surrey County Council a written commitment to fund the scheme up to the value of £10,000. The CRA provided £3,000 as a down payment to enable design and survey work to proceed.
- 1.2 The Local Committee also approved a recommendation that  
“If the scheme needs to be removed on safety or access grounds, the Area Highway Manager in consultation with the Chairman, Vice-Chairman and local elected Member take appropriate action.”  
This recommendation confirmed the advice that had been given to the CRA from the outset, that the experiment would be curtailed if public safety was found to be compromised.
- 1.3 As reported to Local Committee in September 2010, concerns had been expressed by a number of residents of Outwood Lane and surrounding roads regarding the potential diversion of traffic. A meeting was held on 24 November 2010, attended by the Chairman, the Area Team Manager, representatives from Chipstead Residents' Association and the Outwood Lane Residents' Association and the SCC Customer Service Improvement Manager to discuss these concerns prior to the implementation of the scheme. A further meeting was held on

8 December with the Chairmen of both residents’ associations and a highways officer to agree the factors which would determine the success or failure of the scheme.

- 1.4 Following construction of the build-out at the end of January 2011, concerns were expressed by a number of residents and road users about the safety of the scheme. As a result, the decision was made by officers to carry out the Stage 3 (post construction) Road Safety Audit as a matter of urgency, with the daytime visit being made on 4 February and the evening visit on 7 February 2011.
- 1.5 As a result of the safety audit, remedial works were carried out to help increase driver awareness of the road layout. However, there were a number of issues that could not be resolved as they required the introduction of measures such as street lighting, anti-skid surfacing and kerb works which could not be funded or justified as part of an experimental scheme.
- 1.6 The Police wrote to the Area Team Manager on 1 March 2011 to place on record that, following the findings of the Stage 3 Road Safety Audit, “this scheme should be removed at the earliest possible convenience”.
- 1.7 A meeting was held on 11 March attended by Councillor Angela Fraser, who was Local Committee Chairman at the time and is also the divisional Member, Councillor Lynne Hack representing both the Vice-Chairman and the Cabinet Member for Transport, the Area Highways Manager, Surrey Police and the safety auditor. Following detailed discussion, it was agreed that the scheme should be removed on safety grounds, as allowed for in the original Committee decision. The scheme was removed and the road returned to its original layout on 25 March 2011, nearly 8 weeks after implementation.
- 1.8 The experimental scheme capital costs, excluding officers’ time, is given below. It should be noted that some of the materials used in its construction can be reused and a deduction has been made from the final cost to take account of this.

‘Before’ traffic surveys	2,088.73
Construction	7,754.90
Removal	<u>6,186.17</u>
	£16,029.80
Allowance for reusable materials	<u>-3,000.00</u>
Total scheme cost:	£13,029.80

- 1.7 The Chipstead Residents’ Association has contributed £3,000 towards these costs, Local Committee approved an allocation of £5,000 in 2011/12 towards the scheme and the balance of the costs have to date been met from the Local Committee’s Integrated Transport Schemes budget for 2011/12.

## 2 CURRENT POSITION

- 2.1 Despite repeated requests to the Chipstead Residents' Association for the balance of £7,000 to be paid prior to construction of the scheme, the monies were not paid. Subsequently, the Chipstead Residents' Association indicated that, in their view, it would be unreasonable to expect CRA members to pay the balance given the decision to remove the experimental scheme. The CRA informed officers that they were keen to move forward, explore other possible initiatives to reduce the traffic problems in Chipstead village and that their monies could be carried over to a new scheme.
- 2.2 A letter was sent to the CRA Chairman by post on 8 December 2011 to summarise the position and invite them to a meeting to explore how the CRA would meet their obligations. However, it was brought to officers' attention that the letter had not been received and a copy was hand delivered on 23 January 2012.
- 2.3 A response was received from the CRA on 23 February 2012, which set out the CRA's views regarding the development, delivery and subsequent removal of the scheme. The CRA opinion is that there has been no meaningful experiment and therefore it concludes that "the only equitable outcome of this regrettable episode is to....return the £3,000 paid by the CRA". It also expresses its intention "to pursue with its funding partners and SCC whether there are opportunities for committing further funds to a meaningful solution to Chipstead's traffic problems".
- 2.4 A meeting was held on 24 May 2012, attended by the Chairman, the divisional Member, the Area Team Manager, the South East Area Senior Engineer and SCC's principal lawyer to discuss a response to the CRA letter. A detailed written response to the CRA was hand delivered on 30 May 2012. It was further agreed that a report be presented to this meeting to update Members of the current position regarding the experimental scheme and seek a decision on its funding.

## 3 OPTIONS

- 3.1 **Option 1:** Local Committee fund the total cost of the scheme from the Integrated Transport Schemes budget, refunding the £3,000 already paid by the CRA.
- 3.2 It is noted:
- (i) The experiment only remained in place 8 weeks, giving no opportunity to monitor the impact of the scheme on traffic movements in the area
- 3.3 **Option 2:** Local Committee pursue the Chipstead Residents' Association for payment of their outstanding contribution to the scheme.

- 3.4 The CRA committed a contribution of £10,000 towards the cost of the experimental scheme and a £3,000 down payment was paid to SCC. Taking into account the value of the materials recovered from the scheme for reuse, £16,029 capital cost of the scheme is reduced by 18% to £13,029. Hence, the CRA outstanding contribution of £10,000 should similarly be reduced by 18% to £8,200. Having made a down payment of £3,000 to SCC, the outstanding balance is £5,200.
- 3.5 It is noted:
- (i) The scheme has been developed with the involvement of the CRA over a long period of time. The CRA have been kept informed at every step of the process.
  - (ii) The CRA made a written commitment to SCC to contribute £10,000 towards a traffic scheme in Chipstead village, however no formal, legal agreement was made between SCC and the CRA.
  - (iii) Whilst it was agreed that the scheme should be introduced on an experimental basis and traffic movements was to be monitored before and during the experiment which, together with public consultation, would inform Members' decision on the success or not of the scheme, it was made clear from the outset that the scheme would be removed if it compromised the safety of the public. This formed one of the recommendations approved by Local Committee in September 2010.
  - (iv) The unpredictability of driver behaviour at the priority give-way could not have been foreseen.
  - (v) The recommendations made by the road safety auditors to mitigate potential safety issues such as street lighting, anti-skid surfacing and kerb works, were not appropriate for an experimental scheme.
  - (vi) The process followed in taking the decision to end the experiment on safety grounds was that approved by Local Committee in September 2010
- 3.6 **Option 3:** Local Committee fund the outstanding cost of the scheme and no refund is made to the Chipstead Residents' Association of the £3,000 previously paid to Surrey County Council.
- 3.7 It is noted:
- (i) Part of the £3,000 down payment was used to carry out traffic surveys, the data from which can be used in the investigation and development of future options if funding is made available.
  - (ii) Officer resources were dedicated to developing a scheme in partnership with the CRA. The unpredictability of driver behaviour could not have been foreseen and given that the mitigating

measures recommended in the Stage 3 Road Safety Audit were not commensurate with an experimental scheme, officers only recourse was to recommend that the scheme be removed.

- (iii) The experiment was removed after 8 weeks before a full analysis of the impact could be carried out.
- (iv) Whilst no formal, legally binding agreement was made with the CRA, something that will be rectified in any future external funding of highways works, the CRA made a written commitment to SCC to contribute £10,000 towards a traffic scheme in Chipstead village and this was taken into consideration when the decision to implement the experimental scheme was made.

#### 4 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 4.1 **Option 1:** The Local Committee would need to cover the total cost of £16,029 under this option. Local Committee allocated £5,000 from the 2011/12 ITS budget for the making permanent or removal of the High Road, Chipstead scheme. The additional £11,029 has been funded from the 2011/12 ITS budget. Final figures for 2011/12 budgets have not yet been received and any overspend would need to be met from the 2012/13 ITS budget.
- 4.2 **Option 2:** The Chipstead Residents' Association would be requested to honour its commitment to provide £10,000 towards the funding of the scheme under this option. £5,000 was allocated by Local Committee from the 2011/12 ITS budget for High Road, Chipstead. The additional £1,029 was also met from the 2011/12 ITS budget.
- 4.3 **Option 3:** Taking into account the £3,000 previously paid by the Chipstead Residents' Association, there is an outstanding balance of £13,029 that would need to be met by Local Committee under this option. To date the scheme has been funded from the 2011/12 ITS budget. Any overspend on this budget would need to be met from the 2012/13 ITS budget.
- 4.4 In the report to Local Committee in September 2010, Members were advised that there was a potential shortfall in funding at that time of £1,300 and additional costs would be incurred for either removing the kerb build-out or making it permanent. The report noted that the divisional Member would be approached to seek the necessary funding. Under options 1 and 3 above, such a contribution could part fund the outstanding costs therefore reducing the commitment from the ITS budget by the same amount.

## 5 EQUALITIES AND DIVERSITY IMPLICATIONS

- 5.1 There are no equalities and diversity implications arising from this report.

## 6 CRIME AND DISORDER IMPLICATIONS

- 6.1 There are no crime and disorder implications arising from this report.

## 7 CONCLUSION AND RECOMMENDATIONS

- 7.1 The experimental kerb build-out in High Road, Chipstead was removed to meet safety concerns that could not be addressed through any other means. Chipstead Residents' Association had made a £3,000 payment at the start of the scheme but have subsequently objected to the payment of the outstanding balance of £7,000 for the experimental scheme, as the experiment was cut short. However, it had been made clear from the outset that the scheme would be removed if it compromised safety of the public.
- 7.2 Three options have been put forward to resolve the outstanding issue of funding of the experimental schemes. Members are asked to make a decision.

<b>LEAD OFFICER:</b>	John Lawlor, Area Team Manager South East
<b>TELEPHONE NUMBER:</b>	03456 009 009
<b>E-MAIL:</b>	highways@surreycc.gov.uk
<b>CONTACT OFFICER:</b>	Anita Guy, Senior Engineer South East Area Team
<b>TELEPHONE NUMBER:</b>	03456 009 009
<b>E-MAIL:</b>	highways@surreycc.gov.uk
<b>BACKGROUND PAPERS:</b>	Local Committee Reports Road Safety Audits Correspondence between SCC and Chipstead Residents' Association





**ITEM 9 – MEMBER ALLOCATIONS FUNDING – ADDENDUM**

**1. ADDITIONAL REVENUE BID**

1.1 The following is a new funding proposal from Local Committee **revenue** funding:

**Remediation of the handrails for the bridge over the River Mole at Kinnersley Manor, Sidlow ("the Bridge")**

**Mrs Kay Hammond**

**£4,000 revenue**

An application for funding has been received from the Kinnersley Manor Residents' Association for the inspection and survey of the Bridge, including loading restrictions and handrails, design of appropriate remedial scheme and execution of remedial works subject to the survey result. This will address the fact that the handrails have deteriorated over a number of decades to the point where they provide no real protection at all for pedestrians or vehicles using the Bridge, resulting in a significant health and safety issue which has been acknowledged by Surrey County Council and Reigate and Banstead Borough Council's Conservation Officer. The Kinnersley Manor Residents' Association is seeking £4,000 from the Local Committee towards the cost of the initial inspection and survey. The total cost of the project is £45,000 - £50,000 (exclusive of VAT), with the balance being met by the residents.

**2. REVISED OFFICER RECOMMENDATIONS**

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

- (i) Note the summary of the Local Committee's Member Allocation expenditure in 2011/12, as detailed in section 2 of the original report submitted.
- (ii) Agree the items presented for funding from the Local Committee's 2012/13 **revenue** funding, as set out in section 3 of the original report submitted and paragraph 1.1 above and summarised below:

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>
1 <sup>st</sup> Walton on the Hill Scout Group	Traditional Scouting	£2,100
Banstead Flower Club	Banstead Flower Festival	£500
SCC Children's Services	Leader's Bursary for Looked After Children	£4,500
Kinnersley Manor Residents' Association	Remediation of the handrails for the bridge over the River Mole at Kinnersley Manor, Sidlow ("the Bridge")	£4,000

- (iii) Note that there are no items for approval from the Local Committee's 2012/13 **capital** budget.

## MINUTES – APPENDIX C

- (iv) Note the expenditure previously approved by the Community Partnerships Manager and the Community Partnerships Team Leader under delegated authority, as set out in section 4 of the original report submitted.
- (v) Note any returned funding and/or adjustments, as set out within the report and also in the financial position statement at Appendix 2 to the original report submitted.

# Redhill Traffic Management

Reigate & Banstead

Local Committee

18 June 2012

# Why is the scheme needed?

- Redhill highway system is under pressure
- Peak period congestion adversely affects the town centre
- Redhill stands at the intersection of two arterial routes (A23 and A25)
- Road network is inadequate to enable growth as a destination

# Evidence

In the do minimum scenario, then by 2016

- A 6% rise in AM traffic will increase journey times by 40%
- An 11% rise in PM traffic will increase journey times by 73%
- A 15% increase in traffic on a Saturday will increase journey times by 157%

# Options

## **Option 1 – Highway network (£1.375 million)**

- A traffic management suite focusing on measures that create journey time benefits for traffic around the town centre

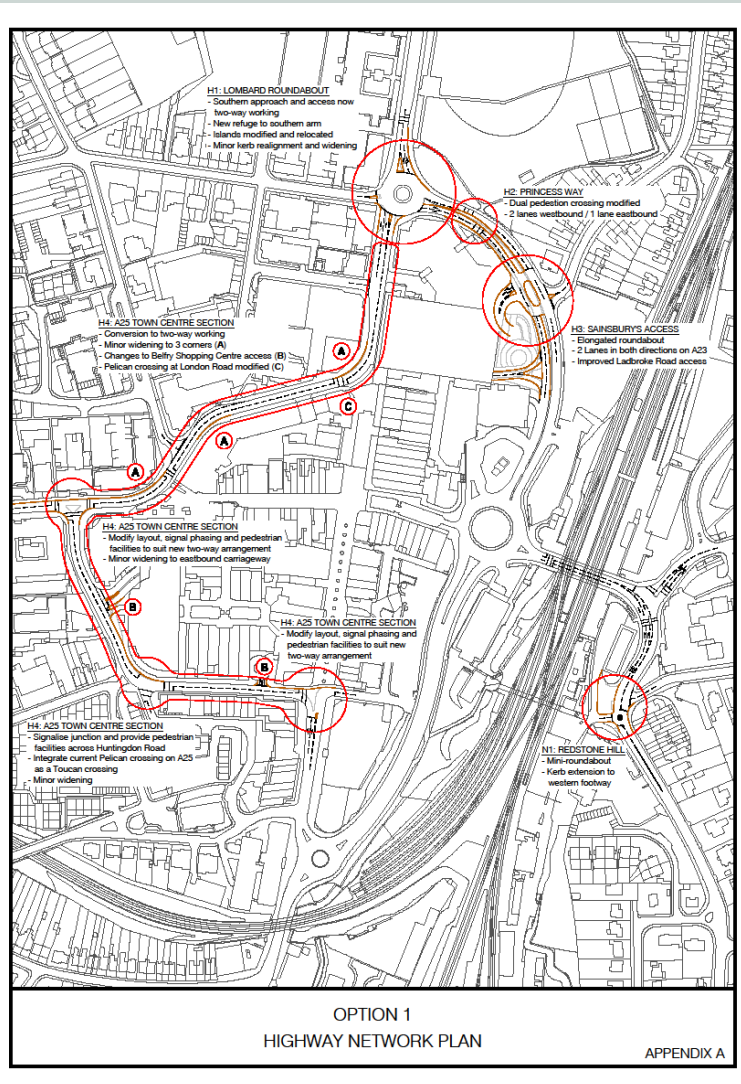
## **Option 2 – Balanced network (£2.285 million)**

- Focusing on measures that spread the benefits of Option 1 to a wider range of travel modes, providing significant benefits for walking, cycling and the public realm
- This is the preferred option

# Option 1 – Highway network

www.surreycc.gov.uk

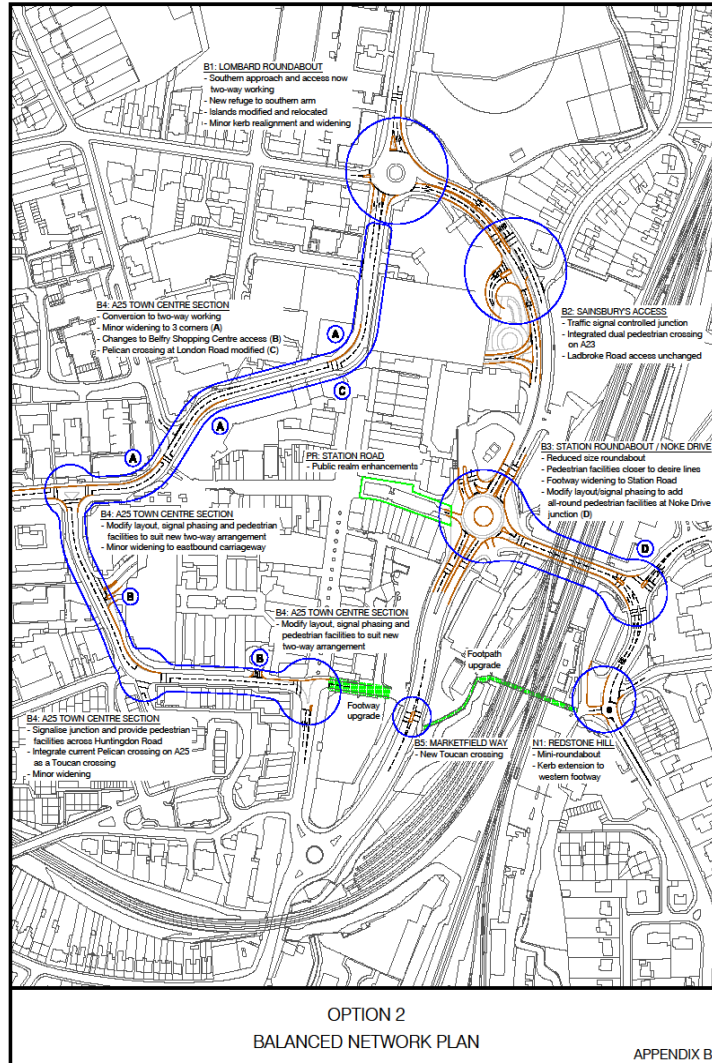
Making Surrey a better place



# Option 2 – Balanced network

www.surreycc.gov.uk

Making Surrey a better place



Reigate & Banstead  
BOROUGH COUNCIL  
Banstead | Horley | Redhill | Reigate



# Next steps

- Option 2 (Balanced network) approved
- Complementary to TravelSMART (LSTF)
- Undertake minor modification to Lombard roundabout to allow right turn from both lanes on the London Road approach
- Design work carried out, to enable consultation
- Tendering starts at first opportunity once funding becomes available



**OFFICER REPORT TO LOCAL COMMITTEE  
(REIGATE AND BANSTEAD)**

**UTILITY WORKS (STREET WORKS) ON  
SURREY'S HIGHWAY NETWORK**

**18 JUNE 2012**

**KEY ISSUE**

To provide Members with a background on Street Works in general, communication exchange and the monitoring of Street Works. To also give information on the Street Works Team structure and the recent utility works on the A217 Brighton Road.

**SUMMARY**

Street Works are inevitable, new building developments require new services and supplies, existing pipe and cable installations require upgrading to meet increasing demands, new technology drives the need for new apparatus. Existing equipment requires maintaining in line with targets set by industry regulators on such things as leak rates and out of service delays. (The most notable example of the later being the Directive by the Health and Safety Executive requiring the replacement of all metallic gas pipes within 30 metres of properties with new Polyethylene pipes)

Utility companies have a legal right to carry out 'streetworks' within the highway network. Activities are controlled by two key pieces of legislation, the New Roads and Streetworks Act 1991 and the Traffic Management Act 2004.

This report sets out the key responsibilities for Surrey County Council, as the Street Authority, and the utility companies in working together to ensure that works are being carried out with due regard to safety, to the standards required to maintain the highway asset, and to minimise disruption to all road users. It sets out how works are notified by the utility companies, how they are coordinated by the County Council, and how they are subsequently monitored and inspected.

## OFFICER RECOMMENDATIONS

**The Local Committee (Reigate and Banstead) is asked to note the content of the report.**

### 1 BACKGROUND AND LEGISLATION

- 1.1 The New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA) provide the legislative framework for works being carried out on the highway, imposing a statutory Duty on the County Council, as the Street Authority, to coordinate activity on the highway in order to:
- ensure the safety of all road users
  - to ensure the expeditious movement of traffic (including pedestrians)
  - protect the structure of the street.
- 1.2 NRSWA requires that all Works Promoters (any person wishing to work on the highway) provide the Street Authority with sufficient advance notification of any works to be carried out to enable us to coordinate all works on the highway (the amount of notice required is dependant upon the nature and duration of the works, **see Appendix 2**). The utility companies have a Duty to assist the Street Authority in coordination. The Street Authority is required to keep a formal and accessible register of all, including our own, works on the highway.
- 1.3 Notification of works is given by the system of Electronic Transfer of Notices (EToN), a central government controlled hub whereby information can be exchanged virtually simultaneously between Works Promoters and Street Authorities via the internet.
- 1.4 NRSWA incorporates a series of Codes of Practice, which set out how the Act is to be implemented. This includes the “Code of Practice for the Coordination of Street Works and Works for Road Purposes” and the “Specification for the Reinstatement of Openings in Highways”, referred to as the SROH.

The SROH sets out the type, quality and quantity of materials to be used when backfilling and reinstating an excavation. It also details the standards, in terms of compaction and surface profile, to which the work has to be carried out and subsequently inspected.

Non-compliance with the SROH can put at risk the long term performance of the highway, and without a robust system of monitoring and enforcement, failure of such reinstatements in the future may necessitate the use of maintenance budgets to carry out remedial works.

NRSWA also contains Safety at Street Works and Road Works a Code of Practice. This document defines the requirements for the layout of a works site with respect to Signing, Lighting and Guarding and also defines the relevant traffic management needs.

- 1.5 Offences under NRSWA (such as failing to provide advance notice of major works, or significant breaches of Safety requirements) may be referred to the Magistrates Courts. Convictions lead to fines for the utility companies, set at varying levels on a standard scale.
- 1.6 It should be noted that the utility companies are wholly responsible for the management and on site supervision of their own works. As the Street Authority, the County Council is responsible for monitoring the utilities' performance through inspections, and are responsible for coordination activities, including monitoring of incoming Notices, ensuring works are completed to agreed standards and timescales.

These activities are carried out by the Street Works Team, part of Surrey Highways. The structure and roles of the team are described in section 5.4

## 2 HOW THE UTILITY COMPANIES NOTIFY THEIR WORKS

- 2.1 There are 11 key utility companies operating within Surrey, with varying degrees of coverage across the county. 200,219 Notices were received from utilities in Surrey during 2011/12, relating to 45,917 actual works sites. This equates to over 700 Notices received each working day, which are received using the dedicated electronic transfer system, and are managed in Surrey using a system of software called Symology, an industry accepted market leader.
- 2.2 Notices must contain information on the specific road, the position of works in the road (e.g. house number, footway or carriageway etc), the proposed start and end dates, the traffic management methods (e.g. signing only through to temporary traffic signals, even complete closure) and who is doing the work.

Different Notices are required at different stages of the works – advance warning Notices, works commenced, works completed etc, as well as a formal registration containing the details of the works that were carried out (size and position of the excavation etc). Each job will therefore have at least three Notices, and in some cases, many more.

The amount of advance Notice required for each set of Works depends on the proposed duration of the work on site, and is defined in NRSWA. **Appendix 2** includes the definitions of these works categories, and the required Noticing periods in each case.

It should be noted that Notices for Immediate Works are required to be issued within a two hour period following the commencement of works, hence it is not possible to coordinate Immediate Works.

2.3 The following table shows the breakdown of Major, Standard and Immediate works Notices received in the 2011/12 financial year.

<b>Type of Work</b>	<b>No. of Works Notices - Surrey</b>	<b>No. of Works Notices – R &amp; B</b>	<b>R &amp; B %</b>
Major works (11days +)	941	123	13%
Standard works (4 – 10 days)	3787	457	12%
Immediate Works	13496	1166	8%

### **3 HOW UTILITY WORKS ARE MONITORED**

#### **Monitoring of Notices**

3.1 Notices are reviewed to ensure that conflicts between works, or between works and diversion routes (if roads are being closed) are, wherever practicable, avoided. Timescales and working times are considered in order to reduce congestion and disruption as far as possible. Accurate information within the Notices is therefore essential to ensure that effective coordination can take place.

Ideally 100% of incoming notices would be reviewed on a daily basis, with over 700 notices a day, this is not practical with current resources. Monitoring therefore focuses on Notices for significant works, i.e. major works and works on the traffic sensitive routes within the county, where coordination is most critical.

Notices may be challenged by the Streetworks team, on either the timing (i.e. proposed dates) and/or the duration of the works. Because utility companies have a right to maintain their apparatus, the need for works cannot be challenged, but where new services (rather than replacements) are required, there can be some scope for directing works away from critical routes.

3.2 Projected forward works programmes supplied by the utilities and our own contractors are reviewed, and are discussed at formal Coordination meetings, held on a quarterly basis. These are attended by representatives from the major utility companies, who meet with the Surrey Street Works team, as well as service delivery representatives from Surrey Highways and other interested groups such as Surrey

Police, to again identify any potential clashes or opportunities for combined working.

Separate meetings are held with utility companies to review specific works and often detailed site layout requirements are established with a meeting on site with a Surrey Street Works Officer.

- 3.3 Receiving accurate information via the Notice is essential for both coordination and monitoring of works effectively.

In order to improve accuracy levels, Fixed Penalty Notices (FPNs) can be issued to the Works Promoter for which a fine is payable to the Street Authority.

An FPN offers an undertaker the opportunity to discharge any liability to conviction by simple payment of a standard penalty, but the same level of evidence is required as would be necessary if referring the case to the Magistrates' Courts. The intention of the system is to encourage accurate and timely notice data, improving the co-ordination of works, and thereby contributing to the overall aim of minimising disruption arising from road and street works.

Surrey County Council do not at present issue FPN's to utility companies, however this is under review in line with the proposal to implement a Permit scheme (see 5.2).

### **Sample Inspections and Defect Inspections**

- 3.4 All works by utility companies are subject to a two year guarantee period (three years in the case of deep works), during which time any failures must be remedied by the utility company.

Outside of this period it can be possible to attribute failures to the utility however the responsibility lays with the Street Authority to prove the reinstatement was not carried out to specification.

- 3.5 Under NRSWA, the Street Authority has the right to carry out visual Sample Inspections to determine whether or not a utility company has complied with the requirements for reinstatement of the street as defined in the SROH. Only reinstatements that do not comply with the SROH can be defected.

The Street Authority may carry out inspections on utility reinstatements at any time and in any quantity. However inspection fees can only be reclaimed from the utility for carrying out inspections on up to 30% of a given utilities works averaged from openings recorded over the previous three years. Any inspections over this figure would be at cost to the Street Authority. For 2011/12 Surrey completed just over 8,000 inspections split equally into the categories below.

Category A An inspection whilst the site is in progress, to look at methods and materials, and site safety.

Category B Inspection within six months of works completion

Category C Within three months of the end of the Guarantee period,

- 3.6 Inspection sites are generated randomly by the Symology computer system to ensure fairness and integrity of the process.
- 3.7 Where defects are identified during any category of sample inspection, this starts a subsequent defect inspection process, and utilities are required to pay defect inspection charges (at a prescribed rate – see **Appendix 3**).

The number of defects identified for each utility is monitored, and forms part of an overall performance assessment. Should the percentage of defects for any utility rise above 10% in any 3 month period, then an Improvement Notice can be served by the street authority, which requires the utility to undertake an Improvement Plan, which is monitored by the authority at the expense of the utility.

For the six month period 1 April - 30 September 2011, Inspection defect rates were 8.8% on Category 'A' inspections, 8.5% on Category 'B' inspections and 2.9% on Category 'C' Inspections.

There are currently no Improvement Notices issued.

### **Core Samples**

- 3.8 The County Council is entitled to carry out further 'Investigatory Works' to confirm that the Utility companies have complied with their duties to reinstate the public highway to the correct standards and using the correct materials.

Within Surrey, this takes the form of core samples. (A core sample being a 150mm diameter plug removed from a reinstatement). These are tested for materials and construction methods (i.e. appropriate compaction of materials during construction). The coring activity is undertaken by the Asset Management Team, within Surrey Highways.

If these investigatory works identify a defect in the reinstatement, the reasonable cost of the investigation for that defect can be recovered; otherwise the activity is at the Authorities expense. **(Appendix 3)**.

Many Authorities will only assess the bound (tarmac) layers of a given reinstatement. Surrey takes an approach which includes assessing the materials used in the subsurface levels, effectively the foundations, as it

is considered that these layers of construction are most likely to cause failure of the overall carriageway structure. This is not a typical approach, but it ensures that the quality of the whole reinstatement.

- 3.9 1200 cores are taken annually for assessment. In 2009/10 results shewed a compliance rate of around 55%.

Figures for subsequent years are not available at the time of writing however a recent review of cores taken from sites of Southern Gas Networks shewed a compliance figure in the order of 70%.

These figures are seen as being unacceptable and a more focused approach has been adopted towards the 2012/13 coring activity. With the percentage of cores taken against each utility being a reflection of the quantity of works carried out and weighted for poor past performance.

### **Over-running works**

- 3.10 Works may need to be extended for a variety of valid reasons. These can be bad weather, unexpected sub surface soil conditions, emergency works elsewhere, unrecorded apparatus, etc. However where works extend beyond the agreed Notice period without prior agreement, or where plant, material or any debris is left behind after works are completed in such a way as to cause disruption to road users, charges can be levied on the Works Promoter.

These charges, under Section 74 of NRSWA, are set at prescribed rates and are dependent upon the category of road (see **Appendix 3**). The charges are intended to act as an incentive to the utility companies to ensure their works are completed and the highway returned to its normal operation without delay.

- 3.11 Site are required to be monitored on a regular basis to establish over run charges and the utility involved must be given fair warning of the instigation of the process.

## **4 THE RECOVERY OF FEES AND CHARGES**

- 4.1 All fees and charges permissible under NRSWA and the TMA are set nationally, rather than by the Authority. **Appendix 3** sets out details for each of the standard fees and charges that can be applied.
- 4.2 It must be noted that no income is guaranteed for NRSWA activities, with the exception of Sample Inspections, which is still subject to completing the required number of inspections in each category.



In addition, increased levels of monitoring, enforcement and the resulting penalties are designed to improve performance, and also thereby reduce future recovered sums.

- 4.3 Other standard charges are also applied, in accordance with Surrey's agreed schedule, for example for the implementation of temporary Traffic Regulation Orders for road closures and for attending site to turn off permanent traffic signals and pedestrian crossing signals.

## 5 OTHER ISSUES

### Parity

- 5.1 There is a requirement under the TMA that there must be parity between how utility companies are dealt with and those carrying out highway works (or 'works for road purposes') on behalf of Surrey Highways.

The TMA is not prescriptive in how parity should be applied, but in practical terms it means submitting Notices for all works in the same way that the utilities do, being subject to the same processes and standards for coordination of works and availability of the network, inspecting works in the same way, and sharing the performance information in the same way.

This process is in place with contractors May Gurney and Tarmac. Work is in hand to implement the process with Skanska (lighting), Greendale (vegetation) and Motus (traffic signals).

Fixed Penalty Notices and Section 74 over-run charges are applied to highway works as part of the agreed Term Contract conditions. With Contract payments adjusted accordingly.

### Permit Schemes

- 5.2 Permit schemes are an alternative to Noticing and can be seen as a more robust mechanism for a Highway Authority to exert more control over works on the network and so improve their ability to co-ordinate.

Rather than informing a street authority of its intention to carry out works in the area, the Works Promoter must formally request a period of time on the highway through a Permit and this would apply equally to our own works. A Permit can include conditions which impose constraints on the dates and times of activities, the method of working and the process of applying variations to those conditions, particularly time extensions, so there is a greater incentive to complete activities on time.

Permit fees can also be applied, but are subject to a maximum level imposed by the Department for Transport (DfT). Any permit scheme must be designed as ‘cost neutral’, in that any income generated from permit fees is used to cover the costs of the staff, systems etc that are required for operating the scheme. In the event that fees exceed the allowable costs, the DfT will require the fee scales to be adjusted for subsequent years.

- 5.3 A Permit Scheme has been running in Kent for a couple of years, many London Boroughs have adopted the London Permit Scheme (LoPs) and various other Street Authorities are now considering the implementation of a scheme.

Surrey County Council currently are preparing a joint Permit Scheme proposal with East Sussex County Council. Informal consultation is taking place at present with a desire, should the Scheme gain approval from the Secretary of State, of a May 2013 implementation.

### **Surrey Street Works Team**

- 5.4 Part 1 of the Public Value Review (PVR) resulted in four dedicated Street Works Officers being appointed from 1 October 2011. (The duties previously being covered as part of the function carried out by Community Highways Officers).

The primary function of these Officers being to undertake the Statutory Sample Inspections referred to in para 3.2, however expectation was that other duties such as site meetings with Works Promoters, over run monitoring and resolving customer queries would also be included. The four Officers being geographically split into North East, North West, South East and South West areas.

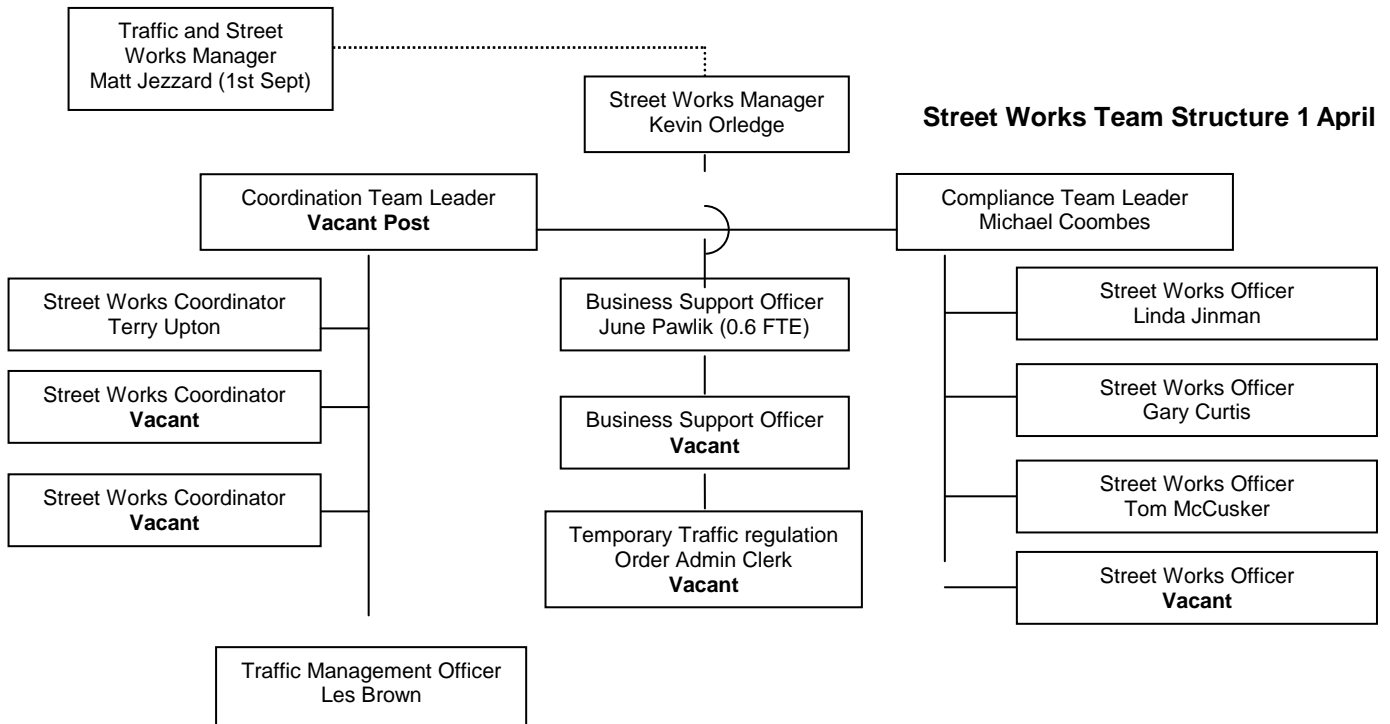
In addition the business support function was strengthened with the addition of one additional Officer.

The role of Street Works Manager became vacant in June 2011 and was filled on a part time basis until September 2011 by an industry consultant. An ‘Acting’ Street Works Manager appointed with effect from the 28 November following attempts to recruit both permanent and Agency staff into this role. A permanent manager being appointed on 1 April 2012

In Part 2 of the PVR it was recognised that the Surrey Street Works team was under resourced. As a result a new structure was introduced on 1 April 2012. 11 posts in the old structure have been increased to 14. Currently 8 posts are filled and recruitment is in progress to resource the remaining 6 positions.

The current shortfall in staffing levels results in a lower level of coordination of works and a lower level of inspection taking place. To assist in coordination Duties, one Street Works Officer has temporarily been transferred into a coordination role.

(Discussions are in progress relating to strengthening the team still further over and above the PVR levels).



**A217 Brighton Road**

5.5 A need was identified by Sutton and East Surrey Water (SESW) for a new large diameter water main to enable bulk transfer within the SESW area to assist with providing greater flexibility and resilience within their entire distribution network, including Burgh Heath and the surrounding areas particularly during periods of low rainfall and drought.

Considerable time and resource was invested by SESW assessing alternative routes with ultimately on the route along the A217 proving viable.

Works of this magnitude and nature on a significant section of the Surrey Highway network will invariably present traffic issues and various pre works discussions were held between SCC and SESW to agree timings and traffic management arrangements.

Towards the end of the scheme issues were identified with some of the materials used for the trench reinstatement to the north of the Tadworth roundabout necessitating a lane closure on safety grounds and remedial action.

Concerns have been raised over the ride quality on the carriageway reinstatement between the Tadworth and Chipstead roundabouts. A recent investigation measuring the surface regularity of this section using a rolling straight edge device identified areas of reinstatement outside the specification defined in the SROH and SESW have agreed a remedial programme to be implemented after the Olympic cycle events and before the end of the summer school vacation.

The condition of the verge areas especially at the roundabouts has also been raised and again SESW have agreed remedial action, the full extents to be agreed and carried out at a suitable time of year. This will include replanting the daffodil bulbs on the Marie Currie 'Field of Hope'.

### **Utilities Task Group**

5.6 A Task group has been set up following a Select Committee meeting with the review topic of "Improving the co-ordination and quality of the work by Utility Companies". The issues identified being

- Disruption and Public Inconvenience
- Poor Coordination
- Quality of Works
- Communication

The start up meeting was held on 15 May 2012 with a desire to present a report to the Select Committee in the Autumn of this year. The Task Group is chaired by Cllr Pat Frost.

### **Communication**

5.7 Reference should be made to section 2 for details of Notice communication with utility companies and with 3.2 for general and planning utility communications.

Whilst good practice such as advanced warning signage, letter drops, public displays, etc., exists, there is no provision in statute for their compulsion. Surrey Street Works will always request the above notifications take place with utility companies in the main being fully cooperative.

Details of planned works can be viewed on the Roads and Transport section of the Surrey County Council public web site. It is recognised

that this information and its presentation could be enhanced and new resource when available will be tasked with this issue.

To enhance communication of significant works to stakeholders, a new system has recently been implemented by Surrey Street Works involving the issuing of information sheets containing details of specific works, including the location, duration, extents and likely traffic effect. **(See Appendix 1)**

These sheets being issued to Members, Surrey Officers including the Contact Centre, Emergency Services, Boroughs and Parishes, schools, churches, residents associations and other salient stakeholders.

This process is in its infancy with a positive response received to date. Again enhancements will take place with the addition of new resource.

---

**LEAD/CONTACT OFFICER:** Kevin Orledge, Street Works Manager  
**TELEPHONE NUMBER:** 01483 518310 / 07968 832575  
**BACKGROUND PAPERS:** New Roads and Street Works Act 1991  
Traffic Management Act 2004  
Code of Practice for the Coordination of Street Works and Works for Road Purposes and Related Matters (DfT)  
Specification for Reinstatement of Openings in the Highway (DfT)  
Safety at Street Works and Road Works a Code of Practice (DfT)

**Surrey Highways  
External Information**

<b>Information on Proposed Street Works</b>			
<b>Road Name and Number</b>		B2430 Kingston Road - Leatherhead	
<b>Utility Company</b>		Southern Gas Networks	
<b>Reason for Works</b>	<p>Essential gas mains replacement works required by Health and Safety Executive Directive, replacing at risk iron pipe work.</p> <p>This is part of a 30 year multi million pound programme to replace all old metallic pipes within 30 meters of properties with new Polyethylene pipes to limit leakage potential. The new plastic gas pipes have a lifespan of more than 80 years.</p>		
<b>Extents of Works</b>	From Dilsten Road junction with Kingston Road to junction with Barnett Wood Lane. Works will be in footway and carriageway, including section over rail bridge.		
<b>Highway Impact</b>	The road will be closed for the duration of these works and a diversion will operate using the A244, A243 and A245		
<b>Works Duration</b>	<p>Works are programmed to start on the <b>2<sup>nd</sup> of August</b> and to be complete by the 4<sup>th</sup> of September.</p> <p>The 2<sup>nd</sup> of August date is the day after the completion of the Olympic road cycle events and the 4<sup>th</sup> of September is the return to school date at the end of the school summer holidays.</p>		
<b>Additional Information</b>	<p>It is necessary to carry out these works at this time primarily due to the proximity of local schools.</p> <p>Advanced warning signs will be placed on site and a letter drop undertaken prior to the works</p>		
<b>Utility Contact</b>	Bill Gibson		
<b>SCC Contact Number</b>	03456 009 009	<b>SCC Street Works contacts</b>	Terry Upton
<b>Notice reference</b>	XW035 W107375656-00648	Date Issued: 6 <sup>th</sup> June 2012	
<b>Type of Works</b>	Major	Issue number: 001	

### Definitions of Works Categories and associated Notice Period requirements

*Extracts from Department for Transport "New Roads and Street Works Act 1991 - Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters"*

#### 7.5.2 Major works

##### Definition

Major works:

- have been identified in an undertaker's annual operating programme, which are normally planned or known about at least six months in advance of the proposed start date, or
- require a temporary traffic order (not a temporary traffic notice) under the Road Traffic Regulation Act 1984 for any works other than immediate works. See section 12.1 or
- have a planned duration of 11 days or more, other than immediate works.

##### Notice periods

Under Regulations undertakers are required to give three months notice of major works (Section 54) and a 10-day notice of starting date (Section 55).

#### 7.5.3 Standard works

##### Definition

Standard works are works, other than immediate or major works, with a planned duration of between four and ten days inclusive.

##### Notice periods

Standard works require a 10-day notice of starting date (section 55).

#### 7.5.4 Minor works

##### Definition

Minor works are works, other than immediate or major works, with a planned duration of three days or less.

##### Notice periods

The notice requirement for minor works is a three-day notice of starting date (section 55).

#### 7.5.5 Immediate works

##### Definition

Immediate works are either:

- **emergency** works, which are defined in section 52 of NRSWA, are works required to end, or prevent, circumstances, either existing or imminent, that might cause damage to people or property. The term includes works that do not fall within that definition but which cannot be severed from those that do. An example is street works away from an emergency site that are necessary to shut off or divert a supply. Remedial works to dangerous, defective reinstatements are classed as emergency works (see 7.6.1) or
- **urgent** works as defined in the Regulations as street works:

## **MINUTES - APPENDIX E**

- (a) (not being emergency works) whose execution is required (or which the person responsible for the works believes, on reasonable grounds, to be required):
  - (i) to prevent, or put an end to, an unplanned interruption of any supply or service provided by the undertaker
  - (ii) to avoid substantial loss to the undertaker in relation to an existing service or
  - (iii) to reconnect supplies or services where the undertaker would be under a civil or criminal liability, if the reconnection is delayed until after the appropriate notice period; and
- (b) includes works that cannot reasonably be severed from such works.

### **The notice requirement**

Immediate notices must be given as soon as reasonably practicable and, in any event, within two hours of the works the works starting. Where immediate works are identified and undertaken outside the normal working day the notice should be given within two hours of the start of the next working day, i.e. by 10:00.



Charges applicable under NRSWA and TMA

1. Inspection and other Charge

Activity	Fee / Charge	Comment
Sample Inspection Fee	£50.00	
Defect Inspection Fee	£47.50	plus remedial work required
Third Party complaint	£68.00	plus remedial work required
Fixed Penalty Notice	£120	Discounted to £80 within 28 days
Failed cores	£122.75	plus remedial work required

2. Charges for unreasonably prolonged occupation of the highway  
(Section 74 over-run charges)

Road Category (based on vehicle flows)	Category of Works	Charge per day
Street not being a street in road category 2, 3 or 4.	Major Works	£2500*
	Standard Works	£2500*
	Minor Works	£500
	Immediate Works	£500
Street in road category 2.	Major Works	£2000
	Standard Works	£2000
	Minor Works	£500
	Immediate Works	£500
Street in road category 3 or 4, being a traffic-sensitive street.	Major Works	£750
	Standard Works	£750
	Minor Works	£250
	Immediate Works	£250
Street in road category 3 or 4, not being a traffic-sensitive street.	Major Works	£250
	Standard Works	£250
	Minor Works	£100
	Immediate Works	£100

Note these charges are due to be increased as from 1 October 2012 to a figure of £5,000 for the first three days of over run occupancy increasing to £10,000 for each day thereafter.