

## **Notice of Meeting**

### **Runnymede Local Committee**

**Date:** Monday, 26 November 2012

**Time:** 5.00 pm (informal public question time from 4.30)

**Place:** The Council Chamber, Civic Centre, Station Road,  
Addlestone KT15 2AH

**Contact:** **Sylvia Carter**

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#### **Surrey County Council Appointed Members [6]**

Mr Chris Norman, Chertsey (Chairman)  
Mrs Yvonna Lay, Egham Hythe and Thorpe (Vice-Chairman)  
Mrs Mary Angell, Woodham and New Haw  
Mr Mel Few, Foxhills and Virginia Water  
John Furey, Addlestone  
Miss Marisa Heath, Englefield Green

#### **Borough Council Appointed Members [6]**

Borough Councillor Derek Cotty, Chertsey Meads  
Borough Councillor Terry Dicks, Chertsey South & Row Town  
Borough Councillor Richard Edis, Chertsey St Ann's  
Borough Councillor Alan Alderson, Egham Town  
Borough Councillor Paul Tuley, Chertsey Meads  
Borough Councillor Patrick Roberts, Englefield Green East

Chief Executive  
**David McNulty**

**District / Borough Council Substitutes:**

Borough Councillor David Knight, Egham Town  
Borough Councillor Geoffrey Woodger, Virginia Water

**NOTES:**

Please note there will be an opportunity for the public to ask questions without notice for half an hour prior to the start of the formal agenda.

**If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language please either call Sylvia Carter on 01932 794081 or write to the Community Partnerships Team at Surrey County Council, Runnymede Civic Centre, Station Road, Addlestone, KT15 2AH or [sylvia.carter@surreycc.gov.uk](mailto:sylvia.carter@surreycc.gov.uk)**

**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.**

## **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

To receive any apologies for absence and notices of substitutions from Borough members under Standing Order 39.

## **2 MINUTES OF PREVIOUS MEETING**

(Pages 1 - 6)

To approve the Minutes of the previous meeting as a correct record.

## **3 DECLARATIONS OF INTEREST**

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

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

## **4 PETITIONS**

To receive any petitions in accordance with Standing Order 65 or letters of representation in accordance with the Local Protocol. An officer response will be provided to each petition / letter of representation. As at despatch date, no petitions were received.

## **5 WRITTEN PUBLIC QUESTIONS**

To receive any questions from Surrey County Council electors within the area in accordance with Standing Order 66.

## **6 MEMBER QUESTIONS**

To receive any written questions from Members under Standing Order 47.

## **7 HIGHWAYS UPDATE REPORT [FOR DECISION]**

(Pages 7 - 16)

Mr Andrew Milne (Area Highways Manager) will advise members of progress with delivery of the 2012-13 programme, and present proposals for schemes in 2013-14 subject to budget allocation.

## **8 CHOBHAM ROAD SPEED LIMIT [FOR DECISION]**

(Pages 17 - 26)

Mr Andrew Milne will introduce this report, which proposes a change to the speed limit in Chobham Road, Ottershaw.

**9 A30 LONDON ROAD - PEDESTRIAN IMPROVEMENTS [FOR DECISION] - TO FOLLOW**

Mr Andrew Milne (Area Highways Manager) will present recommendations for this scheme at the junction between A30 London Road, St Jude's Road and Bakeham Lane close to Royal Holloway College.

**10 YOUTH SMALL GRANTS [FOR DECISION] (Pages 27 - 52)**

This report outlines two projects recommended for funding from the Local Committee's Youth Small Grants budget, and reports on two projects which have recently been approved under delegated powers.

**11 MEMBERS' ALLOCATION FUNDING [FOR DECISION] (Pages 53 - 64)**

Mrs Michelle Collins (Community Partnerships Team Leader – West) will present this report which includes proposals for projects to be funded from member allocations.

**12 LOCAL UPDATES [FOR INFORMATION ONLY]**

Surrey County Council's Highways department is putting together a five year programme of road maintenance projects, to be agreed by the Cabinet in early 2013. Local residents can make suggestions on the roads most in need of resurfacing in their area, by emailing [improvemyroad@surreycc.gov.uk](mailto:improvemyroad@surreycc.gov.uk) by 22/12/12.

**DRAFT MINUTES: of the meeting of the Surrey County Council Local Committee held at 2.30pm on Monday 17 September 2012 at the RBC Council Chamber, Civic Centre, Addlestone.**

**Surrey County Council Members**

Mr Mel Few  
Mr John Furey  
Miss Marisa Heath  
Mrs Yvonna Lay (Vice Chairman)  
Mr Chris Norman (Chairman)  
Mrs Mary Angell

**Runnymede Borough Council appointed members**

Councillor P. Roberts  
Councillor A Alderson (apologies)  
Councillor T. Dicks  
Councillor D. Cotty  
Councillor R. Edis  
Councillor P. Tuley  
Councillor D Knight (substitute)

**PART ONE - IN PUBLIC**

[All references to Items refer to the Agenda for the meeting]

**30/12 APOLOGIES FOR ABSENCE [Item 1]**

Apologies for absence were received from Mrs Mary Angell and Councillor Alan Alderson, and Cllr David Knight attended as substitute. Mrs Angell arrived during Item 7.

**31/12 MINUTES OF THE LAST MEETING HELD ON 18 JUNE 2012 [Item 2]**

The minutes were approved and signed with one correction to the resolution at Item 9 to include "and that the parking scheme should be rejected".

**32/12 DECLARATIONS OF INTEREST [Item 3]**

Cllr David Knight declared a pecuniary interest, with particular reference to Item 9 Flood Risk Management Strategy, as a paid employee of Thames Water.

**33/12 WRITTEN MEMBERS' QUESTIONS [Item 4]**

None received.

**34/12 PETITIONS [Item 5]**

None received.

**35/12 WRITTEN PUBLIC QUESTIONS [Item 6]**

One written question had been received:

**Question from Mr Raj Shourie of Coopers Hill Lane, Englefield Green**

Can Surrey Highways please explain why they do not consider the following: "to remove extraneous traffic from an unadopted highway that has no provision for through traffic and no proper turning facilities, to help preserve the fabric of the unadopted highway and to promote the safety of pedestrians cyclists and equestrians using the lane" to be a satisfactory highways basis for inclusion in the report at Item 8, on the matter of Coopers Hill Lane?

[I have consistently posed the quoted highways justification as the basis for the proposed Traffic Regulation Order in emails to SCC Highways over the last few months, and to date have received no substantive response].

**The chairman gave the following response with advice from Surrey Highways:**

Extraneous traffic is not considered to be a significant issue at the location and the very limited number of additional vehicles that may travel along the unmade section of the lane (east of Kingswood Hall of Residence) are highly unlikely to cause accelerated deterioration of its condition.

**36/12 HIGHWAYS UPDATE REPORT [Item 7]**

Area Highways Manager Andrew Milne introduced the report, noting that the A30/St Judes Road traffic junction proposed pedestrian crossing was awaiting further survey work in early October before recommendations could be put to the Committee. He advised members that the Local Structural Repair (LSR) schemes agreed previously would be undertaken in January 2013. He asked that members delegate the decision to undertake further LSR work as detailed at Annex 1, as a contingency in case planned capital schemes could not be delivered within the financial year.

Members noted that pedestrian surveys at the A30 crossroads were of key importance, and suggested that Royal Holloway College might be asked to contribute to any works there, as well as suggesting that engineers make use of CCTV footage (from Safer Runnymede) of the junction in modelling impacts. Members asked for a more detailed breakdown of costs, especially where schemes had been completed, and dates for delivery. It was noted that more detail was available in a spreadsheet now sent to the Local Committee chairman, who agreed to circulate this.

**RESOLVED**

- i) to note the progress with the ITS highways and developer funded schemes;
- ii) to note that a further Highways Update report is to be brought back to the next meeting of this Committee;
- iii) the proposed contingency plans for ITS capital funding, and authorised the NW Area Team Manager together with the chairman and vice-chairman of this Committee to agree any additional actions that may be required to ensure the budget is fully utilised.

### **37/12 COOPERS HILL LANE ENGLEFIELD GREEN: PROHIBITION OF MOTOR VEHICLES [Item 8]**

Mr Andrew Milne advised the Committee that, following its decision on 18/6/12 to approve installation of a gate across the highway in Coopers Hill Lane, it had been discovered that there was no legal basis for this decision as the assumed Traffic Regulation Order had been revoked by the Borough Council in the 1980s but road signs remained in place. He advised that there was no legal basis for proceeding to advertise a new order because of no public benefit. Whilst the owner of Grand View, who was prepared to meet the costs, had cited the prevention of fly tipping as a reason, Runnymede Borough Council had recorded only one incidence at the location in recent years and did not support installation of a gate. Further, there was a risk of legal challenge if an order was made and a decision in favour could set a precedent in other parts of the county.

Members expressed regret that the owner of Grand View had been kept waiting for a year to receive a definitive answer, and felt it was unfortunate that mistakes had been made. They also recognised that any public consultation on an order may well prompt opposition, and that the risk of creating a precedent in other areas was real.

#### **RESOLVED**

To revoke the Local Committee resolution made on 18 June 2012 and decide that the gate should no longer be installed since it has now been established that advice previously provided to the Local Committee was inaccurate, and there is actually no existing legal basis on which the gate can be installed.

### **38/12 SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY [Item 9]**

Ms Deborah Fox introduced the report, noting that the draft Flood Risk Management Strategy was about to be published on the county council's website ([www.surreycc.gov.uk/consultations](http://www.surreycc.gov.uk/consultations)) with consultation open until 30 November. She said that recent legislation required a joint-up approach across all authorities responsible for dealing with flooding of all types, including surface water floods. She noted that in preparing the document there had been a willingness to work together on the part of all agencies, and that the final draft represented a set of ambitions for the future.

Members asked about the annual programme for tackling "wetspots" (included in the strategy document), the Government's approach to insurance of properties vulnerable to flooding, and the possibility of Environment Agency assistance with making homes more flood resilient. They also asked that Ms Fox clarify with the Partnership Board the question of how much Government funding was allocated to Surrey for flood prevention. It was noted that the Emergency Management team had organised a workshop for local communities to discuss planning for a flood, to be held in the Runnymede Centre on 24/11/12.

### **39/12 ANNUAL REPORT: RUNNYMEDE COMMUNITY SAFETY PARTNERSHIP [Item 10]**

Ms Sylvia Carter (Community Partnerships and Committee Officer) introduced the report, noting that the Partnership had much reduced funding for 2012-13 following the cessation of Home Office grant via Surrey County Council, and that the county contribution of £3,160 had been delegated at the last meeting of the Committee. Commander Roger Nield (Surrey Police) commented on the major implications arising from the election of a Police Crime Commissioner due in November 2012, which would be scrutinised by the Surrey Police and Crime Panel, for which Councillor Terry Dicks had been designated as the local representative. He advised the Committee that there had been fewer victims of crime in Runnymede in the year to date when compared with the previous year, and that all aspects of the Olympics had proceeded safely in the borough.

Members asked about community speedwatch, traffic congestion, domestic abuse, inconsiderate cyclists using pavements, the current crime detection rate, and the importance of delivering the Troubled Families programme (a national initiative) at local level – Mrs Angell requested a briefing on the latter and suggested that it should be included within the Partnership Plan for 2012-13. Mr Furey requested that a summary of the Police Crime Commissioner candidates for the county be circulated.

The report was noted.

#### **40/12 FIRE AND RESCUE SERVICE ANNUAL REPORT [Item 11]**

Mr Paul Kenny (Group Manager, Surrey Fire & Rescue Service) presented the report. He highlighted the low level of fire incidents within the borough, ongoing work undertaken with Age UK to target vulnerable residents, a recent resilience exercise, and youth initiatives such as Junior Citizen and Firefighter for a Day. He undertook to ensure members received details of the Safe Drive Stay Alive performance at Strodes College, Egham.

Members noted the report.

#### **41/12 LOCAL PREVENTION COMMISSIONING 2012-13 [Item 12]**

Mr Leigh Middleton asked members to consider the proposed new timescale for the Local Prevention Framework contract, as included at Annex A. He confirmed that the Youth Task Group had reviewed this and recommended an extension of the contract, to allow sufficient time to procure the next round.

#### **RESOLVED**

to extend the Local Prevention contract for five months to 31 August 2013 **from its existing end date of April 2013;**

ii) to extend the remit of the Youth Task Group to constitute up until the first Local Committee of the municipal year;

iii) to delegate the ability to appoint members to the Task Group to the Assistant Director for Young People in consultation with the chairman and vice chairman of the Local Committee to replace any members who are no longer councillors following the elections.



#### 42/12 **GOODS VEHICLE OPERATING LICENCES** [Item 13]

Members noted the report. Mr Furey asked for more background information on the applicants' capacity to accommodate vehicles on site, when the application is sent for members' comments.

#### 43/12 **UPDATE: AGGREGATES RECYCLING JOINT DPD** [Item 14]

[Miss Marisa Heath left the room for this item, having declared an interest as Chairman of the Planning & Regulatory Committee.]

Mr Les Andrews (Policy Manager) explained that the DPD formed the final part of the Minerals and Waste Development Framework, and that the Examination in Public of the Aggregates Recycling DPD was still in progress. The Inspector had asked the county council to make modifications to ensure that the Plan was compliant with the national Planning Policy Framework, including the environmental report. Members had a number of questions on the report including at 2.6, where the meaning of "potential permanent sites" was queried. Mr Andrews replied that the word "potential" was used because not all sites would have a developer come forward with an application, but where they did they could become permanent. He added that the site at Whitehall Farm, Egham, was being deleted because the potential operator at that site had indicated they were not interested in developing it as an aggregates recycling location, although at adjacent Milton Park they were. He said that in the case of Hamm Court, the developer had not indicated their view. He reminded members that the DPD states that no recycling operation may persist after the mineral workings at a site have concluded. He added that all parties had had an opportunity to comment on the selection of sites during the Examination in Public.

[Miss Marisa Heath returned to the Chamber, Mr Furey left].

#### 44/12 **MEMBER ALLOCATION FUNDING** [Item 15]

##### **RESOLVED**

- (i) all the items presented for funding from the Local Committee's revenue and capital funding as set out in paragraph 2 (2.1 to 2.7) of the report;
- ii) to note the expenditure approved since the last Committee by the Community Partnerships Manager and Team Leader under delegated powers, as set out in paragraph 3 (3.1 to 3.5)

#### 45/12 **FORWARD PROGRAMME** [Item 16]

##### **RESOLVED**

to agree the Forward Plan contained in the report.

#### 46/12 **LOCAL UPDATES: FOR INFORMATION** [Item 17]

The information items were noted.

[Meeting ended at 17:15]

Chairman's signature \_\_\_\_\_



**OFFICER REPORT TO LOCAL COMMITTEE  
(Runnymede)**

**HIGHWAYS UPDATE AND PROPOSALS FOR 2013-14**

**26 November 2012**

**KEY ISSUES**

To report progress with the delivery of highway schemes.

To provide an update on the latest budgetary position for highway schemes, revenue maintenance and Community Pride expenditure.

To agree the 2013/14 ITS schemes programme.

**SUMMARY**

This report records the progress made with the delivery of proposed highways schemes, developer funded schemes, and revenue funded works in this financial year.

This report discusses the 2013/14 ITS schemes programme, and requests approval of proposals.

**OFFICER RECOMMENDATIONS**

The Local Committee (Runnymede) is asked to:

- (i) Note the progress with the ITS highways and developer funded schemes;
- (ii) Note that a further Highways Update report is to be brought back to the next meeting of this Committee;
- (iii) Agree the ITS proposals for 2013/14, subject to the anticipated provision of capital funding.

## 1.0 INTRODUCTION AND BACKGROUND

1.1 Surrey County Council's Local Transport Plan (LTP) aims to improve the highway network for all users. In general terms it aims to reduce congestion, improve accessibility, reduce the frequency and severity of road casualties, improve the environment, and maintain the network so that it is safe for public use.

## 2.0 2012-13 Integrated Transport and Developer Funded Schemes

2.1 The Committee 2012/13 ITS capital budget for Runnymede has been set at £133,285. A further £33,600 has been carried forward from the previous financial year, giving a total budget of £166,885. Table 1 below records progress with the schemes agreed on 20 February 2012 by the Local Committee for delivery in the 2012-13 financial year.

**Table 1 - ITS and Developer Funded Schemes for 2012-13**

<b>Project</b>	<b>Budget estimate (£k)</b>	<b>Estimated cost to date (£k)</b>	<b>Details</b>
<b>A30 London Road j/w St Judes Road controlled pedestrian facilities</b>	<b>120</b>	<b>20</b>	Further survey work completed and trial of signal timings carried out. Please see separate report for decision. Provisional construction date 21 <sup>st</sup> January 2013.
<b>Stroude Road safety improvements</b>	<b>25</b>	<b>20</b>	Introduction of a double white line system and installation of vehicle activated signs. This scheme is funded by a mixture of Member allocation and developer contributions, and £10k of Local Committee capital. COMPLETED.
<b>Simplemarsh Road pedestrian crossing improvements</b>	<b>20</b>	<b>3</b>	Detailed design complete. This scheme is part funded from developer monies and £5k of Local Committee capital. Construction scheduled for commencement 19 November 2012.
<b>A317 St Peters Way traffic management</b>	<b>5</b>	<b>0</b>	Traffic surveys and feasibility study to assess the potential of introducing a dedicated lane for vehicles turning left onto the M25. Design only scheme. Scheduled for commencement in November

			2012.
<b>Lyne Crossing Road jct with Lyne Lane road safety measures</b>	<b>10</b>	<b>0</b>	Measures to improve safety and reduce accidents at this junction. Design work completed. Awaiting pricing confirmation.
<b>TOTAL</b>	<b>160</b>	<b>43</b>	

**2.3** The Committee is asked to note that a separate report is to be presented for the A30 London Road junction with St Judes Road pedestrian facilities scheme.

**2.4** If Committee support the progression of this scheme, it has a provisional commencement date for construction of 21 January 2013. However, should Committee decide not to continue with this scheme, funding will be immediately diverted to Localised Structural Repair (LSR) work as agreed by Committee in their meeting of 17 September 2012 (see Annex 1).

### **3.0 Capital Maintenance Budget**

**3.1** Following presentation of a report entitled 'Discussion paper for Local Committee Highways Budgets' to the Local Committee Chairman's meeting of 28<sup>th</sup> February 2012, a new county-wide capital maintenance fund was made available, with £133,285 allocated to the Runnymede Local Committee.

**3.2** The purpose of this budget is to enable Committees to directly fund resurfacing and major maintenance schemes. In the report presented, it was stated that Officers will be able to make suggestions of suitable sites and approximate scheme costs to aid Member decisions.

**3.3** Following consultation in July 2012, it was agreed to fund a programme of localised structural repair work (LSR) as shown in Table 2 below.

<b>Item</b>	<b>Cost (£)</b>	<b>Comment</b>
Northcroft Close	13,781	Scheduled for delivery Jan 2013.
Knowle Grove Close	23,100	Scheduled for delivery Jan 2013.
Staines Bridge (Chertsey Lane) roundabout	49,840	Scheduled for delivery Jan 2013.
Chertsey Lane	39,748	Scheduled for delivery Jan 2013.
Millen Close	8,509	Scheduled for delivery Jan 2013.
Faris Lane	25,928	Scheduled for delivery Jan 2013.
Knowle Grove (various sections)	33,320	Scheduled for delivery Jan 2013.

Ford Road	28,504	Scheduled for delivery Jan 2013.
<b>Total</b>	<b>222,730</b>	

**Table 2 – Summary 2012/13 LSR Programme**

3.4 The LSR programme exceeds the capital maintenance allocation and has been part funded by monies from the Local Committee Revenue budget. All of this work has been ordered and is with our contractor for delivery.

#### **4.0 Revenue maintenance allocations and expenditure 2012/13**

4.1 The 2012/13 revenue maintenance allocation for Runnymede is £210,025. A further £24,722 has been carried forward from the 2011/12 financial year. Table 3 shows how these funds have been allocated, and the spend progress to date.

**Table 3 – 2012/13 Revenue Maintenance Expenditure**

<b>Item</b>	<b>Allocation</b>	<b>Comment</b>
Drainage / ditching works	£40,000	£25,088 committed as at 12 <sup>th</sup> Nov 2012.
Carriageway and footway patching works	£124,722	£117,803 committed as at 12 <sup>th</sup> Nov 2012. Allocation includes carry forward from 2011/12 financial year.
Vegetation works	30,000	£26,583 committed as at 12 <sup>th</sup> Nov 2012.
Signs and Road makings	£20,000	£21,200 committed as at 12 <sup>th</sup> Nov 2012.
Low cost measures	£20,025	£17,429 committed as at 12 <sup>th</sup> Nov 2012.
<b>Total</b>	<b>£234,747</b>	<b>£208,104</b> committed as at 12 <sup>th</sup> Nov 2012

4.2 It is noted that there has been very good progress with budget use and that 89% has been committed as of 12<sup>th</sup> November 2012.

#### **5.0 COMMUNITY PRIDE FUND**

5.1 The total 2012/13 Community Pride allocation for Runnymede is £30,000. Committee have determined to divide this fund equally between the six County Councillor Committee Members.

5.2 To ensure that this fund is effectively spent, and to enable highways contractors to deliver works before the end of the financial year, Committee agreed a cut-off date of 31 December, so that in the event of no firm spending decisions being made, approval would be given for the Maintenance Engineer for Runnymede to determine suitable works and organise their delivery. However, following the Local Committee

Chairman's workshop, it was recommended that the cut-off date for all Committees should be 31 October 2012.

5.4 A summary of spend progress is shown in Table 4:

<b>Member</b>	<b>Allocation (£)</b>	<b>Comment</b>
Chris Norman	5,000	£5000 committed as at 12 <sup>th</sup> Nov 2012.
Yvonna Lay	5,000	£5000 committed as at 12 <sup>th</sup> Nov 2012.
John Furey	5,000	£5000 committed as at 12 <sup>th</sup> Nov 2012.
Mel Few	5,000	£5000 committed as at 12 <sup>th</sup> Nov 2012.
Marisa Heath	5,000	£5000 committed as at 12 <sup>th</sup> Nov 2012.
Mary Angell	5,000	£5000 committed as at 12 <sup>th</sup> Nov 2012.
<b>Total</b>	<b>30,000</b>	<b>Fully committed as at 12<sup>th</sup> Nov 2012</b>

**Table 4 – Community Pride spend progress**

## 6.0 ITS programme proposals for 2013/14

6.1 Following the Runnymede Local Committee private meeting held on 31 October 2012, the following ITS schemes shown in Table 5 below in 2013/14 were proposed, subject to Committee's formal approval.

<b>Project</b>	<b>Budget estimate (£k)</b>	<b>Details</b>
<b>A30 London Road/Christchurch Road junction improvements</b>	<b>20</b>	Feasibility and design only project with a view to construction in 2014/15.
<b>Woburn Hill/Weybridge Road speed limit assessment</b>	<b>15</b>	Following completion of this assessment, it is proposed that any identified modifications are constructed in 2013/14.
<b>Christchurch Road VAS</b>	<b>10</b>	It is proposed that installation of the VAS is carried out in 2013/14.
<b>Byfleet Road bridge warning signs</b>	<b>10</b>	It is proposed that these modifications are completed in 2013/14.
<b>A317 Weybridge level crossing signs</b>	<b>15</b>	It is proposed that implementation is carried out in 2013/14.
<b>Bridge Road/Weir Road junction</b>	<b>10</b>	It is proposed that feasibility and design work is carried out in 2013/14 with a view to

<b>improvements</b>		delivering identified improvements in 2014/15.
<b>Egham Controlled Parking Zone study</b>	<b>10</b>	The Parking Team intend to carry out this study in 2013/14, subject to the availability of this funding.
<b>Ad-hoc low cost measures</b>	<b>15</b>	It is proposed that this sum is set aside to enable delivery of small items such as responding to requests for new dropped kerbs or signage during the course of the year.
<b>TOTAL</b>	<b>105</b>	

**Table 5 – Proposed ITS programme for 2013/14**

- 6.2 During the workshop members discussed requests for a Bittams Lane Traffic Calming scheme, a Thorpe Village speed limit assessment, and Stroud Road (30mph section) speed management measures, and advised that these schemes should not be included in the prioritised ITS schemes list.
- 6.3 The proposals are made with the anticipation that the capital ITS allocation for Runnymede will be £133,285 for 2013/14 (subject to the Council's budget setting process). The proposed list does not fully utilise the anticipated funding, and so it is further proposed that any underspend is utilised for capital maintenance works (Localised Structural Repairs).
- 6.4 More detailed contingency plans will be put before the Runnymede Local Committee for consideration before the end of this financial year.

## **7.0 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

- 7.1 Proposed ITS schemes are prioritised to ensure that the maximum public benefit is gained from any funding made available. So far as is practicable, Officer proposals follow the Countywide scheme assessment process (CASEM) and the prioritisation order determined by this.
- 7.2 The Committee Revenue Maintenance budget is used to target the most urgent sites where a specific need arises, to keep up with general maintenance activities that reduce the need for expensive repairs in the future, and to support local priorities. The nature of these works is such that spend may vary slightly from the split as shown in Table 2.

## **8.0 EQUALITIES AND DIVERSITY IMPLICATIONS**

- 8.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding. An Equalities Impact



Assessment is undertaken for each Integrated Transport Scheme as part of the design process.

## **9.0 CRIME AND DISORDER IMPLICATIONS**

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

## **10.0 CONCLUSION AND RECOMMENDATIONS**

- 10.1 The Committee is asked to note the progress with all schemes and budgets.
- 10.2 The Committee is asked to agree the ITS proposals for 2013/14.
- 10.3 It is recommended that a further Highways Update report is presented at the next Committee meeting.

## **11.0 REASONS FOR RECOMMENDATIONS**

- 11.1 The above recommendations are made to enable progression of all Committee highway-related schemes and works.

## **12.0 WHAT HAPPENS NEXT**

- 12.1 Officers will continue to progress delivery of all schemes and ensure effective use of all budgets.

**LEAD OFFICER:** Andrew Milne, Area Highways Manager (North West)

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**E-MAIL:** [highways@surreycc.gov.uk](mailto:highways@surreycc.gov.uk)

**CONTACT OFFICER:** Andrew Milne, Area Team Manager (NW)

**TELEPHONE NUMBER:** 03456 009 009

**E-MAIL:** [highways@surreycc.gov.uk](mailto:highways@surreycc.gov.uk)

**BACKGROUND PAPERS:** None

Version No. 1 Date: 12 Nov 2012 Time: 15:30 Initials: ADM No of annexes: 0



Agreed LSR Sites (contingency) ITEM 7 ANNEX 1

Ser	Site	Works	Limits	Approx Sq m	Estimated cost
1	D3107	Copperfield Rise	Micro	Whole length	2200 £24,000
2	D3108	Marley Close	Micro	Whole length	1100 £11,000
3	A317	St Petrs Way roundabout jct11	LSR	Whole length	3700 £79,000
4	A308	A 308 Windsor Rd	LSR	From Run roundabout to 2012 SD	1200 £26,000
12	D3127	Barnway	LSR	Whole length	950 £10,000
6	D3069	Faris Barn Drive	Kerbing	Whole length	330 lin m £7,000
8	D3056	Malus Drive	micro	Whole length	1260 £14,000
9	D3056	Malus Drive	Footway works (slurry)		920 £7,000
10	A308	A30 Egham By Pass	LSR	part south bound/jct Run roundabout	2850 £62,000

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**OFFICER REPORT TO LOCAL COMMITTEE  
(RUNNYMEDE)**

**A319 Chobham Road, Ottershaw  
Speed Limit Assessment  
26 November 2012**

**KEY ISSUES**

To report the outcome of a speed limit assessment undertaken along the A319 Chobham Road, Ottershaw (between the Borough Boundary and the start of the 30mph speed limit) and seek authorisation to advertise and implement a reduction in speed limit to 50 mph.

**SUMMARY**

A speed limit assessment has recently been undertaken for A319 Chertsey Road (between Chobham Park Lane and the Borough Boundary) in Surrey Heath. The section of the A319 Chobham Road in Runnymede between the Borough Boundary with Surrey Heath and the start of the 30mph speed limit (near the junction with Chobham Close) was also considered as part of the assessment.

The lengths of road assessed are currently subject to national speed limit (60mph) and are rural Surrey County distributor roads.

The 'preferred limit' for the assessed lengths of road has been determined as 50mph (based on the appropriate hierarchy from Surrey's speed management policy) and Surrey Police has confirmed it has no objection to the existing speed limit being reduced to 50mph.

Having considered the results of the assessment, the Surrey Heath Local Committee has given its authorisation to advertise a reduced 50mph speed limit on Chertsey Road.

This report details the findings of the speed limit assessment and asks the Runnymede Local Committee for authorisation to also advertise a reduced 50mph speed limit on Chobham Road.

**OFFICER RECOMMENDATIONS**

The Local Committee is asked to:

- (i) note the results of the speed limit assessment undertaken.
- (ii) approve the advertising of a Traffic Regulation Order the effect of which will be to introduce a 50mph speed limit over the length of the A319 Chobham Road from the start of the existing 30mph speed limit (near its junction with Chobham Close) to the Borough Boundary with Surrey Heath (as shown in Annex 1 attached to this report):
- (iii) approve the revoking of any existing Traffic Orders necessary to implement the above change;
- (iv) approve that any objections to the Traffic Regulation Order should be considered and resolved by the Area Team Manager for Highways in consultation with the Divisional Member and Chairman, and that this issue only be returned to Committee if any objections prove insurmountable;
- (v) approve that once any objections have been considered and resolved, that the Order be made.

## 1.0 INTRODUCTION AND BACKGROUND

- 1.1 As part of Surrey Heath Local Committee's agreed programme of ITS schemes for 2012/13, a speed limit assessment has recently been undertaken for the section of the A319 Chertsey Road (Chobham) that is currently subject to National Speed Limit (60mph). The relatively short length of the A319 Chobham Road in Runnymede that is subject to National Speed Limit was also considered as part of the assessment.
- 1.2 Having considered the results of the assessment and the comments from Surrey Police, the Surrey Heath Local Committee agreed (at its meeting held on 18 October 2012) that SCC should advertise a TRO which will have the effect of reducing the speed limit to 50mph on the section of Chertsey Road between Chobham Park Lane and the Borough Boundary with Runnymede.

## 2.0 ANALYSIS

### Speed Limit Policy

- 2.1 Surrey's policy for determining speed limits was updated in November 2010 and consists of the following 4 step approach:
- Step 1 – Determining the length of road or roads to be assessed; giving consideration to start and end points, and road features.
- Step 2 – Determining the preferred speed limit. Each road is considered under its respective location category: urban or rural. The road is then assessed against a number of factors to determine the preferred speed limit.
- Step 3 – Comparison of the preferred limit to existing speeds. This determines whether drivers are likely to comply with the 'preferred limit'. Where existing speeds are at, close to, or below, the preferred limit then changes would be considered appropriate. Where existing speeds are significantly above the 'preferred limit' then either an appropriate higher limit is recommended, the existing limit retained, or speed management measures are introduced to achieve speeds closer to the preferred limit. Step 3 of this process is conducted in close discussion with the Police so that collective agreement can be reached on the implications of the 'preferred limit'.
- Step 4 – Monitoring of a change in speed limit to ensure the level of compliance is satisfactory. A review of this information will then take place including the possibility of introducing speed management measures to ensure compliance.

### Length of Road Being Assessed

- 2.2 The length of A319 Chertsey Road in Surrey Heath that has been assessed extends from the start of the existing 40mph speed limit (near the junction with Chobham Park Lane) to the Borough Boundary with Runnymede. This section of road is currently subject to National Speed Limit (i.e. 60mph for a single car).
- 2.3 Once the A319 passes into Runnymede it changes name to Chobham Road but it initially retains the same character and speed limit. The speed

limit then becomes 30mph on the approach to Ottershaw where the road changes character with a much greater density of residential development.

- 2.4 The section of the A319 Chobham Road in Runnymede between the Borough Boundary and the start of the 30mph speed limit was therefore also assessed to ensure a consistent speed limit is retained over the whole length of road.
- 2.5 Both Chertsey Road and Chobham Lane were assessed as a County distributor within Surrey’s highway network

**Existing Vehicle Speeds**

- 2.6 As part of the assessment, traffic surveys were undertaken at 3 separate locations (2 on the A319 Chertsey Road and one on the A319 Chobham Road).
- 2.7 The results of the surveys are shown in the following table:

Road	Average daily flow	Average 85%ile speed (mph)	Average mean speed (mph)
Site 1 – Chobham Road	7751	54.0	46.9
Site 2 – Chertsey Road	7398	54.3	47.0
Site 3 – Chertsey Road	6982	52.8	45.5

- 2.8 The 85<sup>th</sup> percentile speed is the speed at which 85 percent of vehicles are travelling at or below.
- 2.9 In accordance with Surrey County Council’s Speed Limit Policy, mean speeds rather than the traditional 85<sup>th</sup> percentile are now used to determine local speed limits, as it is considered that mean speed measurement is more straightforward and better reflects the actual speeds on the road.

**Personal Injury Collisions**

- 2.10 There have been a number of personal injury collisions over the lengths of road under assessment.
- 2.11 The table below shows the total number of personal injury collisions for the assessed lengths of road in the last 5 full years together with the latest available data for the current year.



Year	Number of collisions
2007	8
2008	11
2009	8
2010	6
2011	6
2012 (Up to Aug)	4
<b>Total</b>	<b>43</b>

- 2.12 The table below shows the severity of the personal injury collisions over the investigation period.

Severity	Number of collisions
Slight	38
Serious	5
Fatal	0

- 2.13 Of the 43 accidents that occurred over the investigation period, 36 happened along Chertsey Road, 7 happened along Chobham Road and a total of 11 had excessive speed recorded as a contributing factor.

#### **Preferred Speed**

- 2.14 Under Step 2 of the policy, the table below indicates the 'preferred limit' based on the hierarchy of preferred speed limits contained in Surrey County Council's Speed Limit Policy:

Road	Current limit	'Preferred limit'
A319 Chertsey Road/A319 Chobham Road	National Speed Limit (60 mph)	50 mph

- 2.15 Under Step 3 of the policy, the table below indicates the mean speeds against the preferred limits.

Road	Mean speed	'Preferred limit'
A319 Chertsey Road/A319 Chobham Road	46.5 mph	50 mph

- 2.16 The above table indicates that the majority of drivers travel at speeds below the "preferred limit" and therefore, if supported by Surrey Police, a reduction in speed limit would be appropriate.

### **3.0 CONSULTATION**

- 3.1 Surrey Police has confirmed it has no objection to the proposed reduction in speed limit for either Chertsey Road or Chobham Road and that a change over the whole length would ensure continuity in the speed limit.

### **4.0 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

- 4.1 The cost of changing any speed limit includes legal advertisement costs associated with the statutory process, together with the costs of design and implementation.
- 4.2 The total cost of implementing the proposed 50mph for both Chertsey Road and Chobham Road is approximately £15,000.
- 4.3 Extending the new 50mph speed limit to include the section of A319 Chobham Road in Runnymede will result in little, if any, increase in overall cost. The Surrey Heath Local Committee has therefore agreed to fund the implementation of the proposed speed limit reduction over the whole length of road and there would be no cost contribution required from the Runnymede Local Committee.

### **5.0 EQUALITIES AND DIVERSITY IMPLICATIONS**

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

### **6.0 CRIME AND DISORDER IMPLICATIONS**

- 6.1 Speeding traffic has been identified as a major concern for residents in Surrey. SCC remains committed to working in partnership with Surrey Police to tackle issues of speeding and improving road safety through the implementation of a combination of appropriate enforcement, education and engineering measures.

### **7.0 CONCLUSION AND RECOMMENDATIONS**

- 7.1 This report details the speed limit assessment conducted, and how the 'preferred limit' has been obtained.
- 7.2 It is recommended that the speed limit is reduced to 50mph on those lengths of the A319 Chertsey Road and the A319 Chobham Road considered as part of the assessment.
- 7.3 The Surrey Heath Local Committee considered the results of the assessment at its meeting on 18 October 2012 and approved a reduced speed limit of 50mph on the A319 Chertsey Road.
- 7.4 The Runnymede Local Committee is therefore now being asked to approve a reduced speed limit of 50mph on the A319 Chobham Road. This will ensure a consistent speed limit is retained over the complete length of road.

### **8.0 REASONS FOR RECOMMENDATIONS**

- 8.1 The recommendations have been made based upon the results of a speed limit assessment carried out in accordance with Surrey County Council's speed limit policy.

**9.0 WHAT HAPPENS NEXT**

- 9.1 Subject to approval being granted by the Runnymede Local Committee, a Traffic Regulation Order would be formally advertised (with public notices displayed in the local press and on site) for the proposed reduction in speed limit on both Chertsey Road and Chobham Road.
- 9.3 Any formal objections to the Order would have to be considered. Subject to no irresolvable objections being received the 50mph speed limit would then be introduced.

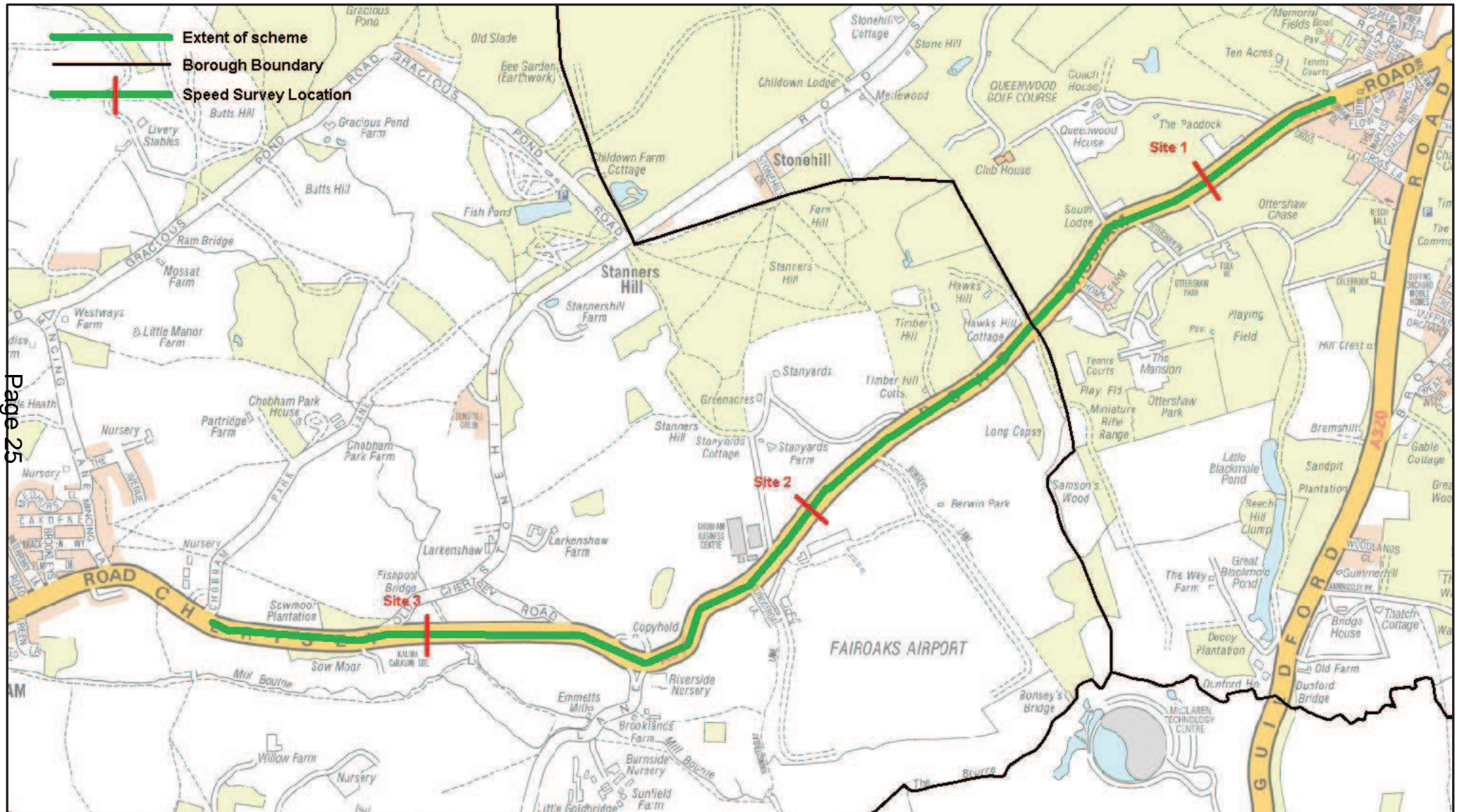
**LEAD OFFICER:** Andrew Milne  
**TELEPHONE NUMBER:** 03456 009 009  
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**CONTACT OFFICER:** Jason Gosden  
**TELEPHONE NUMBER:** 03456 009 009  
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**BACKGROUND PAPERS:** None

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Annex 1:

Chertsey Road / Chobham Road (A319) Speed Reduction Scheme extent and speed survey locations



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**OFFICER REPORT TO LOCAL COMMITTEE  
(RUNNYMEDE)**

**YOUTH SMALL GRANTS BIDS**

**26 November 2012**

**KEY ISSUE:**

**To consider the applications received for the Small Grants Allocation.**

**SUMMARY:**

As part of the transformation of the Services for Young People, the Committee has been allocated a Youth Small Grants fund to deploy for the year 2012/13. The Committee is being asked to approve the officer recommendations in sections 2.2 of this report on the award of funding. Members are also asked to note the final deadline for receipt of applications for 2012-13 which is 31 December 2012.

**OFFICER RECOMMENDATIONS:**

The Local Committee (Runnymede) is asked to approve the officer recommendations on the award of funding:

- a) to award £1767 to Heathervale Baptist Church for a new Youth Room;
- b) to award £2000 to Victim Support for its Young Witness Service;

## 1. INTRODUCTION

1.1 On 10 October 2011, the Committee noted that as from 1st April 2012, it would have £15,000 available to support small voluntary youth organisations with grants of £500 to £5,000.

1.2 On 18 June 2012 the Committee approved funding for Small Grant bids worth £6,613. Under delegated powers, bids worth £2000 were approved at officer level (see Annex A for details). Therefore there is £6387 remaining from the original allocation.

1.3 As funds remained, funding was advertised and organisations were able to submit bids since 23rd July 2012 by emailing an application form or via the Surrey County Council website, [www.surreycc.gov.uk/smallgrants](http://www.surreycc.gov.uk/smallgrants). For the second round of applications the eligibility criteria has been further emphasised:

- The application must be for an not for profit organization with a turnover of less that £100,000 per annum;
- Bidding organisation should not have existing contracts with Surrey County Council Services for Young People;
- Funding should enable direct work with Surrey young people aged 10-19 and may not be awarded for large capital funding that does not enable direct activity (e.g. fixing roofs, installing loos etc.)

1.4 These criteria as well as the process for managing Youth Small Grants is currently being reviewed by Services for Young People. Findings will be presented to Local Committee Chairmen's meeting.

## 2. BIDS RECEIVED

2.1 The bids received are attached in Annex A.

2.2 The officer recommendations are as in Annex B:

- a) to award £1767 to Heathervale Baptist Church for a new Youth Room;
- b) to award £2000 to Victim Support for its Young Witness Service;

## 3. CONSULTATIONS

3.1 The Services for Young People *Fit for the Future* transformation programme has been subject to wide ranging consultation with groups of young people, staff, and partner agencies. Members have been consulted through the County Council's PVR Member Reference Group.

3.2 Local Committee Chairmen's views were sought on the Youth Small Grants process on 31st January 2012.



3.3 The Local Committee approved the process for approving youth small grants on 20 February 2012.

#### **4. FINANCIAL IMPLICATIONS**

4.1 It is anticipated local commissioning will offer better value for money in that the outcomes commissioned will be more closely aligned to local need.

#### **5. EQUALITIES IMPLICATIONS**

5.1 The devolved commissioning budget is likely to be targeted on groups who are vulnerable or at risk.

#### **6. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

6.1 The Committee is being asked to approve the officer recommendations on awarding Small Grants in paragraph 2.2 of this report.

#### **7. WHAT HAPPENS NEXT**

7.1 Organisations will be able to continue to submit applications for Small Grants funding until **31 December 2012** or until funding is exhausted, whichever is sooner.

7.2 As agreed on 20 February Local Committee meeting, bids will be considered for approval at future meetings of the Committee. If the recommendations in this report are agreed, there will be a balance of £2630 remaining to allocate in Runnymede in this financial year.

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<b>TEL NUMBER:</b>	0208 541 9023
<b>E-MAIL:</b>	Garath.Symonds@surreycc.gov.uk
<b>CONTACT OFFICER:</b>	Jenny Smith
<b>TEL NUMBER:</b>	02085 417405
<b>E-MAIL:</b>	Jenny.Smith@surreycc.gov.uk
<b>BACKGROUND PAPERS:</b>	Services for young people – briefing for elected members (issued May 2011)

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## ANNEX A

### Runnymede Local Committee 26 November 2012

#### Summary – Bids for approval

Bid no	Organisation Bidding	Title of Bid	Amount requested
1	Heathervale Baptist Church	Youth Room	£1767
2	Victim Support Young Witness Service*	Young Witness Service	£2000

\*Victim Support Young Witness Service submitted supplementary information, detailed in Annex C

#### Summary – Bids approved under delegated powers since previous report

Bid no	Organisation Bidding	Title of Bid	Amount awarded
3	Ottershaw Scout and Guide Group	Ottershaw Scout & Guide Group - new tables	£1000
4	The Egham Training Band	Musical Instruments for The Egham Training Band	£1000

## **Bid 1**

<b>Project details</b>	<b>Help Notes</b>												
<b>Q1 Project title:</b> Youth Room	Full title of specific project												
<b>Q2 Specific neighbourhood or area:</b> New Haw													
<b>Q3. Borough:</b> Runnymede													
<b>Q4 How many young people will your project be working with?</b> <table><thead><tr><th>Ages</th><th>Males</th><th>Females</th></tr></thead><tbody><tr><td>10-12</td><td>8</td><td>6</td></tr><tr><td>13-17</td><td>7</td><td>6</td></tr><tr><td>18-19</td><td>0</td><td>1</td></tr></tbody></table>	Ages	Males	Females	10-12	8	6	13-17	7	6	18-19	0	1	Include numbers of those who will be participating in the project.
Ages	Males	Females											
10-12	8	6											
13-17	7	6											
18-19	0	1											
<b>Bidder details</b>													
<b>Q5 Name of the organisation carrying out the project and organisation type:</b> Heathervale Baptist Church	Name of the organisation responsible for carrying out the project and if it is a voluntary, public or private organisation.												
<b>Q6 Does the organisation have a turnover of £100,000 or less:</b> The youth department of Heathervale Baptist Church has a turn over of £1500													

<b>What are you seeking funding for ?</b>	
<b>Q8 Description of the project. What difference will this make?</b> We are working on decorating a designated youth room to make it a safe and warm space for the young people of the community. The purpose of it is to create a safe environment for relationship making and building, to enhance social skills and activity through a safe and controlled setting with fully CRB checked leaders, both male and female. We would like it to look warm and inviting for the local community young people so they feel they have a safe space to meet with their friends and have somewhere that they can call their own.	What will be done?
<b>Q9 When will the project be:</b> a) started: Sept 2012 b) completed: <b>Dec 2012</b>	The dates you expect your project to begin and finish.

### Financial Questions

Q10 <b>When will you need the funds?</b> As soon as possible	The date when you will require the funds.
Q11 <b>What is the total cost of the project?</b> £1766.97	The total cost of the project.
Q12 <b>Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</b> £1766.97	If you have a quote, please attach it to the form.
Q13 <b>Where is the rest coming from?</b> Vonunteers/fund raising <b>Is it promised already, or still to be found?</b> still to be found	Names and amounts from other funders
Q14 <b>Have you applied for this funding from any other part of Surrey County Council? Please give details:</b> NO	Please give names of the department, and dates applied.
Q15 <b>Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details:</b> NO	Please include even if not for this particular project.
Q16 <b>Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details:</b> NO	Include project purpose, dates and amounts.
Q17 <b>If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support)</b> Charging the young people £1 entrance fee should cover any on-going costs	Information on how you intend to fund and/or maintain your project in the future.

## Bid 2

Project details		Help Notes
Q1 <b>Project title:</b> Young Witness Service		Full title of specific project
Q2 <b>Specific neighbourhood or area:</b> All		
Q3. <b>Borough:</b> Runnymede		
Q4 <b>How many young people will your project be working with?</b> Ages      Males      Females 10-12      4      3 13-17      11      11 18-19		Include numbers of those who will be participating in the project.
Bidder details		
Q5 <b>Name of the organisation carrying out the project and organisation type:</b> Victim Support Young Witness Service is a voluntary. charitable organisation		Name of the organisation responsible for carrying out the project and if it is a voluntary, public or private organisation.
Q6 <b>Does the organisation have a turnover of £100,000 or less:</b> Yes		
What are you seeking funding for ?		
Q8 <b>Description of the project. What difference will this make?</b> Please read attached detailed information on the service we provide.		What will be done?
Q9 <b>When will the project be:</b> a) started: 2010 b) completed: <b>on going</b>		The dates you expect your project to begin and finish.

## Financial Questions

Q10 <b>When will you need the funds?</b> 2013	The date when you will require the funds.
Q11 <b>What is the total cost of the project?</b> Approx 50.000 per year	The total cost of the project.
Q12 <b>Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</b> 2000 Please see attached Business Plan for detailed financial information	If you have a quote, please attach it to the form.
Q13 <b>Where is the rest coming from?</b> Local authorities and private sector <b>Is it promised already, or still to be found?</b> 10.000 promised the rest still to be found	Names and amounts from other funders
Q14 <b>Have you applied for this funding from any other part of Surrey County Council? Please give details:</b> The Local Committees from the 11 boroughs of Surrey	Please give names of the department, and dates applied.
Q15 <b>Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details:</b> No	Please include even if not for this particular project.
Q16 <b>Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details:</b> Yes 2.500 from Runnymede Local Committee in 2010	Include project purpose, dates and amounts.
Q17 <b>If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support)</b> Our national organisation Victim Support which currently does not fund the Young Witness Service presently may be in a position in 2013 to make a contribution towards running costs. The shortfall will be made up from successful funding applications across the board.	Information on how you intend to fund and/or maintain your project in the future.

### Bid 3

All applications will be considered subject to the criteria and process for applications being approved by Local Committees and available funding. Most applications should be for £500 to £1000. A limited number of applications for funding up to £5000 awarded by exception, at the discretion of the Local Committee, based on fit with local needs and priorities. Applications for funding above £1000 will be subject to additional Local Committee approval processes held at fixed times throughout the year.

In order to be eligible for small grants funding the following criteria must be met:

- - The application must be for a voluntary organisation with a turnover of less than £100,000 per annum
- - Bidding organisation should not have existing contracts with Surrey County Council Services for Young People
- - Funding would enable direct work with Surrey young people aged 10-19 and is not for large capital funding that does not enable direct activity (e.g. fixing roofs, installing loos etc.)

The deadline for applications is 31/12/12 while funding remains.

#### Project details

Project name	Ottershaw Scout & Guide Group - new tables
Specific neighbourhood and district/borough	Ottershaw / Runnymede
How many young people will your project be working with? (include numbers of those who will be participating in the project beside all ages and genders that apply - please enter 0 for none)	
Age 10-12 Males	40
Age 10-12 Females	25
Age 13-17 Males	15
Age 13-17 Females	25
Age 18-19 Males	0
Age 18-19 Females	0

#### Bidder details

Name of voluntary organisation responsible for carrying out the project (please note, the grant fund is not open to private organisations)	Ottershaw Scout and Guide Group
Is the organisation a voluntary organisation?	Yes
Does the organisation have a turnover of £100,000 or less	Yes

#### What are you seeking funding for?

Description of the project. What difference will this make?	We are looking to replace and add to the current foldable benches and tables used by the young people on a weekly basis. Some of the benches / tables are very worn and some are becoming dangerous for the children to use. We are also looking to increase the number of benches and tables available so that we can have a sufficient number for the increasing number of children using the facilities. It would also mean that some of the tables could be used for outdoor experiences and still have some available for other groups at the meeting place.
When will the project:	
Start:	01/10/2012
Be completed:	28/02/2012

#### Financial Questions

When will you need the funds?	as soon as possible
What is the total cost of the project?	£1390



How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	1000
Where is the rest coming from?	current funds
Is it promised already, or still to be found?	currently available
Have you applied for this funding from any other part of Surrey County Council? Please give details:	no
Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details:	no
Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details:	funding has been received from Mel Few in 2011/12 and was used towards the refurbishment of the kitchen area. £1500 was received
If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support)	n/a

## Bid 4

Project details		Help Notes
Q1 <b>Project title:</b> Musical Instruments for The Egham Training Band		Full title of specific project
Q2 <b>Specific neighbourhood or area:</b> Egham and neighbouring area		
Q3. <b>Borough:</b> Runnymede		
Q4 <b>How many young people will your project be working with?</b>		
Ages	Males	Females
10-12	7	14
13-17		
18-19		
		Include numbers of those who will be participating in the project.
Bidder details		
Q5 <b>Name of the organisation carrying out the project and organisation type:</b> The Egham Training Band Voluntary Organisation		Name of the organisation responsible for carrying out the project and if it is a voluntary, public or private organisation.
Q6 <b>Does the organisation have a turnover of £100,000 or less:</b> Less		

## What are you seeking funding for ?

Q8 <b>Description of the project. What difference will this make?</b> We are seeking funds to purchase musical instruments, particularly tubas, for when our members leave local Primary Schools and no longer have affordable access to them via local music services. New tuba prices start at £750. Additional funding is also required to build up music repertoire. The musical instruments and music are needed by the group for the children to continue to progress and enjoy their music-making together. The children, who come from many different backgrounds and both primary and secondary schools within Surrey, are very enthusiastic and keen to play. It is obvious they enjoy what they are doing and the long-term benefits, apart from the musical skills they are learning on their various instruments, are teamwork and social skills, which they are starting to show. It is intended for this to be a long-term project and we need to continue to build on the foundations established in order to consolidate and promote further growth.	What will be done?
--	--------------------

<p><b>Q9 When will the project be:</b>  a) started: Sept 2010 b) completed: <b>on-going</b></p>	<p>The dates you expect your project to begin and finish.</p>
<p><i>Financial Questions</i></p>	
<p><b>Q10 When will you need the funds?</b> As soon as possible, we have an immediate requirement for a tuba and a cornet and have found the best possible quotations from Wessex Tubas (see below).</p>	<p>The date when you will require the funds.</p>
<p><b>Q11 What is the total cost of the project?</b> £1,000</p>	<p>The total cost of the project.</p>
<p><b>Q12 Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</b>  Tuba - £750, Cornet - £175, Music - £75  www.wessex-tubas.co.uk</p>	<p>If you have a quote, please attach it to the form.</p>
<p><b>Q13 Where is the rest coming from?</b> N/A  <b>Is it promised already, or still to be found?</b> N/A</p>	<p>Names and amounts from other funders</p>
<p><b>Q14 Have you applied for this funding from any other part of Surrey County Council? Please give details:</b>  No</p>	<p>Please give names of the department, and dates applied.</p>
<p><b>Q15 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details:</b>  No</p>	<p>Please include even if not for this particular project.</p>
<p><b>Q16 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details:</b> No</p>	<p>Include project purpose, dates and amounts.</p>
<p><b>Q17 If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support)</b>  The Egham Training Band is part of The Egham Band and was provided initial financial start-up support from The Egham Band who also currently provide us with free practice room facilities, including heating and lighting. To date there has been no direct income to The Egham Training Band during this two-year period of establishment, either from band engagements or member subscriptions. We are however planning to introduce subscription charges now that the band is fully up and running in order to meet some of the on-going expenditure e.g. instrument repairs and uniforms..</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

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## ANNEX B

### Runnymede Local Committee 26 November 2012

#### Summary

<b>Bid no</b>	<b>Organisation Bidding</b>	<b>Title of Bid</b>	<b>Amount requested</b>	<b>Officer recommended award</b>	<b>Officer Notes</b>
1	Heathervale Baptist Church	Youth Room	£1766.97	£1767	
2	Victim Support Young Witness Service	Young Witness Service	£2000	£2000	We believe this project will support vulnerable young people.
		Total		£3767	
		Total budget available		£6387	
		Balance if all bids approved		£2620	

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## Runnymede Local Committee 26 November 2012

### Additional information – Young Witness Service

#### YOUNG WITNESS SERVICE IN SURREY

Surrey Police crime statistics show that violent crime, vehicle crime, burglary and robbery are comparatively low in Surrey. However they do show that the two major crime groups are anti-social behaviour and other crime which make up around three quarters of reported offences in the county.

#### **Crime Behind Closed Doors**

Anti-Social Behaviour  
Domestic Abuse  
Sexual Abuse

Home should be a place of safety and especially so for children. Unfortunately this is not always the case and home can be the very centre of crime. Domestic and Sexual Abuse can go unnoticed and unreported for years. It can take place in any home in any neighbourhood. The offenders are usually family members and children most often do not have a person of trust in whom they can confide. They may witness constant physical and verbal abuse by one parent against another or they may be the victim of sexual abuse by a family member or close family friend.

Fear and coercion can prevent a child from disclosing for a considerable amount of time. When a disclosure has been made a child is likely to feel that this is the end and that the perpetrator will be punished. A child is very unlikely to have an understanding that this will lead to a lengthy police interview followed by a trial which can take up to two years before coming to court.

***A young boy was abused by his father from the age of two to four years. When he was six he was expected to tell the court what had happened to him.***

A Young Witness Service volunteer was assigned to the family and it was identified that it would be appropriate for him to have an intermediary at court to help him understand the questions and make sure the court understood his answers. The volunteer gave the little boy pre-trial preparation and working closely with the intermediary gave emotional support at court.

***A girl of nine witnessed her father and his new girlfriend being verbally abusive to her elder sister in the street outside their home. The incident was reported to the police and the father rejected any further contact with her and her four sisters and continued to be verbally abusive to them all. Subsequently the child was put on the 'at risk' register by children's services.***

***A girl of fourteen could no longer leave the house to go to school. She had had an altercation with her best friend and had subsequently received threats from family members whenever she walked down the road.***

Anti-social behaviour is committed in a community setting. It can set some members of the community against others making the home environment a tense and unsafe place to be. It turns friendly neighbours into neighbours from hell. Young Witness Service volunteers can empower children with the confidence to give evidence.

These are three examples of real cases in which volunteers from the Young Witness Service have been involved. The service was set up in June 2010 to address the very special needs of children and young people under eighteen years in Surrey who have to give evidence at court either as a victim or a witness for either the prosecution of the defence. Each volunteer has been especially interviewed for suitability to take on the role and has received Victim Support core training plus an enhanced young witness training including safeguarding.

Each volunteer is equipped with a wide range of visual aids to suit the age and learning ability of the child. The first contact is usually made in a safe environment away from the court. In cases of serious crime this can often be in a foster home or care home or at the school of the child. A tailor-made court preparation package is designed for the child to give both practical and emotional support. We introduce the concept of cross examination by means of role play, not by discussing the evidence which is not allowed but by using an account of a day trip, holiday or favourite film etc. There may be two or three of these visits until the child feels comfortable to visit the court. The volunteer will make this a positive experience arranging for the child to meet court staff. All children and young people are eligible to a range of special measures to help them achieve best evidence. These include giving evidence from a live television link in a small room near the courtroom. If the child does not want to be seen by the defendant then the child is shown what it is like to stand in the witness box behind a screen. Both these measures are demonstrated to the child. Seeing the defendant at court is a huge concern. The volunteer will show the family that on the day of trial they can access the court building through a side door and wait in a private, secure room with refreshments. The volunteer can then either sit in the TV Link room or the courtroom with the child whilst giving evidence.

Coming to terms with a verdict can be difficult for a child. **Not Guilty** can leave a child feeling not believed and fearful of getting into trouble for lying. **Guilty** can mean a close family member gets sent to prison. That person may well be the breadwinner resulting in a complete change of dynamics within the family setting.

During a post-trial visit a special jigsaw puzzle can be used which helps to explain the criteria of how a Jury or a Bench reach a verdict. We explain to witnesses that their evidence is just a small part of a jigsaw puzzle and the pieces must be put together to make a clear picture to reach a guilty verdict. If the picture is a bit fuzzy then a not guilty verdict must be delivered.

Over three hundred children have received our support in Surrey since we started as the service is offered to each and everyone. Victim Support, from its funding from the Ministry of Justice, provides a Witness Service in every criminal court in England and Wales. Trained volunteers are on duty each day to lend support to witnesses on day of trial. Young Witness Service recognises that children and young people need our enhanced support service but Victim Support is unable to fund this. We received the sum of £10.698 from the Ministry of Justice to start up the service and since then we owe our existence to funding from both the public and private sector and cannot rest on our laurels in order to ensure the service can be maintained for as long as possible.

We cannot expect children to be sick with worry for months about coming to court and then to just simply turn up on the day of trial and be expected to give their best evidence. Our volunteers are giving control back to the children which in many cases has been stripped away from them and they do all they can to make giving evidence a positive experience and one they can pass onto their peers.

#### **Breakdown of children supported in each borough.**

<b>BOROUGH</b>	4 – 9 yrs	10 – 13 yrs	14 – 17 yrs
Elmbridge	1	3	23
Epsom and Ewell	0	0	12
Guildford	5	11	56
Mole Valley	4	4	11



Reigate and Banstead	1	15	56
Runnymede	0	7	22
Spelthorne	2	7	31
Surrey Heath	1	8	14
Tandridge	1	2	10
Waverley	2	9	22
Woking	3	5	32
<b>Total for Surrey</b>	16	71	289

June 2010 saw the start-up of the Young Witness Service from a one-off grant from the Ministry of Justice of **£10.698** specifically for this purpose.

## FUNDING TABLE

**£80.015** has subsequently been awarded from other sources.

Gatwick Airport Fund	1500
Guildford Borough Council	2350
GlaxoSmithKline	5000
Woking Youth Award	275
Fashion Show	798
Surrey Youth Crime Prevention Panel	10000
St Faiths	10000
St Faiths – a further two years funding awarded of 10.000 per annum but not yet received.	20000
High Sheriff Youth Award	1000
Guildford Borough Council	4667
Waverley Borough Council	2538
Runnymede Local Committee	2500
Elmbridge Local Committee	1500
Epsom and Ewell Local Committee	2000
Collection tin	180
Volunteer	164
Woking Borough Councillor	128
Guildford Safer Partnership	2000
Surrey Heath Safer Partnership	2000
Waverley Borough Council	970
Yorkshire Building Society	100
Woodward Charitable Trust	1500
Allianz	1000
RASASC	225
Reigate and Banstead Borough Council	5000
A further 2 years funding being considered	10000
Elmbridge Borough Council	300
Woking Borough Council	1500
Runnymede Borough Council	1000
<b>Total</b>	<b>90.893</b>



# Young Witness Service in Surrey

Business Plan

August 2012

## Summary

**Victim Support Witness Service in Surrey** started in 1995 providing support to all victims and witnesses attending the Crown Court. 1997 saw the start of providing support to victims and witnesses attending Courts-Martial in Germany, Then in 2001 it extended its provision of services to all Magistrates' courts in Surrey and in 2004, the service was awarded the **Queen's Award for Voluntary Service**.

### How does the project complement Victim Support's priorities to be the?

- **National leader** in sourcing best quality services to victims and witnesses?
- **Young Witness Service** is the only service which provides practical and emotional support to children and young people who are victims and witnesses of crime who have to give evidence at court.
- **National voice** for victims and witnesses – a force for change?
- **Young Witness Service volunteers** put the needs of the children first, advocating for special measures and intermediaries to help children give best evidence.

### How does the project complement regional and national strategy?

**Support** for the most vulnerable in society ie Children and Young People.

**Support** for victims of serious abuse.

**Support** for witnesses to domestic violence and homicide.

**Support** for victims and witnesses of harassment and assault in local communities.

**Support** in the home environment and at court.

### How will the project incorporate Victim Support's values of?

- **Strong** – We give strong help to victims and witnesses, helping them find their inner strength to give best evidence.
- **Welcoming** – We are friendly and easy to approach and provide dedicated volunteers to each family.
- **Straightforward** – We mean what we say and are completely trustworthy. We tell the truth about what to expect at court so children are best prepared.
- **Respectful** – We understand that everyone is different and deserves to be valued for who they are. We are a confidential service.
- **Diverse** – We know that diversity makes us stronger. We offer a tailor-made service to suit the needs of the individual.
- **Ambitious** – We stay ahead of the game.

**Victims' Services** provides trained volunteers to support victims of crime in the community in an emotional form but also provides practical help such as organising and financing the repair of locks and windows to make victims feel more secure after a crime has been committed.

**The Witness Service** provides trained volunteers who support victims and witnesses of crime who attend court. A visit to the court prior to trial is strongly recommended.

However Victim Support has long been aware that children and young people need a combination of both the above services but this could not be financed by the 80% funding from the Ministry of Justice as this is just for the provision of Core Services.

**The Young Witness Service** started in June 2010 from a one-off grant from the Ministry of Justice of **£10.698** specifically for this purpose.

## FUNDING TABLE

£80.015

has subsequently been awarded from other sources.

Gatwick Airport Fund	1500
Guildford Borough Council	2350
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Guildford Borough Council	4667
Waverley Borough Council	2538
Runnymede Local Committee	2500
Elmbridge Local Committee	1500
Epsom and Ewell Local Committee	2000
Volunteer	164
Woking Borough Councillor	128
Guildford Safer Partnership	2000
Surrey Heath Safer Partnership	2000
Waverley Borough Council	970
Yorkshire Building Society	100
Woodward Charitable Trust	1500
Allianz	1000
RASASC	225
Reigate and Banstead Borough Council	5000
Waverley Local Committee	275
Elmbridge Borough Council	300
Woking Borough Council	1500
Runnymede Borough Council	1000
Total	90.713

**A Friends of Young Witness Service** has been launched to encourage corporate bodies to donate £1000 or private individuals to donate £100.

Corporate Friends will receive a wooden plaque made by young offenders in Surrey inset with a brass inscription designed and made by prisoners at Coldingley. Private Friends will receive a certificate.

**Corporate Friend** - Allianz

**Private Friend** - Four

## **Financial Requirements**

- Salary for the Young Witness Service Manager
- Administration
- Volunteer training, support and supervision
- Volunteer and Staff expenses

### **Salary**

This is set at an annual rate of £25,000. The manager is currently employed for 37.5 hours per week. The Manager is the only salaried staff member of the Young Witness Service in Surrey.

### **Office Running Costs Per Annum**

The only Young Witness Service office is based at Guildford Crown Court and is provided free of charge, including electricity, by Her Majesty's Court and Tribunal Service.

Phone line rental and calls  
Stationary and Stamps  
Printing  
Printing Leaflets

### **Training Course**

Manager and 6 Volunteers over four days: Three days specialised Young Witness training and a half day Safeguarding training to volunteers. They would have already received six days Witness Service Core Training provided by Victim Support.

### **Support and Supervision**

Six Team Meetings per year for an average of 15 volunteers.  
Three one to one sessions.  
One annual review.

### **Manager's meetings with other agencies**

Assumes one visit per month.

### **Salary**

One full-time Service Delivery Manager at £25,000 per annum.

### **Office**

Provided free of charge by courtesy of Her Majesty's Court and Tribunal Service.

### **Victim Support Management Fee 15%**

Young Witness Service is a project within Victim Support and funds raised are allocated to a project code. Salary, office running costs, senior management costs and volunteer expenses are administered by Victim Support and a 15% transaction charge is taken from the expenditure of the project.

### **Breakdown Cost of a Young Witness Service Volunteer Supporting a Young Witness.**

Assumes 35 miles return for home visit and 45 miles return for court visit.

<b>Phone call to parent</b> 10 mins	Landline day 7.6p Landline evening 1.5p Mobile day 25p Mobile evening 20p	Approx 2.00
<b>Home Visit No 1</b>	30 miles return at 0.41p per mile	12.30
<b>2 Phone calls to Victim Care Unit</b>	Mobile	0.50
<b>Home Visit No 2</b>	30 miles return at 0.41p per mile	12.30
<b>2 Phone calls to Victim Care Unit</b>	Mobile	0.50
<b>Pre Trial Visit to Court</b>	45 miles return	18.45
<b>Trial Day 1</b>	45 miles return	18.45
<b>Lunch</b>	Allowance 4.50 per day	4.50
<b>Trial Day 2</b>	45 miles return	18.45
<b>Lunch</b>	Allowance 4.50 per day	4.50
<b>Phone Call to parent</b>		2.00
<b>Post Trial Home Visit</b>	30 miles return	12.30
<b>2 phone calls to Victim Care Unit</b>		0.50
<b>Total</b>		106.75

## **Funding Strategy**

To secure funding from Borough and County Councils and Private and Corporate Funders.  
Fundraising events.

**Predicted Budget****2012 -2016**

If crime figures stay static we are looking at supporting up to 200 children per annum. The budget assumes that all the children will receive the optimum level of support.

Costs assume a 4.0% increase per annum and are based on all children receiving the full service.

	2012 - 2013	2013 – 2014	2014 - 2015	2015 - 2016
<b>Salary</b>	25.00	25.00	25.00	25.00
<b>Office Running Costs</b>				
Phone line and rental	2.600	2.704	2.812	2.924
Stationary and Stamps	625	650	676	703
Information leaflets		250		270
<b>Volunteer Training</b>	800	2.000	864	2.160
<b>Volunteer Supervision</b>	625	650	676	703
<b>Volunteer Expenses</b>	21.200	22.048	22.929	23.846
<b>Staff expenses</b>	800	832	865	899
<b>Promotional events</b>	100	104	108	112
<b>Total</b>	51.75	54.238	53.930	56.617
<b>Management Fee 15% to Victim Support on administration and expenditure transactions</b>	7.762	8.135	8.089	8.492

**Shortfall**

Two home visits, a visit to the court prior to trial, support on day of trial and a post-trial home visit are offered to all children in the county who are called to give evidence at court.

The Business Plan is based on the premise that all families will accept the full level of support. However not all families request the complete service, being content with just a pre-trial visit and support on day of trial. Alternatively some families refuse all pre-trial support but a Young Witness Service volunteer will always be at court to support the child on day of trial. Young Witness Service volunteers are the only adults trained to support the child giving evidence from the remote TV Link room.

Consequently we have not to date seen a shortfall in our funds.

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**OFFICER REPORT TO LOCAL COMMITTEE  
(RUNNYMEDE)**

**MEMBERS' ALLOCATION FUNDING**

**26 NOVEMBER 2012**

**KEY ISSUE**

To set out the funding available for County Councillors' allocations for 2012/13, and to give consideration to the funding requests received.

**SUMMARY**

Surrey County Council's Local Committees receive funding to spend on locally determined purposes that help to promote social, economic or environmental well-being. This funding is known as Member Allocations.

For the financial year 2012/13, the County Council has allocated £12,615 revenue funding to each County Councillor and £35,000 capital funding to each Local Committee. The report identifies and makes recommendations on bids received for funding that have been sponsored by at least one county councillor.

**OFFICER RECOMMENDATIONS**

**The Local Committee (Runnymede) is asked to:**

- (i) Agree the items presented for funding from the Local Committee's 2012/13 **revenue** and **capital** funding as set out in paragraph 2 (2.1 to 2.6) of this report.
- (ii) Note the expenditure approved since the last Committee by the Community Partnerships Team Leader under delegated powers, as set out in paragraph 3 (3.1 to 3.8).

## 1 INTRODUCTION AND BACKGROUND

- 1.1 The County Council's Constitution sets out the overall Financial Framework for managing the Local Committee's delegated budgets. The underlying principle being that Members Allocations should be spent on local projects to promote the social, environmental and economic well-being of the area, as required by the Local Government Act 2000.
- 1.2 Members of the Local Committee (Runnymede) have traditionally agreed to split both the revenue and capital funding equally amongst the members of the Committee.
- 1.3 In addition, the Committee agreed to delegate authority to the Community Partnerships Manager & Community Partnership Team Leader (West Surrey) to approve budget applications (and refunds) up to and including £1,000, subject to these being reported to the Committee at the following meeting. The Council's Constitution also allows for the Community Partnership Manager to approve funding for the purchase of grit bins upon a request from a County Councillor.
- 1.4 In allocating funds, Members are asked to have regard to Surrey County Council's Corporate Strategy 2010-14 Making A Difference that highlights five themes which make Surrey special and which it seeks to maintain:
- A safe place to live;
  - A high standard of education;
  - A beautiful environment;
  - A vibrant economy;
  - A healthy population.
- 1.5 Member Allocation funding is made to organisations on a one-off basis, so that there should be no expectation of future funding for the same or similar purpose. It may not be used to benefit individuals, or to fund schools for direct delivery of the National Curriculum, or to support a political party.

## 2. BIDS SUBMITTED FOR APPROVAL – REVENUE/CAPITAL FUNDING

- 2.1 The proposals for revenue and capital funding for consideration and decision at this Committee are set out below.

### 2.2 ALL SAINTS' NEW HAW – REPLACEMENT OF SMALL HALL ROOF (MARY ANGELL)

Project Cost	£8,199
Amount Requested	£4,185 (Revenue) & £2,521 (Capital)
Project Description:	One off funding towards the removal of asbestos tiles and fitting of new tiles and new fascia to mount new guttering.

This will resolve water leakage into the small hall during heavy rain fall and remove the undesirable asbestos tiles. This will benefit many community groups who use the hall.

### 2.3 OTTERSHAW SCOUT & GUIDE GROUP – WARM HAND DRYERS (MEL FEW)

Project Cost £600  
 Amount Requested £600 (Capital)  
 Project Description: One off funding towards supply and fitting of 2 warm air hand dryers, one in each of the toilets at the Holt HQ by Ottershaw Memorial Field. This will reduce the current cost of using paper towels both financially and environmentally.

### 2.4 ST PAULS CHURCH HALL EGHAM HYTHE – AUDIO-VISUAL INSTALLATION (YVONNA LAY)

Project Cost £3,294  
 Amount Requested £1,697 (Revenue) & £1,597 (Capital)  
 Project Description: One off funding towards the installation of full AV facilities into the hall, to include a projector, drop down screen, amp unit and speakers. This will provide an enhanced community facility offering wider scope for use across many areas both existing and new, e.g. Pooley Green Youth Club, 1215 Tenants Group and community support courses.

### 2.5 THORPE VILLAGE - STREET LIGHTING (YVONNA LAY)

Project Cost £7,000  
 Amount Requested £1,500 (Revenue)  
 Project Description: One off funding towards replacement of old street lighting with new heritage lighting within the conservation area of Thorpe Village and beyond. The remainder of the funding is being raised through fundraising events.

### 2.6 RUNNYMEDE COMMUNITY SAFETY SURVEY (CHRIS NORMAN, MEL FEW, MARISA HEATH & YVONNA LAY)

Project Cost £1,695  
 Amount Requested £1,696 (£424 x 4) revenue  
 Project Description: One off funding towards a Community Safety Survey for Runnymede in early 2013. A comparable survey has been commissioned by Runnymede Borough Council every 3 years since 1998 and there is therefore a considerable body of

background data which enables the Community Safety Partnership to measure improvement in the eyes of residents. The survey will include an online survey which will incorporate sub-set surveys for young people and businesses in the Borough area and focus group work in day centres in the Borough.

### 3. DELEGATED AUTHORITY APPROVED BIDS

3.1 The Community Partnerships Manager or Community Partnerships Team Leader (West Surrey) approved the following bids under delegated authority since the last committee meeting on 17 September:

**From the 2012/13 Local Committee budget:**

#### 3.2 **Surrey Police - Runnymede Youth Football Scheme (Chris Norman, Mary Angell, Mel Few & John Furey)**

Project Cost                    £520  
 Amount Requested        £520 (£130 x 4 Revenue)  
 Project Description:    One off funding towards the set up of a youth football scheme by Surrey Police and Youth Workers in the Addlestone area (for youths aged between 12 to 18 years).

#### 3.3 **Gogmore Youth Centre – Christmas Panto Trip (Chris Norman)**

Project Cost                    £980  
 Amount Requested        £980 (Revenue)  
 Project Description:    One off funding towards dinner and a trip to the theatre for young people.

#### 3.4 **Addlestone Christmas Lights & Trees (John Furey)**

Project Cost                    £4,800  
 Amount Requested        £85 (Revenue) & £120 (Capital)  
 Project Description:    One off funding towards 12 chains of white and blue fairy lights and perishable Christmas trees for Addlestone town centre.

#### 3.5 **Lyne Village Hall – Cooker & Heater (Mel Few)**

Project Cost                    £500  
 Amount Requested        £500 (Capital)  
 Project Description:    One off funding towards a replacement cooker and heater for a new blue room kitchen at Lyne Village Hall.

#### 3.6 **Ottershaw Scout & Guide Group – Play Equipment (Mel Few)**

Project Cost                    £158  
 Amount Requested        £158 (Revenue)  
 Project Description:    One off funding towards play equipment for Ottershaw Scout & Guide group such as balls, storage bag and games.

### 3.7 **Darby & Joan Club – Christmas Lunch (Yvonna Lay)**

Project Cost	£350
Amount Requested	£350 (Revenue)
Project Description	One off funding towards a Christmas meal for 25 members of the Darby & Joan Club of Egham Hythe, to include entertainment and transport.

### 3.8 **Chertsey Meads Information Boards (Chris Norman)**

Project Cost	£918
Amount Requested	£918 (Capital)
Project Description	One off funding towards two information boards to be erected by Runnymede BC beside Chertsey Meads.

## 4. **OPTIONS**

- 4.1 The Local Committee may choose to approve all, part or none of the funding proposals under discussion in this report.

## 5. **CONSULTATIONS**

- 5.1 In relation to new bids, consultation, where appropriate, may have been undertaken by the organisation receiving the funding, the local Member or the Community Partnerships Team as required.
- 5.2 The appropriate Surrey County Council services and partner agencies are consulted when bids are submitted, as required.

## 6 **FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

- 6.1 Each project detailed in this report has completed a standard application form giving details of timescales, purpose and other funding applications made. The County Councillor proposing each project has assessed its merits prior to the project's inclusion as a proposal for decision by the Committee.  
All bids are also scrutinised to ensure that they comply with the Council's Financial Framework and represent value for money.
- 6.2 There are sufficient monies to fund all of the proposals contained within this report. If the above recommendations are approved the financial position is as set out in **Annex 1**.
- 6.3 Please note these figures will not include any applications submitted for approval after the deadline for this report or that are currently pending approval under delegated authority. They also do not include any funding that is in the process of being returned to the Local Committee.

## 7. EQUALITIES AND COMMUNITY SAFETY IMPLICATIONS

- 7.1 The allocation of the Committee's budgets is intended to enhance the wellbeing of residents and make the best possible use of the funds. Funding is available to all residents, community groups or organisations based in, or serving, the area. The success of the bid depends entirely upon its ability to meet the agreed criteria, which is flexible.
- 7.2 The Local Committee funding can be allocated to projects that benefit a diverse range of community safety needs.

## 8. CONCLUSION AND RECOMMENDATIONS

- 8.1 The spending proposals put forward for this meeting have been assessed against the County standards for appropriateness and value for money within the agreed Financial Framework and the local agreed criteria, which is available from the Community Partnerships Team.
- 8.2 The Local Committee is asked to consider the items submitted for funding from the 2012/13 Local Committee delegated budgets as detailed here.

## 9. REASONS FOR RECOMMENDATIONS

- 9.1 The Committee is being asked to decide on these bids so that the Community Partnerships Team can process the bids in line with the wishes of the Committee.

## 10. WHAT HAPPENS NEXT

- 10.1 If approved by the Local Committee, organisations will be approached to sign funding agreements for their projects based on the bids submitted.
- 10.2 Any changes to an approved bid will be discussed with the local Members and the Chairman, and if the changes are considered to be significant, an amended bid will be brought back to the Committee for approval. In all other circumstances, the Community Partnerships Team will process the payments as soon as the signed agreement has been received.
- 10.3 Within 6 months of receipt, all successful applicants will be contacted for details of how the funding was spent and will be asked to supply evidence.
- 10.4 A breakdown of the expenditure for the year will be brought to the first meeting of the next municipal year.

**Lead Officer:** Michelle Collins  
Community Partnership Team Leader (West Surrey)  
**Telephone Number:** 01482 518093  
**E-mail:** [michelle.collins@surreycc.gov.uk](mailto:michelle.collins@surreycc.gov.uk)

**Report Contact:** Delia Davies

- Telephone Number:** Local Support Assistant (West)  
01483 517406
- E-mail:** [communitypartnershipswest@surreycc.gov.uk](mailto:communitypartnershipswest@surreycc.gov.uk)
- Background Papers:**
- SCC Constitution: Financial Framework
  - Criteria and Guidance for Members Allocations
  - Local Committee Funding Bids

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## ITEM 11 Appendix 1

	<b>OPENING BALANCE</b>	<b>REVENUE</b>	<b>CAPITAL</b>
<b>Mary Angell</b>		<b>£12,615.00</b>	<b>£5,833.00</b>
	RUN1213027 Looked After Children Bursary	£500.00	
	RUN1213010 CAMHS – CYA Awards 2012 – Food/Refreshments & Venue Hire	£500.00	
	RUN1213012 Play Lawn at all Saints' New Haw		£3,076.00
	RUN1213017 Methodist Church - SE District - Holiday for 2 Disadvantaged Runnymede Children	£1,000.00	
	RUN1213020 Talking Newspapers for the Blind		£236.00
	RUN1213022 Jubilee Children's Party - New Haw Library	£300.00	
	RUN1213036 New Haw & Woodham - Mid Summer Community Event 2013	£3,000.00	
	RUN1213033 Bourne Anglers - River Maintenance & Angling Club	£150.00	
	RUN1213037 Dementia Carer Support Group	£350.00	
	RUN1213042 Runnymede Dolphins - Young Members Group Start up Costs	£1,000.00	
	RUN1213043 Refurbishment of SCC Contact Rooms Looked After Children	£1,500.00	
	RUN1213046 Runnymede Youth Football Scheme	£130.00	
	RUN1213049 Replacement of Small Hall Roof <b>(to be confirmed)</b>	£4,185.00	£2,521.00
	<b>BALANCE REMAINING</b>	<b>£0.00</b>	<b>£0.00</b>

	<b>OPENING BALANCE</b>	<b>REVENUE</b>	<b>CAPITAL</b>
<b>Melville Few</b>		<b>£12,615.00</b>	<b>£5,833.00</b>
	RUN1213027 Looked After Children Bursary	£500.00	
	RUN1213002 Lyne Village Fete – Go Cart Hire & Printing Costs	£600.00	
	RUN1213003 Ottershaw May Fair – Hire of Field, Bouncy Castle & Radio Wey Equipment	£800.00	
	RUN1213006 Virginia Water CA Carnival Capers 2012 – Farmers Corner & Circus Skills W/shop	£800.00	
	RUN1213008 Stroude Rd RA – Jubilee Street Party – Memorabilia & Portable WC's	£600.00	
	RUN1213009 Stroude RA – Replacement Bench		£450.00
	RUN1213016 CAMHS CYA Awards 2012 – Magician	£300.00	
	RUN1213020 Talking Newspapers for the Blind		£236.00
	RUN1213021 Lyne Hall Building Survey	£500.00	
	RUN1213033 Bourne Anglers - River Maintenance & Angling Club	£150.00	
	RUN1213046 Runnymede Youth Football Scheme	£130.00	
	RUN1213052 Ottershaw Scout & Guide Group Play Equipment	£158.00	
	RUN1213053 Lyne Village Hall - New Oven for Kitchen		£500.00
	RUN1213055 Runnymede Community Safety Survey <b>(to be confirmed)</b>	£424.00	
	RUN1213057 Ottershaw Scout & Guide Group – Warm Hand Dryders <b>(to be confirmed)</b>		£600.00
	<b>BALANCE REMAINING</b>	<b>£7,653.00</b>	<b>£4,047.00</b>

## ITEM 11 Appendix 1

		<b>REVENUE</b>	<b>CAPITAL</b>
<b>John Furey</b>	<b>OPENING BALANCE</b>	<b>£12,615.00</b>	<b>£5,833.00</b>
	RUN1213027 Looked After Children Bursary	£500.00	
	RUN1213019 St Paul's Primary Concert - 14 July 2012 - Stage, Lighting & Sound	£500.00	
	RUN1213020 Talking Newspapers for the Blind		£236.00
	RUN1213023 Jubilee Party - Wren Crescent/Herondale	£200.00	
	RUN1213024 Addlestone Youth Centre - Residentials	£2,000.00	
	RUN1213030 Grassroots - Timber Access Ramps for Disabled	£2,000.00	£3,000.00
	RUN1213029 Rotary Club - Black Cherry Fair Portable WC's	£1,050.00	
	RUN1213037 Runnymede Dementia Carers Support Group	£700.00	
	RUN1213033 Bourne Anglers - River Maintenance & Angling Club	£150.00	
	RUN1213039 Shuttle Bus - Egham Festival	£300.00	
	RUN1213045 Grassroots - Anti-slip paint for Timber Access Ramps	£5,000.00	
	RUN1213046 Runnymede Youth Football Scheme	£130.00	
	RUN1213051 Addlestone Christmas Lights <b>(to be confirmed)</b>	£85.00	£120.00
	<b>BALANCE REMAINING</b>	<b>£0.00</b>	<b>£2,477.00</b>

		<b>REVENUE</b>	<b>CAPITAL</b>
<b>Marisa Heath</b>	<b>OPENING BALANCE</b>	<b>£12,615.00</b>	<b>£5,833.00</b>
	RUN1213027 Looked After Children Bursary - Proposed	£500.00	
	RUN1213011 Egham Museum Restoration of 3 Oil Paintings	£750.00	
	RUN1213007 Egham Community Group Painting Trip Lunches	£250.00	
	RUN1213010 CAMHS – CYA Awards 2012 – Food/Refreshments & Venue Hire	£500.00	
	RUN1213016 Royal Holloway – Volunteering Week 2012	£500.00	£821.00
	RUN1213015 Haven Children's Centre – Automatic Doors		£4,356.00
	RUN1213020 Talking Newspapers for the Blind		£236.00
	RUN1213026 Egham Diamond Jubilee Fireworks Display	£1,500.00	
	RUN1213028 Surrey Arts Runway Project - Workshops	£567.00	
	RUN1213038 Egham Royal Show - Horticultural Marquee	£1,000.00	
	RUN1213033 Bourne Anglers - River Maintenance & Angling Club	£150.00	
	RUN1213034 Besom in Runnymede - Private Quiet Room	£1,480.00	£520.00
	RUN1112203 Surrey Arts - Lighting		£-100.00
	RUN1213055 Runnymede Community Safety Survey <b>(to be confirmed)</b>	£424.00	
<b>BALANCE REMAINING</b>	<b>£4,994.00</b>	<b>£0.00</b>	

## ITEM 11 Appendix 1

	<b>OPENING BALANCE</b>	<b>REVENUE</b>	<b>CAPITAL</b>
<b>Yvonna Lay</b>		<b>£12,615.00</b>	<b>£5,833.00</b>
	RUN1213027 Looked After Children Bursary	£500.00	
	RUN1213016 CYA Awards 2012 – Trophies	£500.00	
	RUN1213013 Stroude Road – 2nd VAS		£4,000.00
	RUN1213020 Talking Newspapers for the Blind		£236.00
	RUN1213026 Egham Diamond Jubilee Fireworks Display	£1,500.00	
	RUN1213028 Surrey Arts Runway Project - Workshops	£567.00	
	RUN1213031 Runnymede BC - Egham Hythe Darby & Joan Club Hall Hire	£1,000.00	
	RUN1213033 Bourne Anglers - River Maintenance & Angling Club	£150.00	
	RUN1213043 Refurbishment of SCC Contact Rooms Looked After Children	£1,500.00	
	RUN1213048 St Paul's Hall AV Installation <b>(to be confirmed)</b>	£1,697.00	£1,597.00
	RUN1213044 Darby & Joan Club - Christmas Lunch	£350.00	
	RUN1213054 Thorpe Heritage Lighting <b>(to be confirmed)</b>	£1,500.00	
	RUN1213055 Runnymede Community Safety Survey <b>(to be confirmed)</b>	£424.00	
	<b>BALANCE REMAINING</b>	<b>£2,927.00</b>	<b>£0.00</b>

	<b>OPENING BALANCE</b>	<b>REVENUE</b>	<b>CAPITAL</b>
<b>Chris Norman</b>		<b>£12,615.00</b>	<b>£5,833.00</b>
	RUN1213027 Looked After Children Bursary	£500.00	
	RUN1213004 Rotary Club of Chertsey Black Cherry Fair 2012 – PA System	£400.00	
	RUN1213005 Chertsey Bowling Club - Outdoor Canopy		£1,000.00
	RUN1213016 CYA Awards 2012 Photograph	£200.00	
	RUN1213014 Rotary Club of Chertsey Black Cherry Fair 2012 Road Closures	£1,650.00	
	RUN1213018 Heritage Street Lighting - London Street, South Chertsey 2012	£3,013.00	£2,333.00
	RUN1213020 Talking Newspapers for the Blind		£236.00
	RUN1213025 Surrey Youth Services & YMCA Woking - Picnic in the Park 2012	£200.00	
	RUN1213028 Surrey Arts Runway Project - Workshops	£567.00	
	RUN1213033 Bourne Anglers - River Maintenance & Angling Club	£150.00	
	RUN1213037 Runnymede Dementia Carers Support Group	£175.00	
	RUN1213041 Second Hand Dad Dancing	£150.00	
	RUN1213046 Runnymede Youth Football Scheme	£130.00	
	RUN1213047 Chertsey Meads Management Liaison Group 2 x Signs <b>(to be confirmed)</b>		£918.00
	RUN1213050 Gogmore Youth Centre - Christmas Panto Trip	£980.00	
	RUN1213055 Runnymede Community Safety Survey <b>(to be confirmed)</b>	£424.00	
	<b>BALANCE REMAINING</b>	<b>£4,076.00</b>	<b>£1,346.00</b>

