

Agenda

Waverley
Local Committee

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

- Please submit the text of formal questions and statements by 12.00 on 8 December to: d.north@surreycc.gov.uk
- The meeting will start with an informal question time at 1.30pm; this will last for a maximum of 30 minutes, or until there are no further questions, at which point the formal meeting will begin.



Venue

Location: Godalming Baptist
Church, Queen Street,
Godalming GU7 1BA

Date: Friday 12 December
2014

Time: 1.30pm

You can get involved in the following ways

Get involved

Ask a question

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

Write a question

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

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

Sign a petition

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

Thank you for coming to the Local Committee meeting

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

Email: d.north@surreycc.gov.uk

Tel: 01483 517530

Website: www.surreycc.gov.uk/waverley



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Surrey County Council Appointed Members

Mrs Pat Frost, Farnham Central (Chairman)
Mr David Harmer, Waverley Western Villages (Vice-Chairman)
Mrs Nikki Barton, Haslemere
Mr Steve Cosser, Godalming North
Ms Denise Le Gal, Farnham North
Mr Peter Martin, Godalming South Milford and Witley
Mr David Munro, Farnham South
Mr Alan Young, Cranleigh and Ewhurst
Mrs Victoria Young, Waverley Eastern Villages

Borough Council Appointed Members

Cllr Brian Adams, Frensham, Dockenfield and Tilford
Cllr Maurice Byham, Bramley Busbridge and Hascombe
Cllr Elizabeth Cable, Witley and Hambledon
Cllr Carole Cockburn, Farnham Bourne
Cllr Brian Ellis, Cranleigh West
Cllr Nicholas Holder, Chiddingfold and Dunsfold
Cllr Robert Knowles, Haslemere East and Grayswood
Cllr Julia Potts, Farnham Upper Hale
Cllr Jane Thomson, Godalming Central & Ockford

Chief Executive
David McNulty

			
Mrs Pat Frost (Chairman) Farnham Central	Mr David Harmer (Vice-Chairman) Waverley Western Villages	Mrs Nikki Barton Haslemere	Mr Steve Cosser Godalming North
			
Ms Denise Le Gal Farnham North	Mr Peter Martin Godalming South, Milford & Witley	Mr David Munro Farnham South	Mr Alan Young Cranleigh & Ewhurst
	 SURREY COUNTY COUNCIL Local Committee (Waverley) County Councillors 2013-17		
Mrs Victoria Young Waverley Eastern Villages			

			
Mr Brian Adams Frensham, Dockenfield & Tilford	Mr Maurice Byham Bramley, Busbridge & Hascombe	Mrs Elizabeth Cable Witley & Hambleton	Mrs Carole Cockburn Farnham Bourne
			
Mr Brian Ellis Cranleigh West	Mr Nicholas Holder Chiddingfold & Dunsfold	Mr Robert Knowles Haslemere East & Grayswood	Ms Julia Potts Farnham Upper Hale
	 <p>Local Committee (Waverley)</p> <p>Borough Council Co-optees 2014-15</p>		
Ms Jane Thomson Godalming Central & Ockford			

For councillor contact details, please contact David North, Community Partnership and Committee Officer (d.north@surreycc.gov.uk /01483 517530) or visit <http://mycouncil.surreycc.gov.uk/mgCommitteeDetails.aspx?ID=195>

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 David North, Community Partnership & Committee Officer on 01483 517530 or write to the Community Partnerships Team at The Burys, Godalming, Surrey GU7 1HR or d.north@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.

Mobile Technology and Filming: Acceptable Use

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES OF PREVIOUS MEETING

(Pages 1 - 8)

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

Notice of petitions has been received as follows:

- Mr Simon Cross on behalf of residents of Stream Farm Close, Farnham: the petition asks the County Council to replace the single white lines at the entrance to Stream Farm Close with double yellow lines.
- Mrs Victoria Leake on behalf of 58 residents and visitors to Haslemere. The prayer of the petition is as follows:

"On 24 January 2014 a speed check was carried out by Surrey Police in Shepherds Hill, Haslemere, Surrey. According to data collected over 70% of vehicles were speeding, with some speeds reaching 59mph. We, the residents of Haslemere, petition Surrey County Council to look at introducing Siemen SafeZone in Haslemere to promote safer roads and reduce casualties in Haslemere. SafeZone combines Siemens' new Sicore Automatic License Plate Recognition camera. The systems reduce serious

accidents by 77% on average. There is a high level of driver compliance (99.4%). The camera has a compact design to reduce street impact. A single camera is used for two lane bi-directional traffic which reduces the project cost. The branding and technology enable a community-based approach to enforcement. Siemen SafeZone is a scheme whereby the goal is to construct an individual and ideally self-financing solution based upon locally retained funds arising from Driver Awareness course participation.”

- From residents of Frensham and surrounding areas: the petition requests the County Council to suspend the first 50 yards of the Rural Clearway imposed on Bacon Lane, Frensham starting from that end of the clearway adjacent to the A287 on the Common side only, pending re-instatement of the former car park previously accessed from within that section of Bacon Lane.

5 FORMAL PUBLIC QUESTIONS

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

6 MEMBER QUESTIONS

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

7 UPDATED RESPONSE TO PETITION: PROVISION OF HIGH SPEED BROADBAND, FISHER LANE LOCALITY, CHIDDINGFOLD (Pages 9 - 10)

To provide an interim updated response to the petition received at the meeting on 26 September 2014.

8 RESPONSE TO PETITION: EWHURST ROAD, CRANLEIGH (EXECUTIVE FUNCTION) (Pages 11 - 12)

To respond to the petition presented at the meeting held on 26 September 2014.

9 RESPONSE TO PETITION: A283 CHIDDINGFOLD (EXECUTIVE FUNCTION) (Pages 13 - 14)

To respond to the petition presented at the meeting held on 26 September 2014.

10 A287 (THE BOURNE/MILLBRIDGE): SPEED LIMIT (EXECUTIVE FUNCTION) (Pages 15 - 16)

To receive an update on the investigation included in 2014-15 highways improvement programme, following the presentation of a petition in September 2013.

11 A287 (FRENHAM): SPEED MANAGEMENT (EXECUTIVE FUNCTION) (Pages 17 - 18)

To respond to a request from residents for enhanced speed

management at this location.

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|-----------|---|-----------------|
| 12 | UPDATE ON INTEGRATED TRANSPORT SCHEME PROGRAMME FOR 2014/15 (EXECUTIVE FUNCTION) | (Pages 19 - 36) |
| | To receive an update on the programme for 2014/15 and agree associated speed limit changes. | |
| 13 | HIGHWAYS BUDGETS FOR 2015/16 (EXECUTIVE FUNCTION) | (Pages 37 - 42) |
| | To agree arrangements for allocating the Committee's highways budgets for 2015/16. | |
| 14 | ON-STREET PARKING ENFORCEMENT UPDATE (EXECUTIVE FUNCTION) | (Pages 43 - 54) |
| | Local Committees now have a scrutiny role over the enforcement of on-street parking and a share of any surplus income; this report sets out the background to these arrangements and provides an overview of the enforcement operation. | |
| 15 | SOUTH EAST PERMIT SCHEME: UPDATE (FOR INFORMATION) | (Pages 55 - 74) |
| | To receive an update on the operation of the scheme. | |
| 16 | LOCAL COMMITTEE FORWARD PROGRAMME (FOR INFORMATION) | (Pages 75 - 78) |
| | To note the proposed forward programme and consider any additional items for future discussion. | |

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Minutes of the meeting of the
Waverley LOCAL COMMITTEE
 held at 1.30 pm on 26 September 2014
 at Wrecclesham Community Centre, Greenfield Road, Farnham GU9 8TJ.

Surrey County Council Members:

- * Mrs Pat Frost (Chairman)
- * Mr David Harmer (Vice-Chairman)
- * Mrs Nikki Barton
- * Mr Steve Cosser
- Ms Denise Le Gal
- * Mr Peter Martin
- * Mr David Munro
- * Mr Alan Young
- * Mrs Victoria Young

Borough / District Members:

- Cllr Brian Adams
- * Cllr Maurice Byham
- * Cllr Elizabeth Cable
- * Cllr Carole Cockburn
- * Cllr Brian Ellis
- * Cllr Nicholas Holder
- Cllr Robert Knowles
- Cllr Julia Potts
- * Cllr Jane Thomson

* In attendance

35/14 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from: Mr B Adams, Mr R Knowles, Ms De Le Gal, Ms J Potts.

36/14 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the meeting held on 20 June 2014 were agreed and signed by the Chairman.

37/14 DECLARATIONS OF INTEREST [Item 3]

None were received.

38/14 PETITIONS [Item 4]

Petitions were presented as follows:

ITEM 2

- (i) Mr M Creak presented an online petition requesting the replacement of the zebra crossing on Ewhurst Road, Cranleigh (near the junctions with New park Road and St Nicolas Avenue) with a pelican crossing (traffic lights) or a school crossing patrol. Attention was drawn to a number of “near misses” which had been experienced by pedestrians when on the crossing and it was suggested that, while parental education as to the rules relating to zebra crossings might be helpful, either of the two solutions proposed by the petitioners would offer greater clarity to all users at this location.

The Chairman indicated that a response would be reported to the Committee at its meeting on 12 December 2014; in the meantime the Area Team Manager (Local Highways Services) would ensure that the matter is included in the relevant Local Task Group's discussion on priorities for 2015/16.

- (ii) A petition had been received from Mr Hale on behalf of residents and businesses in the Fisher Lane and Pickhurst Road area of Chiddingfold: the petition requested that urgent action be taken to provide the locality with a good, fast, workable broadband service, either by improving the existing infrastructure or by installing fibre optic cable in the area.

A response was tabled (**Annex 1**) and it was agreed that a report would be presented to update the Committee at its meeting on 12 December 2014.

- (iii) Ms W Lockwood presented a petition on behalf of the Chiddingfold Road Traffic Group requesting the installation of average speed cameras on the A283 through the village. The petitioners drew the Committee's attention to the risk to residents' health arising from the high levels of vehicle noise recorded, especially at night, and to the extent of non-compliance with the 30mph speed limit in place. Recognising that neither Surrey Police nor a Community Speed Watch are in a position to undertake intensive enforcement, it was hoped that the County Council would take note of the effective use elsewhere of the new breed of average speed cameras and consider their introduction here.

The Chairman indicated that a response would be reported to the Committee at its meeting on 12 December 2014; in the meantime the Area Team Manager (Local Highways Services) would ensure that the matter is included in the relevant Local Task Group's discussion on priorities for 2015/16.

39/14 FORMAL PUBLIC QUESTIONS [Item 5]

The texts of a public question received from Mr D Beaman and of the response tabled are attached at **Annex 2**.

By way of supplementary comment, Mr Beaman asked the Committee to note that the reported average speed (32mph) exceeded the 30mph speed limit on Upper Hale Road. Officers' attention was drawn to the condition of the kerbing outside 67 Upper Hale Road.

40/14 MEMBER QUESTIONS [Item 6]

The texts of a member question from Mr P Martin and of the response tabled are attached at **Annex 3**.

41/14 ANNUAL REPORT ON THE SAFER WAVERLEY PARTNERSHIP (EXECUTIVE FUNCTION) [Item 7]

There was a discussion about the grants awarded by the police and Crime Commissioner to projects in Waverley and the extent to which they reflect his priorities. The Chairman explained that the Police and Crime Panel and Local Committee Chairmen shared a concern about the deployment of the Commissioner's resources and the extent to which preventative work is supported.

Commenting on the level of reported antisocial behaviour in Haslemere, Insp. T Budd (Surrey Police) noted that the neighbourhood officers in the town are very active and each of their interventions is recorded as an incident. An increase in reported incidents of domestic abuse in Waverley is largely responsible for the raised level of violent crime and reflects in part action by Surrey Police to enhance its response. Police forces nationally are pressing for action to ensure that people with poor mental health, whether related to domestic abuse or presenting in other circumstances, receive timely referrals to the appropriate agencies.

Members were interested in the Partnership's attempts to engage schools with Prevent and were informed that further contact had been delayed until the start of the current term. The Chairman requested that councillors be copied into letters to schools and colleges in their division.

The Committee discussed aspects of substance misuse. The increase in recorded drug offences was a result of an improved detection rate and strengthened Police activity, e.g. in arrests and warrants. The Committee was reassured that changes to the licensing team within Surrey Police had not had a detrimental impact in Waverley and that maintenance of effective engagement with licensed premises remains a priority for the partnership.

It was reported that non-domestic burglaries involving sheds and outbuildings were decreasing following a preventative campaign. Crimes of this type can be hard to detect when reporting is delayed or property is unmarked. Although it was understood that Police resources needed to be effectively deployed, members felt that continued liaison between neighbourhood teams and parish councils would be productive.

Resolved to:

- (i) Note the contents of the annual report of the Safer Waverley Partnership in the year 2013-14 and the updated Partnership Plan 2014-17.
- (ii) Request that its comments on the work of the Partnership be noted.
- (iii) Bear the priorities of the Partnership in mind when making decisions on

funding.

Reason

The Local Committee wishes to receive periodic reports on the work of the Safer Waverley Partnership, its achievements and priorities and to consider its contribution to these.

**42/14 SUPPORTING PRIORITY NEIGHBOURHOODS (EXECUTIVE FUNCTION)
[Item 8]**

The Committee welcomed the proposal that parts of Cranleigh, specifically the estates in the north-east quadrant of the village in Cranleigh East ward and the immediately adjacent part of Cranleigh West, should be added to its list of priority neighbourhoods. The data in support of this was noted and local members reflected that the relative isolation experienced in Cranleigh can exacerbate problems which may be concealed by the general prosperity of much of the area.

It was noted that, while support for families experiencing disadvantage had been increasingly integrated into the routine work of services, there was now little additional funding available for community development work to enhance resilience and capacity within vulnerable neighbourhoods.

The concentration of vulnerable older residents in certain areas was noted as a potential focus for the Committee's interest. The perception that NHS dental services are not available was mentioned (with particular reference to Ockford Ridge/Aarons Hill); the matter was covered more fully at Item 9.

Resolved to:

- (i) Maintain support for multi-agency activity in the Committee's identified priority neighbourhoods.
- (ii) Agree that those parts of Cranleigh East (and the adjacent part of Cranleigh West) specified in the report would benefit from further investigation and targeted local support.
- (iii) Note the implications of the data described and bear these in mind when making funding decisions and monitoring services across the range of the Committee's responsibilities.

Reason

The report describes progress in those neighbourhoods which the Committee has identified for support, provides evidence for the continuation of this approach and describes changes in the profile of Waverley to which the Committee may wish to respond.

[Mr M Byham left the meeting during this item.]

43/14 THE PUBLIC HEALTH LANDSCAPE IN SURREY AND WAVERLEY (FOR INFORMATION) [Item 9]

The following topics were covered in discussion:

- There is a need for greater awareness of mental health services, more local provision and better cohesion.
- Dementia should have a high profile in Waverley in view of the demographic profile; Public Health is involved with raising awareness and promoting early intervention.
- Surrey Clinical Commissioning Groups (CCGs) may have been disadvantaged by the funding formula which places less weight on the proportion of older people in the population than on overall disadvantage. CCGs may vary in the relative emphasis given to similar themes across Surrey.
- There is a challenge in providing communities with easily accessible information on health matters. Members were referred to the Healthy Surrey website: <http://www.healthysurrey.org.uk/>. Elected members could play a part in signposting residents but there is a need for very local information.
- NHS dentistry is widely available: information is provided online, but it was recognised that this may not be sufficient to counter the perception of limited availability, especially when online access is limited.
- The promotion of physical activity, e.g. in relation to cycling, is linked to the highways agenda, along with air quality, but requires significant cultural change.
- Messages for residents and information for councillors needs to be presented in simpler language and greater clarity.

Resolved to note:

- (i) The Clinical Commissioning Group structure in Surrey.
- (ii) The role of Public Health within Surrey.
- (iii) The public health priorities for Waverley.

Reason

It is important to take a preventative approach to health and wellbeing in order to lower the impact that ill health has on people's lives, especially as they get older. Smoking has the biggest impact on people's health of all risky behaviours. Through provision of evidence-based smoking cessation services, Public Health helps people to quit and improve their future health.

44/14 CREATING OPPORTUNITIES FOR YOUNG PEOPLE - EARLY HELP (EXECUTIVE FUNCTION) [Item 10]

Resolved to:

- (i) Approve the local set of priorities (contained in **Annex 1** of the report) to be considered by providers, focusing on the identified needs of

ITEM 2

Waverley and the geographical neighbourhoods prioritised by the Youth Task Group.

- (ii) Note the changes to the council scheme of delegation agreed by the Cabinet on 23 September 2014 which provides increased decision making in local commissioning in relation to youth work and Surrey Outdoor Learning and Development (SOLD).

Reason

Local Prevention has been in place across Waverley since 1 April 2012. It has contributed significantly to the reduction in young people becoming Not in Education, Employment or Training (NEET). It is therefore recommended that this Early Help commission is re-commissioned for 2015-20. These recommendations will (i) support the Council's policy of Creating Opportunities for Young People and (ii) support the Council's priority to provide early help for children, young people and their families.

45/14 UPDATE ON THE IMPLEMENTATION OF FIBRE-BASED BROADBAND INFRASTRUCTURE IN WAVERLEY (FOR INFORMATION) [Item 11]

The following topics were discussed:

- It may be possible in due course to provide members with a street-level summary of broadband access provided under the Surrey contract.
- The position of premises whose broadband speed falls below the required level is being analysed to identify opportunities for alternative connections which will result in higher speeds.
- There was some concern about the progress made by BT in connecting properties covered by its commercial operation. Although data on these areas are not shared, pressure is being exerted on BT to complete its commercial delivery programme in Surrey.
- The foundation for the Surrey contract is the existing network and there may be some correlation between A-roads and the principal fibre ducts; clusters of significant population which experience low speeds because they are situated at a distance from these principal routes will fall under the current review and alternative solutions could be considered. The possibility of using cabinets outside of Surrey is being investigated.
- The Committee was reminded of the size and impact of the Surrey project.

Resolved to note the report.

Reason

The Committee had requested an update on the programme.

46/14 HIGHWAYS UPDATE (EXECUTIVE FUNCTION) [Item 12]

County Councillors were requested to allocate their Community Enhancement budgets by the end of November.

Some members were concerned that the programme of capital maintenance schemes had been developed by officers without consultation with the relevant councillors. Other members, however, felt that engineers in an operational service needed to make decisions on occasion and that the work of the local highways team was much appreciated. The Area Team Manager explained that the programme reflected pressure from residents and complemented Project Horizon. A further list of roads would be presented to the Committee at its next meeting and members would be notified in advance.

Resolved to:

- (i) Note progress on the programme of minor highway works for 2014/15.
- (ii) Agree the Lengthsman bid by Witley Parish Council (£2,000) subject to County Council officer scrutiny.

Reason

The Committee was asked to agree the recommendations in order to progress the programme of work for 2014/15.

47/14 ESTABLISHMENT OF A WAVERLEY LOCAL CYCLING PLAN TASK GROUP (EXECUTIVE FUNCTION) [Item 13]

Resolved:

- (i) To establish a Waverley Local Cycling Plan Task Group.
- (ii) That the Task Group's Terms of Reference set out in **Annex 1** of the report are adopted.
- (iii) That the Task Group should initially develop for approval by the Local Committee a programme for producing a Local Cycle Plan for Waverley, setting out:
 - Scope and priorities
 - Data and information needs
 - Timetable for developing final recommendations to the Committee
- (iv) That, subject to (iii), the Task Group should develop a draft Local Cycle Plan for Waverley (containing details of priorities, costs and potential sources of funding) for agreement by the Local Committee.

Reason

The Committee has indicated its intention to consider how it will develop a Local Cycling Plan.

48/14 LOCAL COMMITTEE FORWARD PROGRAMME (FOR INFORMATION) [Item 14]

Resolved to:

ITEM 2

- (i) Agree the Forward Programme 2014/15, as outlined in **Annex 1** of the report
- (ii) Agree the schedule of meetings in the year 2015/16.

Reason

Members were asked to comment on the Forward Programme so that officers can publicise the meetings and prepare the necessary reports.

Meeting ended at: 4.20 pm

Chairman

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WAVERLEY)



DATE: 12 DECEMBER 2014

LEAD OFFICER: GRAHAM COOK
SUPERFAST SURREY PROGRAMME MANAGERSUBJECT: UPDATED RESPONSE TO PETITION: PROVISION OF HIGH
SPEED BROADBAND, FISHER LANE LOCALITY,
CHIDDINGFOLD

DIVISION: WAVERLEY EASTERN VILLAGES

SUMMARY OF ISSUE:

At the meeting of the Local Committee held on 26 September 2014 a petition was received as follows:

Petition title: Petition by the residents and businesses of Fisher Lane locality in Chiddingfold, Surrey, for the provision of High Speed Broadband.

Created by: Alan Hale

Details of petition: "The properties in Fisher Lane have never been able to access workable broadband due to factors including distance from their telephone and fibre cabinet, the status of overhead cables to their homes, increased demand on the network and the lack of investment in replacing or improving existing infrastructure. We request that urgent action be taken to provide our locality with a good, fast workable service, either by improving the existing infrastructure or by installing fibre optic cable to our area."

Signatories: There are 65 signatories to the petition representing 33 properties

UPDATE

On 26 September 2014 Superfast Surrey Programme Manager, Graham Cook, provided the Committee with a progress update on Superfast Surrey with specific emphasis on the rollout in Waverley borough. He confirmed that whilst the main deployment would be ending on 31 December 2014, some work would continue on harder to reach premises.

He also confirmed that a review of the premises with slow speeds (including those premises listed in the petition) was already under way. The review was assessing if there was a viable means of improving existing speeds at premises with slow speeds within the programme's cost constraints. FTTP (fibre to the premises), FTTC (fibre to the cabinet: secondary cabinet) and re-parenting were all being considered.

The review by Openreach is nearing completion and the Superfast Surrey Team anticipates making an announcement regarding the review in the second week of December 2014.

A full response to the petition will be submitted to the Committee at its meeting on 20 March 2015.

ITEM 7

<u>RECOMMENDATIONS:</u> The Local Committee (Waverley) is asked to note the update provided.

Contact Officer:

Graham Cook, Superfast Surrey Programme Manager: 020 8541 7621 /
grahamc@superfastsurrey.org.uk

Consulted:

N/A

Annexes:

None

Sources/background papers: Petition received at meeting on 26 September 2014.

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)****DATE: 12 DECEMBER 2014****LEAD
OFFICER: JOHN HILDER
AREA TEAM MANAGER****SUBJECT: RESPONSE TO PETITION: EWHURST ROAD, CRANLEIGH
DIVISION: CRANLEIGH AND EWHURST****SUMMARY OF ISSUE:**

1. At the Committee's meeting on 26 September 2014 Mr M Creak presented an online petition requesting the replacement of the zebra crossing on Ewhurst Road, Cranleigh (near the junctions with New Park Road and St Nicolas Avenue) with a pelican crossing (traffic lights) or a school crossing patrol. Attention was drawn to a number of "near misses" which had been experienced by pedestrians when on the crossing and it was suggested that, while parental education as to the rules relating to zebra crossings might be helpful, either of the two solutions proposed by the petitioners would offer greater clarity to all users at this location.
2. The Chairman indicated that a response would be reported to the Committee at its meeting on 12 December 2014; in the meantime the Area Team Manager (Local Highways Services) would ensure that the matter is included in the relevant Local Task Group's discussion on priorities for 2015/16.
3. Prior to the submission of this petition parents had raised concerns about safety at this zebra crossing, particularly for schoolchildren attending nearby schools who regularly cross here in numbers. As a result Surrey County Council (SCC) Highways and Police road safety officers visited Ewhurst Road to observe the crossing on several occasions including at the end of the school day. They concluded that not all those using the zebra crossing were following the rules for pedestrians using crossings which are set out in the Highway Code, so exposing themselves to risk. These include 'when using any type of crossing you should always check that the traffic has stopped before you start to cross or push a pram onto a crossing'. This rule applies to pelican crossings, toucan crossings (both signal controlled), zebra crossings and red man/green man aspects at traffic signal junctions.
4. SCC highways officers have been in contact with the Headteacher of St Cuthbert Mayne Catholic Primary School to encourage the school to participate in pedestrian awareness training, which would include practical training on the zebra crossing in question. To date this offer has not been taken up by the school, but it is hoped that the training will take place in the new year.
5. A Stage 3 safety audit of the zebra crossing has also been carried out by the SCC Road Safety Audit Team which recommended that "halo" boards be added to the orange flashing beacons to increase conspicuity, as well as signing upgrades and extending the parking restrictions already associated with the zebra crossing.
6. The request for a signal controlled crossing to replace the zebra was considered

ITEM 8

by the Cranleigh and Eastern Villages Task Group meeting in November. In the knowledge of the actions and investigations taken to date by both SCC Highways and the Police, the task group did not prioritise a signal crossing scheme, but did prioritise the measures arising from the safety audit described above. However, this scheme was not prioritised by the Local Transport Plan Task Group who felt that restrictions could be addressed under the next parking review and signing and halos might be funded by the local county councillor.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to agree the response provided.

Contact Officer:

John Hilder, Area Highways Manager: 03456 009 009.

Consulted:

N/A

Annexes:

None

Sources/background papers: None

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)****DATE: 12 DECEMBER 2014****LEAD OFFICER: JOHN HILDER
AREA TEAM MANAGER****SUBJECT: RESPONSE TO PETITION: A283 CHIDDINGFOLD
DIVISION: WAVERLEY EASTERN VILLAGES****SUMMARY OF ISSUE:**

1. At the Committee's meeting on 26 September 2014 Ms W Lockwood presented a petition on behalf of the Chiddingfold Road Traffic Group requesting the installation of average speed cameras on the A283 through the village. The petitioners drew the Committee's attention to the risk to residents' health arising from the high levels of vehicle noise recorded, especially at night, and to the extent of non-compliance with the 30mph speed limit in place. Recognising that neither Surrey Police nor a Community Speed Watch are in a position to undertake intensive enforcement, it was hoped that the County Council would take note of the effective use elsewhere of the new breed of average speed cameras and consider their introduction here.
2. The Chairman indicated that a response would be reported to the Committee at its meeting on 12 December 2014; in the meantime the Area Team Manager (Local Highways Services) would ensure that the matter is included in the relevant Local Task Group's discussion on priorities for 2015/16.
3. Average speed cameras are undoubtedly effective in promoting a high compliance with the speed limit for through traffic passing both units, although they are unlikely to influence the behaviour of those drivers making trips which pass only one camera or neither camera.
4. The County Council does not have a policy in place for prioritising sites for average speed camera systems, and none have been installed in Surrey as yet. The Highways Road Safety Team advise that the policy covering spot speed cameras (yellow box cameras) follows national criteria which prioritise locations with a history of collisions resulting in serious and fatal injuries and where measured speeds are excessive. The Safety Team reports that they will be developing a policy for average speed cameras which will follow the same criteria, with this new type of camera system reserved for the very worst collision hotspots where speeding has been confirmed as a problem. The reason for this approach is to maintain public support for safety cameras, and to ensure that the greatest reduction in casualties is achieved for the money invested. The Police database of reported accidents resulting in injuries indicates two slight injury collisions on the A283 through Chiddingfold over the last three years, which is not considered a high accident rate.
5. The indicative costs provided by Siemens Safe Zone for leasing the equipment are £80 per day, which equates to £29,200 per year or £87,600 over three years. Siemens put the outright purchase cost of a two camera system at £75,000 to £85,000. As above, compliance is expected to be high, but the County Council

ITEM 9

has yet to investigate any revenue stream that might be associated with driver awareness training resulting in the introduction of an average speed camera system.

6. The request for average speed cameras was discussed at the Cranleigh and Eastern Villages Task Group meeting in November and, in the absence of policy guidance, this scheme was not prioritised for inclusion in the 2015/16 Integrated Transport Scheme programme.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to agree the response provided.

Contact Officer:

John Hilder, Area Highways Manager: 03456 009 009.

Consulted:

N/A

Annexes:

None

Sources/background papers: None

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)****DATE:** 12 DECEMBER 2014**LEAD OFFICER:** JOHN HILDER
AREA TEAM MANAGER**SUBJECT:** A287 (THE BOURNE/MILLBRIDGE): SPEED LIMIT
DIVISION: WAVERLEY WESTERN VILLAGES, FARNHAM SOUTH**SUMMARY OF ISSUE:**

Mr D Jones presented a petition at the 20 September 2013 meeting of the Committee signed by local residents and parents of children attending Edgeborough School requesting a reduction in the speed limit from 50mph to 40mph on the section of the A287 between a point just below Gong Hill Drive (The Bourne) and Fifield Lane (Millbridge).

Following receipt of a response to the petition at its meeting on 13 December 2013, the Committee agreed that the implementation of a 40mph speed limit on the A287 between Gong Hill Drive and Fifield Lane, Frensham be added to its Integrated Transport Scheme (ITS) programme for 2014/15.

At the Committee's meeting on 26 September 2014 the Chairman promised an update at the next meeting, which is now provided as follows.

A review of the existing 50mph speed limit on the A287 Frensham Road/Gong Hill is included in the current year's ITS programme, prompted by the petition requesting a lower limit presented to the committee in 2013. The review has been completed and the County Council's speed limit policy indicates that a 40mph speed limit is appropriate for this section of the A287. At **Item 12** on this agenda the Committee is asked to approve the introduction of the reduced speed limit, subject to which a Traffic Regulation Order will be advertised and made, with 40mph signs installed by the end of March 2015.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to agree to note the update provided.

Contact Officer:

John Hilder, Area Highways Manager: 03456 009 009.

Consulted:

N/A

Annexes:

None

Sources/background papers: Petition presented at meeting on 20 September 2013 and subsequent report at 13 December 2013 meeting.

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WAVERLEY)

DATE: 12 DECEMBER 2014

LEAD OFFICER: JOHN HILDER
AREA TEAM MANAGERSUBJECT: A287 (FRENHAM): SPEED MANAGEMENT
DIVISION: WAVERLEY WESTERN VILLAGES**SUMMARY OF ISSUE:**

In response to a request made in an informal public question at the Committee's meeting on 26 September 2014 for speed reduction measures on the A287 Frensham Road through Millbridge, the Haslemere and Western Villages Task Group meeting in November prioritised Variable Message Signs on both approaches to the village. However, the Local Transport Plan (LTP) Task Group, which reviews priorities coming forward from the four local task groups, recommend a single Vehicle Activated Sign (VAS) at Millbridge (**Item 13** on this agenda). With the speed limit north of the village being reduced to 40mph (see **Item 12** on this agenda), the task group felt that speeds on that approach should reduce, so agreed a single VAS for the approach from the south.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to agree to note the response provided.

Contact Officer:

John Hilder, Area Highways Manager: 03456 009 009.

Consulted:

N/A

Annexes:

None

Sources/background papers: None

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SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)****DATE: 12 DECEMBER 2014****LEAD OFFICER: JOHN HILDER
AREA TEAM MANAGER - HIGHWAYS****SUBJECT: UPDATE ON INTEGRATED TRANSPORT SCHEME
PROGRAMME FOR 2014/15****DIVISION: ALL DIVISIONS IN WAVERLEY****SUMMARY OF ISSUE:**

This report provides an update on the 2014/15 programme of minor highway works funded by this committee.

RECOMMENDATIONS:**The Local Committee (Waverley) is asked to:**

- (i) Note progress on the programme of minor highway works for 2014/15
- (ii) Authorise the introduction of a 40mph speed limit on the B2128 at Ellens Green between Pollingfold Bridge and the existing terminal signs 160m west of the junction with Somersbury Lane (currently 50mph).
- (iii) Authorise the introduction of a 40mph speed limit on the A287 Gong Hill along that section of the road which currently has a 50mph limit between The Bourne and Millbridge.
- (iv) Agree that the current speed limit of 40mph along the A283 Petworth Road between Cherry Tree roundabout and Rodborough School, Milford remains unchanged. The introduction of a 30mph had been requested and the Committee may alternatively refer the introduction of such a lower limit to the Cabinet Member responsible for road safety.

REASONS FOR RECOMMENDATIONS:

The Committee is asked to note progress the programme of work for 2014/15 and agree the recommendations above to enable the introduction of reduced speed limits.

1. UPDATE

Local Committee budgets and forecast expenditure

- 1.1 The 2014/15 budget, agreed allocations and forecast expenditure for 2014/15 are set out at **Annex 1**, which shows that currently it is estimated that the budget is slightly over-committed. The position will become more certain towards the end of the financial year as works are priced and installed and the Area Manager may have to make adjustments, such as deferring scheme starts, to remain within budget. If such adjustments are required they will be made in consultation with the Chairman of the Committee and any members who may be affected.
- 1.2 At the end of the third quarter of the financial year the design of Integrated Transport Schemes is complete or approaching completion, with installation of outstanding schemes planned for quarter four.

Reduced speed limits

- 1.3 The 2014/15 programme of schemes includes requests for reduced speed limits for three roads and each has been assessed against the County Council's new policy for setting speed limits adopted in July 2014, with the results tabulated at **Annex 2**.
- 1.4 The Police have been consulted and support the introduction of the recommended lower limits for the A287 Gong Hill (reduce from 50mph to 40mph) and the B2128 Horsham Road at Ellens Green (reduce from 50mph to 40mph).
- 1.5 The A283 Petworth Road between Cherry Tree Roundabout and Rodborough School, Milford has a 40mph limit. This was subject to an assessment under the former speed limit policy (see Item 10: 'Waverley Speed Limit Assessment' considered at the meeting of the Local Committee on 21 September 2012) which indicated that the current 40mph limit is appropriate for this section of road, while the same assessment resulted in the introduction of a 30mph on the adjoining section of the A283 to the south of the junction with Milford Heath Road.
- 1.6 The 2014 assessment reported here and carried out under the new speed limit policy again indicates that 40mph is appropriate for the road and engineering measures would be required to lower speeds if a 30mph speed limit were to be introduced.
- 1.7 Since Petworth Road is an A-road vertical traffic calming would not be appropriate and measures would be confined to signing, road markings, vehicle activated signs, and possibly narrowing the carriageway. However, County Council Highways officers and the Police road safety officer for Surrey doubt that measures other than physically narrowing the road would have a material effect on speeds at this location.
- 1.8 Both the Police and County Council officers consider that the loss of the existing 40mph repeater signs as the result of introducing a 30mph limit may have an adverse effect, and speeds could increase as a result, both along the straight south of Cherry Tree roundabout and on the southbound approach to Rodborough School. The road has a system of street lighting and national regulations do not permit repeaters on a lit road that has a 30mph speed limit - drivers would have no reminders of the limit, which they do at present, albeit that limit is 40mph.

1.9 The County Council's speed limit policy includes the following provision:

'If the local committee disagree with the recommendations presented to them by the Area Highways Manager and wish to proceed with an alternative option, then the issue must be submitted for decision by the Cabinet Member responsible for road safety.'

Lengthsman scheme

- 1.10 At the meeting of 21 March 2014 the Committee agreed to fund lengthsman bids by Chiddingfold Parish Council (PC), Dunsfold PC, First Wessex (Sandy Hill and The Chantrys, Farnham), Hambledon PC, Haslemere Town Council (TC) and Farnham TC to a total maximum value of £42,361 subject to scrutiny by Highways officers.
- 1.11 At the meeting of 26 September the Committee agreed to fund a further bid by Witley PC, value £2,000.
- 1.12 Over the past year the Committee has discussed how lengthsman funding could be allocated in future, with the option of dividing equally by county council division with the local county councillor directing expenditure, either directly or via town and parish councils.
- 1.13 This point was considered by the Local Transport Plan Task Group meeting on 1 December 2014. The task group chairman pointed out that the intention of the scheme was to empower town and parish councils by providing them with funding to tackle minor highway maintenance work. This work may be seen as important locally, but was unlikely to be addressed by the day-to-day operation of the Highway service. Further, county councillors have their own devolved budgets which they could use to the same purpose in their electoral division, or pool resources across an area.
- 1.14 Other task group members held the view that where town and parish councils failed to take up the lengthsman scheme, residents were missing out on the benefits it brings.
- 1.15 The Area Manager did not think the task group reached a consensus on this subject, which the Committee may wish to discuss further.

Community Enhancement Fund

- 1.16 At the end of November 2014 £30,500 of the £45,000 fund had been committed. County councillors are asked to discuss potential work within their divisions with the area team and confirm their requirements by the end of December so that works can be ordered and delivered before the end of the financial year.

Parking Team Update

- 1.17 Objections to the 2013/14 review of parking restrictions in Waverley were considered by the committee at an additional public meeting on 9 May. Owing to the size of the review and the need to rectify historical inconsistencies with the existing lining, the Committee agreed to a phased implementation, town by town. The Parking Team issued the works order for lining in Farnham in

August, which started in October and is expected to be completed by the end of December. The Godalming area will follow in the new year, then Haslemere and Cranleigh.

Customer Enquiries

- 1.18 Following the extremely high volume of enquires in the first part of the year, the second and third quarters have seen a steady reduction. This is to be expected given the time of year but overall volumes remain high with over 118,000 received for the calendar year to date, giving an average of approximately 13,100 per month, down from 14,600 in the second quarter.
- 1.19 For Waverley specifically, 15,090 enquiries have been received since January of which 6,617 were directed to the local area office for action; 94% of these have been resolved. This response rate is slightly below the countywide average of 95%. Although the response rate remains high, we are working hard in conjunction with our contractors to improve the service we provide. This includes the launch of a new customer enquiry and works scheduling system and revised customer service Key Performance Indicators.
- 1.20 Through the Customer Service Excellence project we are also seeking to improve the accessibility of information and advance notification of roadworks. As part of this we have recently moved our roadwork information to a new website: www.roadworks.org that also contains information on work being undertaken by utility companies. The site provides a fuller picture of the work in an area and customers can sign up to receive alerts.
- 1.21 Although there has been a reduction in customer contacts, complaints have remained high with 308 at Stage 1 for the nine months to the end of September compared to 208 for the first half of the year. The South West area including Waverley has received 78. The main reasons for these are communication and the failure to carry out works to either the required standard or timescale. In addition 11 complaints have been escalated to Stage 2 of which we were found to be at fault in only three. Seven complaints have been made to the Local Government Ombudsman about the service, none of which have been upheld.

2. OPTIONS:

- 2.1 As discussed with members.

3. CONSULTATIONS:

- 3.1 Appropriate consultation will be carried out for all schemes.

4. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 4.1 Works will be carried out by the County Council's term highways contractor, Kier, who won the term contract in a competitive tender process.

5. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 5.1 No specific implications.

www.surreycc.gov.uk/waverley

6. LOCALISM:

- 6.1 Works and schemes are designed to improve and make safer the facilities for local communities in the borough.
- 6.2 The lengthman initiative allows parish and town councils to undertake enhanced maintenance of the public highway.

7. OTHER IMPLICATIONS:

- 7.1 None

8. CONCLUSION AND RECOMMENDATIONS:

- 8.1 As set out in the body of the report.

9. WHAT HAPPENS NEXT:

- 9.1 Officers will continue to progress the programme of schemes agreed by the Committee.

Contact Officer:

John Hilder: Area Highway Manager South West
Tel. 0300 200 1003

Consulted:

As described within the report

Annexes:

- 1. Highways Budgets and Expenditure for 2014/15
- 2. Speed limit assessment

Sources/background papers:

Local Committee for Waverley Friday 13 December 2013 Item 11: 'Highways Budgets 2014/15'
Local Committee for Waverley Friday 21 March 2014 : Item 9: 'Highways Update'
Local Committee for Waverley Friday 20 June 2014 Item 14: 'Update on Local Committee Highway Improvement Programmes for 2013-14 and 2014-15.'
Local Committee for Waverley Friday 26 September 2014 'Highways Update'

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Highway budgets and forecast expenditure for 2014/15

2014/15 Local Committee Budget

Capital ITS Carried Forward from 2013/14	79,000
Capital ITS Improvement Schemes	262,000
Capital Maintenance	262,000
Revenue Maintenance	317,000
Community Enhancement	45,000
Apply PIC Contributions	80,890
Apply S106 Contributions	<u>175,000</u>
Total	1,220,890

2014/15 Forecast Expenditure (pages 2-6 below)

Complete 2013/14 ITS Schemes	471000
2014/15 ITS Schemes	389900
Capital Maintenance (LSR Surfacing schemes)	200200
Revenue maintenance	140000
Community Enhancement	45000
Total	1,246,100

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SCHEME TITLE	ALLOCATION	FORECAST EXPENDITURE	STATUS/PROGRAMME/COMMENTS
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2013/14 ITS Schemes: Reported to March 2014 LC

Bookhurst Road Cycle Path/Footway, Ewhurst	60,000	300,000	Construction planned Jan. to March. Other funding: £75k Swallow Tiles S106 plus £100k 'freed' S106
Marshall Road Cycle Path, Godalming	90,000	112,000	Finalising land negotiations. Construction Planned for January. Other funding: 30k PIC
Station Road Safety Scheme, Godalming	50,000	59,000	Complete
Sub Total 200,000		471,000	Carry forward to page 1

2014/15 ITS Schemes: Programme approved at Dec 2013 LC

Cranleigh High Street Illuminated Bollards	10,000	8,400	Complete
Cranleigh High Street Feasibility For Unit Paving	3,000	2,500	Complete
Ewhurst School Crossing	15,000	25,000	Complete - Snagging outstanding
Shere Road, Ewhurst, HGV Restriction	6,000	6,000	Design in Progress. Install Q4
Ellen's Green Speed Limit	6,000	6,000	Advertising, Install Q4
Bramley Speed Limit Extension	10,000	12,000	Complete

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Annex 1: Page 2 of 7

SCHEME TITLE	ALLOCATION	FORECAST EXPENDITURE	STATUS/PROGRAMME/COMMENTS
2014/15 ITS Schemes (continued)			
Chiddingfold Pedestrian Crossing	40,000	40,000	Design Complete. Install Q4. Other funding: £21k PIC
Farnborough Road/Upper Hale Road Ped Phase	50,000	50,000	Design in Progress. Install Q4
Stoke Hills Parking Bays	20,000	20,000	Design in Progress. Install Q4
Southern Way HGV Restriction	5,000	5,500	Advertising. Install Q4
Bourne Crossroads Environmental Enhancement	30,000	30,000	Design in Progress. Install Q4
Shortheath Road Schools Safety Study	8,000	2,000	Feasibility/design complete end Dec.
Flambard Way/Holloway Hill Ped Phase	50,000	50,000	Design in Progress. Install Q4
Tuesley Lane Busbridge Lane Ped Safety	15,000	15,000	Construction during December
A283 Petworth Road Speed Limit Extension	20,000	1,000	Assessment in progress
Witley R.O.W. Footpath 150	10,000	10,000	Funds Transferred to R.O.W. Team
Witley A283 Flooding , Oxted Green	10,000	26,500	Install Q3
Fosters Bridge Flooding Study/investigation, Haslemere	10,000	2,000	Complete study Q4
Haslemere Village Gateways	25,000	25,000	Design in Progress. Install Q4
Shepherds Hill/Courts Hill Rd Ped Safety, Haslemere	15,000	15,000	Design complete. Install Q4
Claytons Jewellers Railings, Haslemere	5,000	5,000	Design complete. Install Q4
Shepherds Hill/Lower Street Ped Crossing Study	5,000	5,000	Design complete install 2015/16

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Annex 1: Page 3 of 7

SCHEME TITLE	ALLOCATION	FORECAST EXPENDITURE	STATUS/PROGRAMME/COMMENTS
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2014/15 ITS Schemes (continued)

Haslemere/Weyhill Ped-Cycle improvements study	7,000	7,000	Complete feasibility January
Churt VAS	6,000	6,000	Design in Progress. Install Q4
Churt Village Gateways	6,000	6,000	Design in Progress. Install Q4
Springfield Lay-by, Elstead. Options report	4,000	2,000	Complete
Homefield Junction Improvements, Thursley. Options report	4,000	2,000	Complete
Gong Hill Speed Limit reduction	8,000	5,000	Advertising. Install Q4
Sub Total 403,000		389,900	Carry forward to page 1

Annex 1: page 4 of 7

SCHEME TITLE	ALLOCATION	FORECAST EXPENDITURE	STATUS/PROGRAMME/COMMENTS
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Capital Maintenance - LSR (Surfacing) Schemes identified & prioritised by SW Area Team

Tongham Road, Runfold		9,500	Complete
The Long Road, Frensham Heights		11,000	Complete
Milford Lodge, Milford		14,500	Complete
Busdens Close, Milford		13,000	Complete
Busdens Lane, Milford		15,300	Complete
Busdens Way, Milford		43,500	Complete
Odiham Road, Upper Hale		35,400	Complete
Lawday Link, Upper Hale		18,500	Install Jan/Feb
Farncombe Street, Farncombe		10,000	Install Jan/Feb
Sample Oak Lane, Blackheath		9,300	Install Jan/Feb
Madgehole Lane, Shamley Green		20,200	Install Jan/Feb
Sub Total		200,200	Carry forward to page 1

SCHEME TITLE	ALLOCATION	FORECAST EXPENDITURE	STATUS/PROGRAMME/COMMENTS
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Revenue Maintenance: Allocations approved at Dec 2013 LC

Reserve Funding For Lengthsman Scheme	45,000	45,000	Seven bids now submitted totalling £44.5k
Implement Parking Review Recommendations	20,000	20,000	Install yellow lines in Farnham Sept/Oct, Godalming area Oct/Nov.
Jetter for 3 weeks	15,000	15,000	Area team allocated jetter by the centre 5 weeks a year, so increases this resource.
Ad hoc Signs, Lines Bollards etc	10,000	10,000	Used through the year in response to requests from residents and members.
Flood Recovery	50,000	50,000	Allocated at March 2014 LC for minor drainage work by area team pending central programmes. £42k now committed.
Sub Total 140,000		140,000	Carry forward to page 1

Community Enhancement

Allocated at £5,000 per SCC division	45,000	45,000	Approved Dec 2013 LC
Sub Total 45,000		45,000	Carry forward to page 1

EXTERNALLY FUNDED SCHEMES

SCHEME TITLE	ESTIMATED COST	STATUS/PROGRAMME/COMMENTS
Cranleigh School pelican crossing	140,000	Complete, funded by Cranleigh School

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REDUCED SPEED LIMITS

Road	Existing limit	Requested limit	Recommended limit following Speed Limit Policy assessment
B2128 Horsham Road, Ellens Green From a point near Pollingford Bridge to the existing speed limit terminal signs 160m west of the junction with Somersbury Lane.	50mph	40mph	40mph
A287 Frensham Road/Gong Hill, Farnham Section between The Bourne and Millbridge currently subject to a 50mph speed limit.	50mph	40mph	40mph
A283 Petworth Road, Milford Cherry Tree Roundabout to Rodborough School	40mph	30mph	40mph

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE FOR WAVERLEY



DATE: 12 DECEMBER 2014

LEAD OFFICER: JOHN HILDER,
AREA HIGHWAY MANAGER (SOUTH WEST)

SUBJECT: HIGHWAYS BUDGETS FOR 2015/16

DIVISION: ALL DIVISIONS IN WAVERLEY

SUMMARY OF ISSUE:

During November Task Groups (TG) representing the four areas of Waverley centred around Cranleigh, Haslemere, Godalming and Farnham, met to prioritise highway improvement schemes (Integrated Transport Schemes: ITS schemes) for their respective areas. The Local Transport Plan (LTP) Task Group met on 1 December to consider these prioritised lists and recommend a programme of ITS and other works for 2015/16 to this Committee.

RECOMMENDATIONS:**The Local Committee (Waverley) is asked to:**

- (i) Agree the allocations recommended by the LTP Task Group and described in this report to a total value of £378,000.
- (ii) Note that the LTP Task Group will convene if necessary once the Local Committee budget is known in the Spring of 2015.
- (iii) Authorise the Area Highway Manager (AHM) to progress the schemes included in the programme in consultation with local elected members and associated task groups.
- (iv) Subject to approval of recommendations (i) and (ii), authorise the AHM to consider and determine any objections submitted following the statutory advertisement of the traffic orders and notices associated with the programme of schemes, in consultation with the Chairman and/or Vice-Chairman of the Local Committee and relevant local councillors.
- (v) Delegate authority to the AHM in consultation with the Chairman and Vice-Chairman and locally affected Members to amend budgets throughout the year if required to ensure the budget is allocated in a timely manner.
- (vi) Agree that the Community Enhancement Fund is devolved to each County Councillor based on an equal allocation of £5,000 per division

REASONS FOR RECOMMENDATIONS:

The Committee is asked to agree 2015/16 allocations so that scheme design can start at the earliest opportunity, increasing confidence in delivery.

1. INTRODUCTION AND ANALYSIS:

- 1.1 The budgets available to this committee in 2013/14 and 2014/15 were as detailed below. The budget for 2015/16 will be set by the County Council in March or April.

	£
Capital ITS (Improvement) Schemes	262,000
Capital Maintenance	262,000
Revenue Maintenance	<u>317,000</u>
Total	841,000
And in addition	
Community Enhancement Fund	45,000

- 1.2 During November the Task Groups representing the four areas of Waverley centred around Cranleigh, Haslemere, Godalming and Farnham, prioritised highway improvement schemes for their respective areas.
- 1.3 The Local Transportation Plan (LTP) Task Group met 1 December to consider feedback from the four area Groups, and determine an overall ITS priority list.
- 1.4 While the budget available to the Local Committee for the past two years has totalled over £840,000 the LTP task group felt there may be a reduction in 2015/16, and recommended that the Committee should allocate a more conservative sum at the present time as set out below. The task group will reconvene in the spring of 2015 once the budgetary position is known if necessary.
- 1.5 The LTP Task Group recommended the following:

General maintenance works and operations

Reserve funding for Lengthsman Scheme	£45,000
Jetter for 3 weeks	£15,000
Ad hoc signs, lines, bollards, etc. by local team	<u>£10,000</u>
Total	£70,000

ITS (or improvement) schemes

ITS Schemes Allocations for 2015/16	Comment
<i>Cranleigh & Eastern Villages</i>	
Wonersh to Shamley Green: Review 40mph speed limit Est. £10,000	
Mare Lane, Hascombe: Extend 30mph limit to village hall Est. £5,000	
Station Rd, Bramley: Zebra crossing	Funded by St Catherine's School
<i>Farnham</i>	
Feasibility study two way traffic access to Central and Wagon Yard car parks Est. £7,000	
Safety improvements at Wey Meadow j/w A325 Wrecclesham Hill Est. £10,000	
<i>Godalming, Milford & Witley</i>	
A3100 Meadrow, Farncombe: Two new pedestrian refuges Est. £30,000	
Eashing Lane, Shackstead Lane, Quartermile Rd: Review speed limits Est. £5,000	

<i>Godalming, Milford & Witley continued</i>	
A3100 Portsmouth Rd, Milford: Harden overrun area Est. £7,000	
Road safety/speed limit review A286 j/w Gasden Lane Est. £7,000	
<i>Haslemere & Western Villages</i>	
Shepherds Hill j/w Lower St: Kerb build-out to assist crossing Est. £25,000	Implement results of 2014/15 feasibility study
Pedestrian safety at Shepherd Hill j/w Courts Hill Road Est. £10,000	
Homefield Rd, Thursley. Improve vehicle access Est. £15,000	
A287 Millbridge: VAS on northbound approach Est. £5,000	
Springfield, Elstead: Provide parking at NHS surgery Est. £10,000	
B3000 Puttenham Heath Rd j/w A3: Feasibility study for additional lane on roundabout approach Est. £2,000	
Total: £148,000	

1.6 The LTP task group also recommended that each of the four areas be allocated say £40,000 for general drainage, footway or carriageway maintenance work, making a total of £160,000.

1.7 To summarise the recommended allocations:

General maintenance works and operations	£ 70,000
ITS (improvement) schemes	£148,000
£40,000/area drainage, footway, c'way maintenance	<u>£160,000</u>
Total	£378,000

Planning Infrastructure Contribution (PIC) and Section 106 Funding

1.8 PIC and Section 106 funding will be used wherever possible to support the agreed ITS programme for 2015/16.

Community Enhancement Fund

1.9 In order to allow county councillors the flexibility to promote projects in their division it is recommended that the Local Committee delegate funding and decision making to each County Councillor on the basis of a £5,000 per member allocation. Two or more members may pool their funding across divisional boundaries.

2. OPTIONS:

2.1 As discussed with members.

3. CONSULTATIONS:

3.1 Appropriate consultation will be carried out for all schemes.

4. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

4.1 Works will be carried out by the County Council's term highways contractor, Kier, who won the term contract in a competitive tender process.

5. EQUALITIES AND DIVERSITY IMPLICATIONS:

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

6. LOCALISM:

6.1 Works and schemes are designed to improve and make safer the facilities for local communities in the borough.

6.2 The Highways Localism initiative allows parish councils to undertake enhanced maintenance of the public highway.

7. OTHER IMPLICATIONS:

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

Public Health	No significant implications arising from this report
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8.1 CRIME AND DISORDER IMPLICATIONS

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

9. CONCLUSION AND RECOMMENDATIONS:

9.1 As set out in the body of the report..

10. WHAT HAPPENS NEXT:

10.1 Officers will continue to progress the programme of schemes agreed by the Committee.

Contact Officer:

John Hilder
Area Highways Manager (South West)
Tel 0300 200 1003
wah@surreycc.gov.uk

Consulted:

As described within the report.

Annexes:

None

Sources/background papers:

None

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)****DATE: 12 DECEMBER 2014****LEAD OFFICER: DAVID CURL: PARKING TEAM MANAGER, SURREY COUNTY COUNCIL****KEVIN MCKEE: PARKING MANAGER, GUILDFORD BOROUGH COUNCIL****SUBJECT: ON-STREET PARKING ENFORCEMENT UPDATE****DIVISION: ALL IN WAVERLEY BOROUGH****SUMMARY OF ISSUE:**

From April 2013 Local Committees have had more involvement with the enforcement of on-street parking restrictions that they are responsible for installing and reviewing.

Committees will have a scrutiny role of the enforcement operation and a share of any surplus income.

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

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to agree to:

- (i) Note the contents of the report.
- (ii) Allocate 90% of the surplus income towards the Local Transport Plan programme in the Farnham area and 10% to be split equally in the three other task group areas.

REASONS FOR RECOMMENDATIONS:

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

- Improve road safety
- Increase access for emergency vehicles
- improve access to shops, facilities and businesses
- Increase access for refuse vehicles and service vehicles
- Ease traffic congestion

- Better regulate parking

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

1. INTRODUCTION AND BACKGROUND:

- 1.1 On 23 October 2012 the County Council's Cabinet agreed the framework for new on-street parking enforcement agency agreements with the majority of Surrey district and borough councils. This followed two years of discussion and negotiation about how enforcement could be carried out more efficiently and what should happen to any surplus income.
- 1.2 In terms of governance and scrutiny the Cabinet agreed that local committees would have a stronger role of the new arrangements.
- 1.3 This report provides the Committee with an update about the on-street parking enforcement service in Waverley, including an overview of costs and performance data for 2013/14 as shown in the annexes. **Annex 1** provides financial information and **Annex 2** details key performance indicators.
- 1.4 Local Committees already make decisions about new parking restrictions and this will continue in a separate report.

2. OPERATIONAL REPORT

- 2.1 The aim of parking enforcement is to achieve compliance, although in reality 100 per cent compliance would be very difficult to achieve.
- 2.2 Restrictions should be enforced fairly and in accordance with the statutory guidance for Civil Parking Enforcement produced by the Depart for Transport under the Traffic Management Act 2004.
- 2.3 Guildford Borough Council and the County Council aim to achieve operational efficiency and value for money. We aim to provide fair and adequate enforcement service to encourage compliance.
- 2.4 Guildford Borough Council's parking team run on- and off-street parking in Guildford, the park and ride sites in Guildford and on-street parking in Waverley. Most staff work across functions to spread experience, provide flexibility and diversity and to keep costs low.
- 2.5 When we started enforcing in Waverley in April 2011 the existing management resource was used. We employed three additional Civil Enforcement Officers (CEOs) and half an administration post. We agreed with Waverley Borough Council that their locality office would continue to issue permits in Farnham but with our assistance.

- 2.6 Since this time the level and type of restrictions in the borough has increased. There is now pay and display operating in Farnham and permit schemes in Cranleigh and Haslemere and the permit scheme in Farnham has been extended.
- 2.7 We issue permits for Cranleigh and Haslemere from our Guildford office. However, we ran sessions at Haslemere Library at various times in the run up to the permit scheme being introduced. There are currently over 90 permit holders in Haslemere and 24 in Cranleigh. Over 1,700 visitors' permits have also been sold in Cranleigh and Haslemere.
- 2.8 There are three new residents' schemes being introduced Godalming and one in Farncombe as part of the 2014 parking review.
- 2.9 We now also arrange for cash collection and banking of the money for the pay and display machines in Farnham. After each collection we reconcile what was collected from each machine with the amount of money the machine recorded taking. We then reconcile the amount of money banked with the amount of money taken. In addition we organise for the machines to be serviced and repaired.
- 2.10 The CEOs normally work between 7.30am and 18.15 pm Monday to Saturday, but we also arrange targeted patrols outside of normal hours to deal with problems that occur outside the normal working day.
- 2.11 Parking Office in Guildford normal opening hours are - (Mon.-Thurs. 08:00-17:15, Fri. 08:00-17.00)
- 2.12 Response time for enquiries are based on Guildford Borough Council corporate guidelines of 10 working days although in many cases we respond sooner.

Town centres

- 2.13 We split the three CEOs between the four main centres and the areas around them in a ratio of one each for Farnham and Godalming and the other between Haslemere and Cranleigh.

Villages and outer areas

- 2.14 We attend these areas far less frequently, but respond to requests for enforcement and where there is a problem will keep patrolling until it has reduced.

Schools

- 2.15 We work with schools, Highways and Surrey Police whenever possible to target parking enforcement outside of schools where it is

needed. It is not possible to provide enforcement outside of every school where restrictions exist.

Residential areas

- 2.16 Parking restrictions in residential areas in the four main centres are patrolled when officers are in the towns or village. In areas away from the four main centres patrols are arranged as required or in response to reported problems.

Residents' Parking Schemes

- 2.17 Resident permit parking schemes will be patrolled as required or in response to reported problems. The administration of the Farnham scheme is carried out by Waverley Borough Council's Locality Office and we are grateful for their help and professionalism. The other permits schemes in Haslemere, Cranleigh and the new ones in Godalming and Farncombe will be administered from our offices in Guildford.
- 2.18 Guildford Borough Council is conducting a fundamental service review of its parking service and one of the opportunities to come out of this is to increase the number of on-line transactions and the issue of permits is one area that can benefit. In particular the use of virtual permits can remove the need to issue a paper permit and reduce cost and increase efficiency for the resident. The CEO simply scans the registration number of a vehicle to see whether it is on the permit data base. This is similar to the process now used for vehicle tax discs.

Suspensions and Waivers

- 2.19 Upon request, the parking office will arrange for parking bay suspensions and waivers in accordance with the scale of charges set out in the County Council's parking strategy.
- 2.20 For this to operate effectively a notice period is needed and it therefore requires a minimum period of 10 working days from request of application to allow processing and cleared payment prior to the suspension period.

Obstruction/Crossovers

- 2.21 CEOs can enforce obstruction of 'official' drop kerb crossovers and pedestrian crossing points. This will require the permission of the property owner to request enforcement action. These contraventions occur away from the route we normally patrol and so resources need to be diverted. It is only practical to do this when there are frequent infringements.

Events affecting the highway

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

Lines and Signs

- 2.24 It is the responsibility of Surrey County Council to ensure that the lines and signs are enforceable. There are a number of discrepancies particularly in the Godalming/Farncombe area, but these will be systematically resolved as the new restrictions in these areas are implemented as part of the current parking review.

3. CONSULTATIONS:

- 3.1 There have been no specific consultations.

4. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 4.1 The purpose of enforcing waiting restrictions is to help achieve compliance. Similarly parking charges are intended to help enforcement and improve turnover of high demand spaces. Parking enforcement is not intended to raise income, but it is reasonable to aim to carry out enforcement without operating at a deficit.
- 4.2 The income and expenditure for on street parking enforcement is shown in **Annex 1**.
- 4.3 If a surplus is generated on the borough or district parking account it has been agreed that it will be split:
- 60% to the Local Committee
 - 20% to the enforcement authority (borough council)
 - 20% to the County Council
- 4.4 The Local Committee can decide how the 60% share of any surplus income derived in its area can be used within the confines of legislation. The new arrangement started in April 2013 so any surplus split for the first full year (2013/14) could not be identified until the accounts had been settled in mid- 2014.

- 4.5 The accounts for 2013/14 in **Annex 1** show a significant increase in the surplus income over 2011/12 and 2013/14. This is due primarily to the introduction of pay and display parking charges in Farnham and from the sale of resident and visitor permits in the town's Controlled Parking Zone.
- 4.6 In 2011/12, prior to the introduction of on-street charges, the surplus in Waverley was £7,500. It has since increased to £188,000 in 2013/14.
- 4.7 The introduction of pay and display in Farnham has helped improve access to on-street parking in the town by increasing turnover of the spaces. When the charging was introduced it was intended that any surplus income should be used to help improve transport infrastructure around the town, primarily focussing on reducing congestion and improving accessibility.
- 4.8 It is therefore recommended that 90% of the Local Committee's share of surplus income (£101,935) is allocated to transport improvements in the Farnham area.
- 4.9 The Local Committee can request and fund (from budgets at its disposal) additional 'out of hours' enforcement if this is considered appropriate.
- 4.10 Any surplus generated from managing on-street parking can only be used as defined under S55 of the Road Traffic Regulation Act 1984 (as amended). This restricts use of any surplus for the maintenance and/or improvement of the highway including environmental works or additional parking provision.

5. EQUALITIES AND DIVERSITY IMPLICATIONS:

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

6. LOCALISM:

- 6.1 Communities are represented by county councillors and committee members who are involved in the decision making process to change or introduce new parking restrictions and will now have more involvement in the enforcements of them.

7. CRIME AND DISORDER IMPLICATION:

- 7.1 There should be fewer instances of obstructive and dangerous parking as a consequence of effective parking enforcement.

8. CONCLUSION AND RECOMMENDATIONS:

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

- Improve road safety
- Increase access for emergency vehicles
- improve access to shops, facilities and businesses
- Increase access for refuse vehicles and service vehicles
- Ease traffic congestion
- Better regulate parking

- 8.2 The introduction of parking charges in Farnham has substantially increased the overall on-street parking surplus generated in Waverley. It is therefore recommended by the Surrey County Council Parking Team Manager that a significant proportion of this (90%) is used for transport infrastructure improvements in the Farnham area.

9. WHAT HAPPENS NEXT:

- 9.1 The Local Committee can consider these arrangements and set up task groups to interact with enforcement teams as appropriate.

Contact Officers:

Kevin McKee: Parking Manager, Guildford Borough Council
David Curl: Team Manager, Surrey County Council Parking Team (03456 009 009)

Consulted: See 3.1

Annexes: **Annex 1:** Financial Performance
Annex 2: Key Performance Indicators

Sources/background papers: None

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Annual on-street parking return

ANNEX 1

Authority name

GUILDFORD
BOROUGH COUNCIL
in Waverley

Financial year

2013-14

£

REVENUE EXPENDITURE**DIRECT COSTS****Staff costs**

Enforcement staff	106,806
Non-enforcement staff	26,167
Contracted out enforcement staff	0
Contracted out cash collection staff	5,382

Operating costs

Contracted out services	0
Notice processing software and Handheld Computers	465
Maintenance of equipment (pay and display)	704
<i>Maintenance of signs and lines</i>	
Adjudication and debt registration	5,300
Consumables (printing materials /stationary etc)	8,240
other (please list)	12,572

165,636

OVERHEAD COSTS

Indirect staff	5,290
IT	7,574
Office accommodation	8,955
Depot accommodation	0
HR	3,480
Audit	1,790
Finance	1,380
Office services	1,139
Cashiers/Creditors/Debtors	610
Customer services	150
other (please list)	1,140

31,508

TOTAL EXPENDITURE**197,144****REVENUE INCOME***

Pay and Display	-141,999
Penalties	-183,481
Resident permits	-32,998
<i>Maintenance of signs and lines recharge</i>	0
Suspensions and Waivers	-2,681
Visitor permits	-18,454
Other receipts	-130

-379,742

TOTAL INCOME**-379,742**

ITEM 14

NET (SURPLUS)/DEFICIT	-182,598
FRS17/IAS19 adjustment	-6,174
REVISED NET (SURPLUS)/DEFICIT	-188,770

Surplus share:		£
SCC	20%	-37,754
Local Area committee	60%	-113,262
Enforcement Authority (GBC)	20%	-37,754

KPIs 2013-14

KPI	Details	Result
Total cost to administer the on-street parking service – the overall net cost of operating the on-street enforcement element of the parking service.	Our total costs including parking reviews, management of pay and displays, and permit administration is £197,144. The net cost of the on-street service is positive with income at £379,739.	Net surplus less expenditure £182,595
Civil enforcement officer (CEO) deployment efficiency – this measures the number of hours deployed CEO time spent on-street or travelling to sites as a ratio of the total cost of the enforcement operation.	Total enforcement cost is estimated at £152,949. Total hours deployed on-street or travelling is estimated at 3800.	£40.25
Penalty charge notices (PCN) issued per deployed hour – total number of PCNs issued as a ratio of the total number of CEO hours on-street.	The number of penalty charge notices issued on-street was 5780. The estimated time deployed was 3300 and travelling time was 500.	1.75
PCN cancellation rate - the total number of PCNs cancelled as a ratio of the total number of PCNs issued.	522 PCNs were cancelled and 5780 PCNs were issued.	9%
PCN Appeal Rate - the total number of PCNs successfully appealed, as a ratio of the total number of PCNs issued.	Total number of PCNs issued was 5780. 1 PCN was successfully appealed at the formal appeal stage.	0.02%
Time taken to issue parking permits/ dispensations/ suspensions – measuring the average number of days taken to deal with general customer requests for service (excluding PCN appeals or comments on parking).		5 working days

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SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)****DATE: 12 DECEMBER 2014****LEAD OFFICER: KEVIN ORLEDGE
STREET WORKS MANAGER****SUBJECT: SOUTH EAST PERMIT SCHEME: UPDATE****DIVISION: ALL DIVISIONS IN WAVERLEY****SUMMARY OF ISSUE:**

The report updates the Committee on the first twelve months of operation of the South East Permit Scheme to control street works and works for road purposes on the highway network.

On 11 November 2013 Surrey County Council became a Permit Authority with the introduction of a permit scheme to manage the highway network with respect to both street works and works for road purposes. Under the scheme works promoters are required to request permission from the Permit Authority before they can undertake works on the highway. Prior to the introduction of the scheme works promoters had only to inform the authority of their intention to work.

A permit scheme was introduced into Surrey in the form of the South East Permit Scheme (SEPS) with the objective of creating a better managed highway network in terms of safety, disruption and asset protection.

This report provides an overview of the permit scheme within Surrey, the implications to both works promoters and the highway authority and provides information gained from the first twelve months of operation.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to note the report.

REASONS FOR RECOMMENDATIONS:

The Committee had requested an update on the operation of the scheme.

UPDATE ON THE SCHEME

- 1.1 Road works are inevitable. Under respective enabling Acts, utility companies have statutory rights and obligations. These include a duty to provide a service or supply to customers and rights to place, maintain, repair and renew, etc., apparatus. Targets are set by industry regulators in relation to

reconnection times in the case of failure of supply and apparatus maintenance and replacement.

The highway authority will carry out maintenance works to support the performance of the highway and improvement works to enhance safety, cope with increasing traffic demands and to meet customer expectations.

Activities are controlled by two prime pieces of legislation, the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA).

Under section 59 of NRSWA 1991 there is a duty for the local street authority (Surrey County Council) to coordinate all types of work on the highway and under section 16 of the TMA 2004 to manage the road network with a view to achieving, so far as may be reasonably practicable, the expeditious movement of traffic on the road network.

- 1.2 Under powers available in the TMA 2004 (enacted 2008) Surrey County Council introduced the South East Permit Scheme to manage registerable activities on the highway.

The permit scheme cannot reduce the overall volume of highway activities. However, with fees able to be charged for granted permits, the income generated from the scheme supports staff resource levels to allow all applications for work to be analysed, giving increased opportunity for better coordination of activities.

Also, with direct funding from permit fee income, resource has also been increased in field officers inspecting and monitoring activities in progress and after completion. (**Appendix 8**)

- 1.3 A central requirement of operating a permit scheme is applying parity between works by utility companies and Surrey's own works (Works for Road Purposes – WRP). This has been a challenging concept to introduce internally and work continues to improve this process.

- 1.4 Permit applications can be either granted or refused. In April 2014 an additional option of a Permit Modification Request (PMR) was introduced. This allows applications to be returned to the requester with comments defining the circumstances under which the permit would be granted and removes the need to refuse permits where in principle works can go ahead but amendments, usually relating to timing, are required on the application.

If permit applications are not responded to within Department for Transport (DfT) defined timescales, they become "deemed", i.e. agreed by default. No fee can be charged for a permit application that becomes deemed. The Street Works department have a 0% target for deemed permits.

If a PMR is not responded to by a works promoter in the required timescale the Permit will automatically default to refused. (**Appendix 3**).

- 1.5 Conditions can be applied by the authority to the activity contained within the permit. Under statute conditions must be pertinent to the reduction of congestion and disruption, recognise the needs of other users of the highway and the integrity of the highway itself.

Non-compliance with a permit condition is a criminal offence which may be prosecuted via the Magistrates' Court. Liability for the offence can be discharged by payment of a Fixed Penalty Notice (FPN). Charges for FPNs are set at £120 per offence with a reduction to £80 if paid in the first 29 days.

As of 1 October 2014 DfT figures indicated that 63 Local Authorities were operating permit schemes in the UK with a further 22 awaiting ministerial approval. With many of these schemes operating differing sets of permit conditions a DfT aim exists to standardise this situation, with a national conditions document being produced.

Whilst currently under no present legal obligation to do so, the adoption of this national document for Surrey County Council is currently being reviewed.

- 1.6 The South East Permit Scheme was implemented by both originating member authorities, Surrey and East Sussex, on 11 November 2013. Being classed as a Common Scheme it is open for other authorities to join with the objective of standardising local authority approach to street works in the South East of England.

Bracknell Forest Council started operation of SEPS on 5 November 2014 and Slough, Wokingham and West Berkshire District Councils will become scheme members in the New Year.

To ensure consistent application of SEPS across member authorities a governance committee has been created with each authority being represented along with representation from each industry strand (Gas, Water, Electric and Telecoms).

- 1.7 With robust guidance issued by the DfT, SEPS is targeted towards the traffic sensitive highway network, Permit fees are structured accordingly.

Maximum fees for permits are set by the DfT. Fees applied by individual authorities are calculated using a DfT supplied matrix calculator with input data that includes the amount of works, type of works, type of road, and staffing levels. Fees for Surrey County Council SEPS are shown in **Appendix 2**.

It can be reported that income is generally in line with pre-operation predictions and is shown in **Appendix 5**.

In line with the guidance relating to the traffic sensitive network and the overall raison d'être of the scheme to reduce traffic disruption, the DfT has issued instruction for all permit authorities to incentivise works to take place wholly outside of traffic sensitive periods by offering a discount on the permit fee charged for these works.

Members of the South East Permit Scheme have agreed to offer a 30% discount on permit fees where appropriate conditions are met. A date for the introduction of this discount in Surrey has yet to be agreed.

- 1.8 Working without a permit is a criminal offence. A ruling however has been given in Magistrates' Court that the legislation was "clearly directed at those

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who ignore the scheme completely by failing to secure a permit at all". This ruling also stated that an offence discharged by payment of an FPN is not a continuing offence. Advice from the legal team at Surrey County Council is that Magistrates Court decisions do not create precedent *per se*, but, as judicial determinations, may be taken into account in similar cases

The effect of these rulings is that multiple FPNs cannot be issued for the same offence, even though it may continue, and only when flagrantly abused can a working without a permit FPN be issued.

- 1.9 Highway improvements associated with new developments (as deemed necessary by Transportation Development Planning (TDP) and included in planning permissions), under the permit scheme require an approved permit before they can be undertaken.

Permit conditions can be applied and greater control now exists over timing, duration and methodology of this type of works.

- 1.10 Case studies can be found in **Appendix 7 (to follow)**.

Contact Officer:

Kevin Orledge (Street Works Manager)
kevin.orledge@surreycc.gov.uk / 0300 200 1003

Consulted:

N/A

Annexes:

- Appendix 1:** Definition of terms
- Appendix 2:** Charges for permits
- Appendix 3:** Granted permits
- Appendix 4:** Deemed/refused/PMR permits
- Appendix 5:** Income – permit fees
- Appendix 6:** Income – Fixed Penalty Notices
- Appendix 7:** Case studies
- Appendix 8:** Inspections

Sources/background papers: None

Appendix 1 Definitions of Terms

Street Works

“Street works” means works of any of the following kinds (other than works for road purposes) executed in a street in pursuance of a statutory right or a street works licence:-

Placing apparatus, inspecting, maintaining, adjusting, repairing, altering or renewing apparatus, changing the position of apparatus or removing it.

Works required for or incidental to any such works such as, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street).

Works for Road Purposes

These are works usually carried out by highway authorities to improve, repair, maintain or replace highways, which under highways law includes the footway or pavement. This will include works to replace or maintain street lighting, even if carried out on behalf of the council by an electricity distribution company.

NRSWA defines “works for road purposes” (WRP) as any of the following descriptions executed in relation to a highway—

- Works for the maintenance of the highway,
- Any works under powers conferred by Part V of the HA1980 (Highway improvement works).
- Erection, maintenance, alteration or removal of traffic signs on or near the highway.
- Construction of a crossing for vehicles across a footway or grass verge or the strengthening or adaptation of a footway for use as a crossing for vehicles.

Works Promoter

A Works Promoter is any organisation carrying out works in the highway, regardless of whether they are working directly for, or on behalf of, a highway authority or an undertaker

Street Authority

In this Part “the street authority” in relation to a street means, subject to the following provisions—

- (a) if the street is a maintainable highway, the highway authority, and
- (b) if the street is not a maintainable highway, the street managers.

Traffic Sensitive

Under section 64 of NRSWA streets may be designated by the Street Authority as traffic sensitive. A traffic sensitive street is defined as one on which any work will create unacceptable delays and disruption to highway users at specified times.

One or more of the following criteria should apply before a street authority may designate a street as traffic-sensitive:

- (a) The street is one on which, at any time, the street authority estimates traffic flow to be greater than 500 vehicles per hour, per lane of carriageway, excluding bus or cycle lanes.
- (b) The street is a single carriageway two-way road, the carriageway of which, is less than 6.5 metres wide, having a total traffic flow in both directions of not less than 600 vehicles per hour.
- (c) The street falls within a congestion charges area.
- (d) Traffic flow contains more than 25% heavy commercial vehicles.
- (e) The street carries more than eight buses an hour.
- (f) The street is designated for pre-salting, by the street authority as part of its programme of winter maintenance.
- (g) The street is within 100 metres of a critical signalised junction, gyratory or roundabout system.
- (h) The street, or that part of a street that, has a pedestrian flow rate in both directions at any time, of at least 1,300 persons per hour, per metre width of footway.
- (i) The street is on a tourist route or within an area where international, national, or significant major local events take place.

Traffic Management

Traffic control that involves directing vehicular and pedestrian traffic around a construction zone, accident or other road disruption. This can be in the form of :-

Give and Take, Priority Working, Stop and Go Boards, Temporary Traffic Signals, Stop Works Sign (2 minutes maximum)

Registerable works

Street Works or Works for Road purposes that involve

- (a) Involve the breaking up or resurfacing any street, (see below for pole testing and coring involving excavation).
- (b) Involve opening the carriageway or cycleway of traffic-sensitive streets at traffic-sensitive times.
- (c) Require any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works.
- (d) Reduce the lanes available on a carriageway of three or more lanes.
- (e) Require a temporary traffic regulation order or notice, or the suspension of pedestrian facilities.
- (f) Require a reduction in the width of the existing carriageway of a traffic-sensitive street at a traffic-sensitive time

Enabling Acts

Enabling Act legislation is:

- Gas Act 1986 as amended by the Gas Act 1995 (schedule 3)
- Electricity Act 1989 (schedule 4)
- Water Resources Act 1991 (section 159)
- Telecommunications Act 1984 as amended by schedule 3 of the Communications Act 2003

Major works:

Identified in an undertaker's annual operating programme, which are normally planned or known about at least six months in advance of the proposed start date, or

Works that require a temporary traffic order (not a temporary traffic notice) under the Road Traffic Regulation Act 1984 for any works other than immediate works.

Works with a planned duration of 11 days or more, other than immediate works.

Standard works

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

Minor works

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

Immediate works

Immediate works are either:

Emergency works required to end, or prevent, circumstances, either existing or imminent, that might cause damage to people or property.

Urgent works as defined in the Regulations as street works:

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

Ends

Appendix 2

Charges for Permits for Surrey County Council
Under the
South East Permit Scheme

	Main roads	Minor roads
	All 0, 1, 2 streets and Traffic Sensitive (at any time) 3 & 4 streets	3 and 4 / Non Traffic Sensitive streets
Provisional Advance Authorisation	£83	£66
Major Activity [over 10 days] and all major works requiring a traffic regulation order.	£216	£141
Major Activity [4 – 10 days]	£127	£ 0
Major Activity [up to 3 days]	£58	£ 0
Standard activity	£127	£ 0
Minor Activity	£58	£ 0
Immediate activity	£52	£ 0
Permit Variation	£45	£35

No fee will be charged if;

- the promoter is carrying out Works for Road Purposes (WFRP) as or on behalf of the highway authority
- if the permit is deemed
or
- if a permit variation is initiated by the permit authority

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Appendix 3 - Granted Permits

Totals – Granted Permits

	Immediate	Major	Standard	Minor	Total
Surrey Total	33,099	1,381	4,133	25,821	64,434
Waverley	4,164	187	469	3,295	8,115

Of the total of Immediate Permits Granted, 23,525 (71%) were raised for Surrey County Council own works.

Immediate Permit Analysis – Granted Permits - Waverley

	Total	With T/M	With T/M on TS streets
Totals	4,164	1,332	457
BT Openreach	272	81	34
ES Pipelines	1	0	0
Southern Electric	110	15	11
Surrey County Council	2,699	1,111	331
Southern Gas Networks	155	19	12
South East Water	621	41	26
Thames Water	783	60	39
UK Power Networks	21	5	4
Virgin Media	2	0	0

Major, Standard and Minor Permit Analysis – Granted Permits – Waverley

	Total	With T/M	With T/M on TS streets
Major	187	137	45
Standard	469	67	35
Minor	3,295	308	196

Ends

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Appendix 4 - Deemed / Refused / PMR Permits

Totals – Deemed Permits

	Immediate	Major	Standard	Minor	Variation	Total
Surrey Total	16	1	3	26	56	102
Waverley	3	0	0	1	7	11

County wide the total loss of potential income against Deemed Permits totals £2,736.00

Deemed = 0.002%

Totals - Major, Standard and Minor Permit Analysis – Deemed Permits

	Total	With T/M	With T/M on TS streets
Major	1	0	0
Standard	3	2	1
Minor	26	1	1
Immediate	16	11	6
Variation	56	19	11

Refused Permits

Surrey Total 4,878

Waverley 700

Permit Modification Requests

Surrey Total 3,957

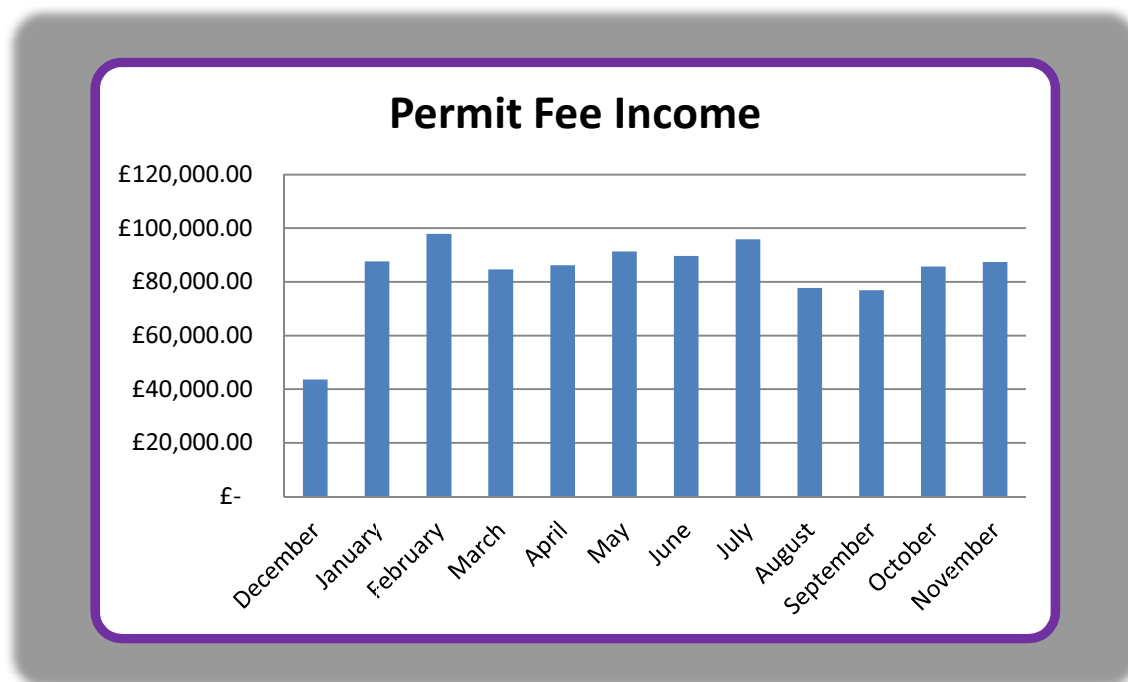
Waverley 550

Following the introduction of the Permit Modification Request option on the 1st of April 2014, Permit applications will primarily only be refused where dates clash.

Ends

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Appendix 5 Income – Permit Fees



No Permit fees were charged for the first month of operation of the Scheme, fees being introduced from the 11th of December 2013.

(In the above chart November is shown as a complete month as opposed to a part month up to the 10th of November which would represent the actual 12 month operational period).

Taking current financial year figures and projecting over 12 months, predicted income from Permit fees is **£1,040,207**.

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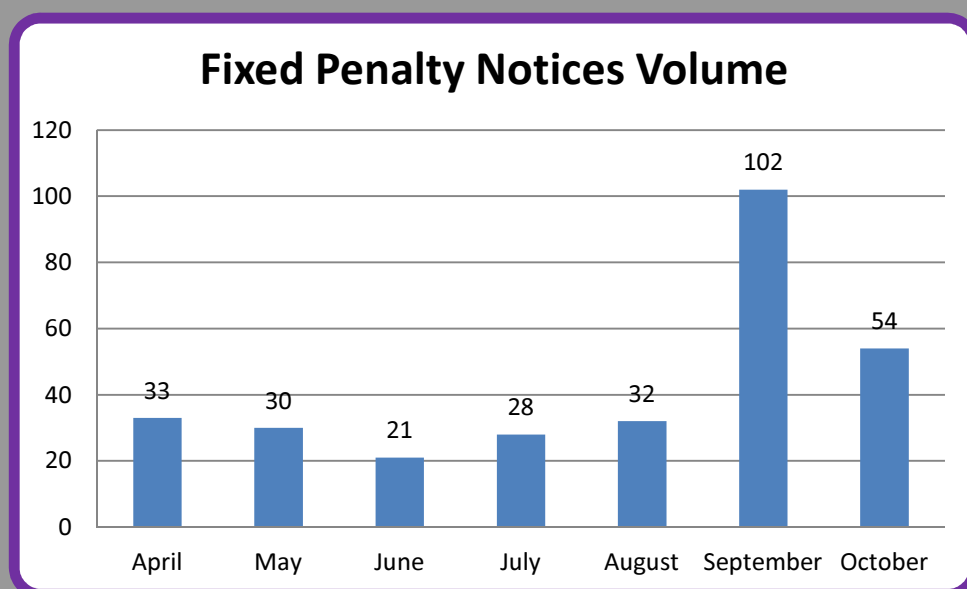
Appendix 6 Income – Fixed Penalty Notices

The criminal liability for breaching a Condition of a Permit can be discharged by the payment of a Fixed Penalty Notice (FPN), should the Authority decide to issue one.

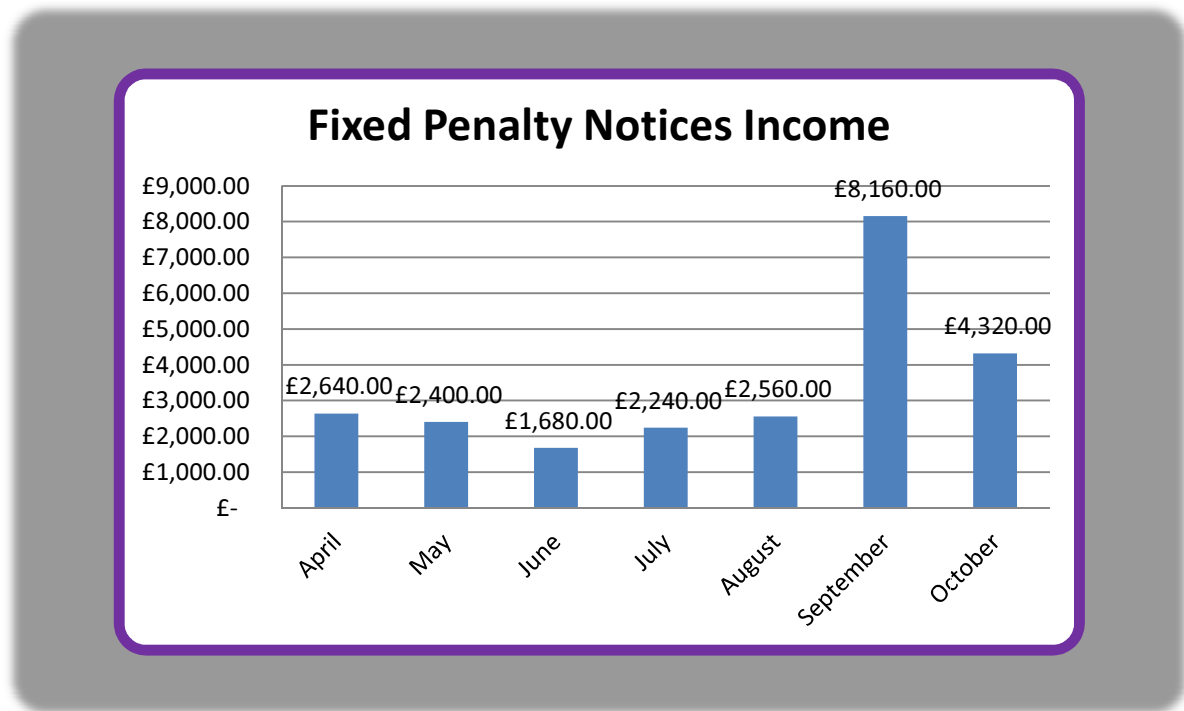
The charge rates for FPN's are defined by the Department for Transport at £120 discounted to £80 if paid within 29 days of issue.

The issuing of FPN's for breaches of Permit Conditions started on the 1st of January 2014.

(Information is available on FPN's issued from this date to end of financial year, (March 31st) but is not included in the table below due the format of the base data).



Based on the discounted rate of £80, the chart below shows FPN income in this financial year.



Ends

Appendix 8 - Inspections

‘A’ Inspections are undertaken during the works and are carried out against the DfT publication Safety at Street Works and Road Works a Code of Practice. Compliance with the document is statutory for street works and became statutory for Works for Road Purposes as of October 1st 2014.

‘B’ Inspections are undertaken between the date when work finish to any time up to six months later.

‘C’ Inspections are undertaken at the end of the 2 year guarantee period. Both ‘B’ and ‘C’ Inspections are done against the DfT document Specification for Reinstatement of Openings in the Highway.

‘D1’ Inspections are held with the Works Promoter in attendance where defective works are identified and disputed by the Works Promoter.

‘D2’ Inspections are carried out when remedial works are in progress on defective works.

‘D3’ Inspections are carried out when the repairs have been made to defective works

Third Party Report is the term given to a report from a third party of an issue with utility works which require a visit to site to inspect. During the first year of the Permit Scheme 94 of these were investigated across Surrey.

From April 1st 2014 the facility became available to record the results of an inspection against applicable Permit Conditions under a bespoke code, **Permit Monitoring Result** (PMR). Before this facility a combination of **Site Occupancy Monitoring** (SOM) inspections and **Routine** (RTN) inspections were used for this purpose.

Due to changes in recording procedures, direct inspection comparisons are not available pre and post Permit Scheme introduction.

Using overall figures however in the year prior to the introduction of SEPS total inspections numbered 13,326 against 21,252 for the first year post SEPS introduction.

Totals – ‘A’, ‘B’ and ‘C’ Inspections plus Defect inspections

Permit	‘A’	‘B’	‘C’	D1	D2	D3
Surrey Total	3688	3178	3139	259	50	448
Waverley	506	342	307	46	8	39

Pre Permit	‘A’	‘B’	‘C’	D1	D2	D3
Surrey Total	4351	3761	3858	99	68	446

Totals – TPR, SOM, RTN and PRM Inspections

Permit	TPR	SOM	RTN	PRM
Surrey Total	94	4094	3006	3295
Waverley	14	558	378	614

Pre Permit	TPR	SOM	RTN	PRM
Surrey Total	98	224	421	0

Using the 3295 PRM figure in the table below an annualised figure of 5,600 inspections against compliance with Permit Conditions is calculated.

(SOM inspections returning to the original purpose of inspecting a works site on the day after completion is notified to ensure the site is clear and RTN inspections being any ad-hoc inspection carried out)

Ends

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WAVERLEY)



DATE: 12 DECEMBER 2014

LEAD OFFICER: DAVID NORTH
COMMUNITY PARTNERSHIP & COMMITTEE OFFICER

SUBJECT: LOCAL COMMITTEE FORWARD PROGRAMME

DIVISION: ALL DIVISIONS IN WAVERLEY

SUMMARY OF ISSUE:

The report sets out the Forward Programme of reports for the Local Committee for the remainder of 2014/15.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to note the Forward Programme for 2014/15, as outlined in **Annex 1**, indicating any further preferences for inclusion.

REASONS FOR RECOMMENDATIONS:

Members are asked to comment on the Forward Programme so that officers can publicise the meetings and prepare the necessary reports.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Forward Programme of the Local Committee is revised at each Committee meeting. Members are requested to propose any additional items for inclusion on the Programme.

2. ANALYSIS:

- 2.1 Officers are required to investigate and consult with the appropriate services, partners or other agencies on the purpose, content and timing of future reports. As these negotiations are concluded then items are added to the programme. Changing circumstances and requests throughout the year mean that the programme must retain some flexibility.

3. OPTIONS:

- 3.1 It is prudent and practical for the Local Committee to produce and maintain a business forward plan.

4. CONSULTATIONS:

4.1 Local Committee members are consulted.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 None

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 None

7. LOCALISM:

7.1 The Local Committee seeks to ensure that local perspectives are captured in its activities.

8. OTHER IMPLICATIONS:

8.1 None

9. CONCLUSION AND RECOMMENDATIONS:

9.1 The Committee is asked to agree the Forward Programme and schedule of meetings for 2015/16.

10. WHAT HAPPENS NEXT:

10.1 Officers will progress any member request and schedule reports for future meetings

Contact Officer:

David North (Community Partnership and Committee Officer)
d.north@surreycc.gov.uk / 01483 517530

Consulted:

Local Committee members and relevant officers

Annexes:

Annex 1: Forward Programme 2014-15

Sources/background papers: None

ANNEX

LOCAL COMMITTEE (WAVERLEY)

FORWARD PROGRAMME 2014-15

20 March 2015 (Haslemere Hall)

Highways update
HGVs in rural lanes
Schools performance
Local Prevention Framework commission
Responses to petitions

To schedule:

Five-year highways infrastructure programme
Adult Social Care
Children's Services
Military Covenant
Local Cycling Plan
School Travel Plans

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