

Agenda

6.30 pm

Monday, 23 January 2017

Council Offices, Knowle Green, Staines-upon-Thames

TW18 1XB



Discussion

- Roles and Responsibilities in Flood Risk Management
- Highways Update
- Representation on Joint Committee Partnerships and Task Groups

You can get involved in the following ways

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 joint committee a question about it. The joint committee provides an opportunity to raise questions, informally, up to 30 minutes before the meeting officially starts. If an answer cannot be given at the meeting, it 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 joint 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 Spelthorne and have a local issue of concern, you can petition the joint 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.

Attending the Joint Committee meeting

Your Partnership Officer is here to help.

email: yvette.ortel@surreycc.gov.uk/georgie.lloyd@surreycc.gov.uk

Tel: 01932 795120

Website: www.surreycc.gov.uk/spelthorne



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This is a meeting in public.

Please contact **Yvette Ortel/Georgie Lloyd Community Partnership & Committee Officer** using the above contact details:

- If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language
- If you would like to attend and you have any **additional needs, eg access**
- If you would like to talk about something in today's meeting or have a local initiative or concern.

Surrey County Council Appointed Members

Mrs Denise Saliagopoulos, Staines (Chairman)
Mr Ian Beardsmore, Sunbury Common and Ashford Common
Mrs Carol Coleman, Ashford
Mr Robert Evans, Stanwell and Stanwell Moor
Mr Tim Evans, Lower Sunbury and Halliford
Ms Denise Turner-Stewart, Staines South and Ashford West
Mr Richard Walsh, Laleham and Shepperton

Borough Council Appointed Members

Cllr Ian Harvey, Sunbury East (Vice Chairman)
Cllr Sandra Dunn, Halliford and Sunbury West
Cllr Mark Francis, Staines
Cllr Alison Griffiths, Sunbury Common
Cllr Naz Islam, Ashford Town
Cllr Richard Smith-Ainsley, Laleham & Shepperton Green
Cllr Howard Williams, Ashford Common

Spelthorne Chief Executive
Roberto Tambini

SCC Chief Executive
David McNulty

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If you have any queries regarding this, please contact the representative of the Community Partnerships Team at the meeting.

Thank you for your co-operation

				
Denise Saliagopoulos (Chairman) denise.saliagopoulos@surreycc.gov.uk <i>Staines</i>	Ian Harvey (Vice-Chairman) clr.harvey@spelthorne.gov.uk <i>Sunbury East</i>	Ian Beardsmore ian.beardsmore@surreycc.gov.uk <i>Sunbury Common & Ashford Common</i>	Carol Coleman carol.coleman@surreycc.gov.uk <i>Ashford</i>	Sandra Dunn clr.dunn@spelthorne.gov.uk <i>Halliford and Sunbury West</i>
				
Robert Evans robert.evans@surreycc.gov.uk <i>Stanwell & Stanwell Moor</i>	Tim Evans tim.evans@surreycc.gov.uk <i>Lower Sunbury & Halliford</i>	Mark Francis clr.francis@spelthorne.gov.uk <i>Staines</i>	Alison Griffiths clr.griffiths@spelthorne.gov.uk <i>Sunbury Common</i>	Naz Islam clr.islam@spelthorne.gov.uk <i>Ashford Town</i>
				
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For councillor contact details, please visit visit:
democracy.spelthorne.gov.uk or www.surreycc.gov.uk/spelthorne

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES FROM THE FINAL LOCAL COMMITTEE MEETING

(Pages 1 - 6)

To approve the Minutes of the previous, final Local Committee meeting as a correct record.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting.

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner).
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 CHAIRMAN'S ANNOUNCEMENTS

To receive any Chairman's announcements.

Agenda item only

5 SPELTHORNE BOROUGH COUNCIL LEADER & VICE CHAIRMAN'S ANNOUNCEMENTS

To receive any Spelthorne Council Leader and Vice Chairman's announcements.

Agenda item only

6 PETITIONS & PETITION RESPONSES

To receive any petitions in accordance with Standing Order 14.1. Notice must 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 or Spelthorne Borough Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.

No petitions were received for this meeting.

7 WRITTEN MEMBER QUESTIONS

To receive any written questions from members under Standing Order

13. The deadline for members' questions is 12 noon four working days before the meeting, by email to the Community Partnership and Committee Officer.

8 WRITTEN PUBLIC QUESTIONS

To answer any questions from residents or businesses within Spelthorne borough area in accordance with Standing Order 14.2. 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.

9 ROLES AND RESPONSIBILITIES IN FLOOD RISK MANAGEMENT

Presentation from Tom Pooley, SCC Flood Risk and Network Resilience Team

Agenda item only

10 DECISION TRACKER (FOR INFORMATION) (Pages 7 - 8)

To review any outstanding decisions from the Local Committee.

11 HIGHWAYS UPDATE (EXECUTIVE FUNCTION) (Pages 9 - 50)

To receive an update from the Highways Area Team Manager (North East).

12 REPRESENTATION ON JOINT COMMITTEE PARTNERSHIPS AND TASK GROUPS (EXECUTIVE FUNCTION) (Pages 51 - 78)

To appoint Members to the various partnerships and task groups as the Joint Committee representative, during the current municipal year.

13 FORWARD PROGRAMME 2016/17 (Pages 79 - 80)

To review the forward programme 2016/17 and 2017/18, indicating any further preferences for inclusion.

14 DATE OF NEXT MEETING

To be held on Monday 20 March 2017 at 6.30pm in the Council Chamber, Spelthorne Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB.

(6.30pm – 7pm: Informal Public Question Time)

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Minutes of the meeting of the
Spelthorne LOCAL COMMITTEE
held at 6.30 pm on 26 September 2016
at Council Offices, Knowle Green, Staines-upon-Thames. TW18 1XB.

Surrey County Council Members:

- * Mrs Denise Saliagopoulos (Chairman)
- * Ms Denise Turner-Stewart (Vice-Chairman)
- * Mr Ian Beardsmore
- * Mrs Carol Coleman
- * Mr Robert Evans
- Mr Tim Evans
- * Mr Richard Walsh

Borough / District Members:

- Cllr Maureen Attewell
- * Cllr Mark Francis
- * Cllr Alison Griffiths
- * Cllr Ian Harvey
- * Cllr Naz Islam
- * Cllr Richard Smith-Ainsley
- * Cllr Howard Williams

* In attendance

82/16 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from County Councillor Tim Evans and Borough Councillor Maureen Attewell.

83/16 MINUTES OF PREVIOUS MEETING [Item 2]

Minutes from the Local Committee held on 18 July 2016 were agreed and approved as an accurate record.

84/16 DECLARATIONS OF INTEREST [Item 3]

There were no declarations of interest.

85/16 CHAIRMAN'S ANNOUNCEMENTS [Item 4]

London TravelWatch would be holding a Board meeting at the Thameside Centre in Staines-upon-Thames on Tuesday 27 September from 10:30am. The Board would be discussing various issues relating to passengers living in North West Surrey and the Thames Valley. The meeting would be open the public and everyone would be welcome to attend with further information on the London TravelWatch website (www.londontravelwatch.org.uk).

The Chairman updated the Local Committee on the issue of the foot crossing on Staines Moor (Network Rail's interest in securing a closure of Footpath 18 across the London to Windsor railway). The Local Committee had voted that the footpath should remain open and this would continue to be pursued.

86/16 PETITIONS & RESPONSE [Item 5]

One petition was received from the residents of Celia Crescent, presented to the Local Committee by local resident Martin Shortland, which contained 77 signatures. The petition set out to deal with issues of flooding, rat running traffic, antisocial driving and illegal traffic movements into Fordbridge Park. Ms Denise Turner-Stewart, the residents' Divisional Member, informed the Local Committee that there was a perception by residents that their concerns were not being taken seriously and that action was required.

In response, Nick Healey told the Local Committee that traffic studies had been undertaken on Celia Crescent in conjunction with colleagues at Surrey Police to ascertain speed, volume and numbers of casualties. The average was 18mph. Residents could report incidences of antisocial driving to Surrey Police in order to help them enforce the law, as their resources were stretched. Work to alleviate the flooding problem would start to be undertaken in October. Residents are due to be consulted during Autumn 2016 with options to resolve the perceived traffic management consensus.

The petition response report was presented at the meeting.

87/16 MEMBER QUESTION TIME [Item 6]

No member questions were submitted.

88/16 PUBLIC QUESTION TIME [Item 7]

1. Mr Andrew McLuskey asked the following question:

"Why, given that Surrey County Council have known about the 'shell holes' on the verge in Clare Road since Christmas 2015 and the illegal closure of the footpath between St Anne's Avenue and Vibia Close (both in Stanwell), has nothing been done?"

Nick Healey, Surrey CC Area Highways Manager, provided the following answer:

"The repair of the verge remains a priority but has been put back until October."

2. Councillor Quentin Edgington asked the following question:

"There was a picture of two birds, possibly described as two love birds, on one of the walls which was given by the artist to the cleaner at the time, is this picture in store? Also what is happening to this building?"

Rob Macdonald, Surrey CC Technical Team Manager, provided the following answer:

“The above site was squatted last year and the site cleared for safety reasons, I have no information on the painting. The County Council is currently actively exploring redevelopment options with a number of partners and it is likely a full redevelopment plan for the site will be made available early next year.”

89/16 LOCAL COMMITTEE DECISION TRACKER (FOR INFORMATION) [Item 8]

The Decision Tracker was acknowledged. The Local Committee thanked Joanne Jones for her help with solving the parking difficulties at Staines Bowls Club.

90/16 HIGHWAYS UPDATE (EXECUTIVE FUNCTION) [Item 9]

Nick Healey explained that the objective of the report was to ascertain the way that the Local Committee wished to allocate its budget for the next financial year, rather than to commit to specific schemes. The Local Committee discussed the possibility of the budget being pooled, or divided into seven. A proposal to approve the strategy for allocation in line with option (c) in the budget was proposed by Mr Richard Walsh and seconded by Mrs Denise Turner Stewart. Seven members of the committee were in favour and six against.

The Local Committee (Spelthorne) resolved to AGREE:

- (i) To approve the strategy for allocation of next Financial Year's budgets as detailed in alternative C in annex D;
- (ii) To authorise the Area Highway Manager in consultation with the Chairman, Vice Chairman, and relevant Divisional Member(s) to undertake all necessary procedures to deliver the agreed programmes.

Reasons: The recommendations are intended to facilitate delivery of the 2016-17 Highways programmes funded by the Local Committee and to facilitate development of Committee's 2017-18 Highways programmes, while at the same time ensuring that the Chairman, Vice Chairman and relevant Divisional Members are fully and appropriately involved in any detailed considerations.

91/16 SPELTHORNE PARKING REVIEW (EXECUTIVE FUNCTION) [Item 10]

The Local Committee was informed by Jack Roberts that the review was a lighter one than in previous years. There had been changes to the way that school keep clear lines were installed and though these were now less onerous, they would nonetheless require Local Committee approval for them to be implemented. The Local Committee was informed that the document was not intended to be exhaustive and could be flexible, to accommodate comments from Councillors and members of the public. At the stage the consultation process was complete, a final decision would be taken at the meeting of the Joint Committee. Three amendments to the recommendations (as below) were made by Mrs Carol Coleman and seconded by Cllr Richard Smith-Ainsley.

The Local Committee (Spelthorne) resolved to AGREE:

- (i) The proposed amendments to on-street parking restrictions in Spelthorne as described in this report and shown in detail on drawings in annex A, with the following amendments:
 - STANWELL ROAD J/W WOODTHORPE ROAD, ASHFORD (DRAWING 0186)
Double yellow lines to be extended opposite the junction with Chaucer Road.
 - BRIAR ROAD, SHEPPERTON (DRAWING 0167)
Double yellow lines to go around both islands shown on plan.
 - HAVEN ROAD (PRIVATE) J/W REEDSFIELD ROAD, ASHFORD (NO DRAWING – NEW LOCATION)
Double yellow lines at this junction.
- (ii) To allocate funding as detailed in paragraph 5.1 of this report to proceed with the introduction of the parking amendments.
- (iii) To make an order under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on street parking restrictions in Spelthorne as shown on the drawings in annex A are advertised and that if no objections are maintained, the orders are made.
- (iv) Unresolved objections be dealt with in accordance with the county council's scheme of delegation by the parking strategy and implementation team manager, in consultation with the chairman/vice chairman of this committee and the appropriate county councillor. An additional member may be invited for comment.

Reasons: They will make a positive impact towards: road safety, access for emergency vehicles, access for refuse vehicles, easing traffic congestion, better regulated parking, better enforcement, better compliance.

92/16 SCHOOL TRAVEL PLANS (FOR INFORMATION) [Item 11]

The Local Committee noticed that some of the travel plans detailed in the report had been commissioned a long time ago and both the Chairman and Cllr Ian Harvey requested that Members who were governors of local schools could influence them to make sure that travel plans were updated.

93/16 SERVICES FOR YOUNG PEOPLE ANNUAL PERFORMANCE REPORT (FOR INFORMATION) [Item 12]

The Local Committee was provided with an overview of work around services for young people in Spelthorne by Nick Charalambous and Alexis Hynds. Sunbury Cross had been a particular focus, facilities were provided for 11-18 year olds at Leacroft cafe and specific provision was being made for those with special educational needs, lesbian gay bisexual and transgender young people and young parents.

Mr Richard Walsh, Chairman of the Youth Task Group overseeing services for young people in the borough, noted that the work done by youth workers in Spelthorne was appreciated and that strong cooperation was in evidence. Mrs Carol Coleman said that the report was useful, particularly the case studies included in it, but asked if there were capacity problems with regards to apprenticeships. Nick Charalambous told the Local Committee that there had

been an increase in the number of young people applying for them, that the right sized businesses needed to be encouraged to offer them and that the Leader of Surrey County Council was exploring how to increase provision. Cllr Richard Smith-Ainsley noted that young people from Elmbridge were accessing services in Spelthorne.

94/16 JOINT COMMITTEE UPDATE (FOR INFORMATION) [Item 13]

Mr Richard Walsh provided an update on the Joint Committee, which had been unanimously agreed at a meeting of Surrey County Council's Cabinet on 20 September. The Chairman invited those sitting on the Local Committee to visit the Woking Joint Committee, to get an idea of how the Joint Committee in Spelthorne would operate. Documents had been circulated detailing the functions that the Joint Committee would include, James Painter advised that it would be similar to the Local Committee but with an enhanced remit and full voting rights for Borough Councillors. Enhanced advisory functions linked to education, community safety and youth work would also feature. The Chairman concluded by saying that the Joint Committee would be a method of working more closely together using scarcer resources.

95/16 COMMUNITY SAFETY PARTNERSHIP FUNDING (EXECUTIVE FUNCTION) [Item 14]

Cheryl Poole introduced the proposal and explained that if agreed, funding would be held by the Local Committee and the Community Safety team would then come forward with bids.

The Local Committee (Spelthorne) resolved to AGREE:

- (i) The delegated Community Safety budget of £3,000 per Local Committee for 2016/17 is to be retained by the Community Partnership Team, on behalf of the Local Committee, and that the Community Safety Partnership is invited to submit proposals that meet the criteria and principles for funding, as defined at paragraph 2.6 of this report.
- (ii) Authority is delegated to the Community Partnership Manager, in consultation with the Chairman and Vice-Chairman of the Local Committee, to authorise the expenditure of the Community Safety budget in accordance with the criteria and principles stated at paragraph 2.6 of this report.
- (iii) The Committee receives a report detailing the projects that were successful in being awarded the local community safety funding and the outcomes and impact they have achieved.

Reason: A recent analysis of how the local committees' community safety funds were spent in 2015-16 revealed a mixed picture. While there were some notable examples of good practice, much of the funding was spent on activities that could have otherwise been delivered either through existing partnership work or by closer synergy with Surrey's established, strategic community safety projects. This report makes recommendations that are intended to secure greater oversight of the committee's expenditure and better value for money for projects that help to achieve the County's community safety priorities.

96/16 FORWARD PROGRAMME 2016/17 [Item 15]

It was agreed that an item on education would be added to the Forward Plan.

97/16 DATE OF NEXT MEETING [Item 16]

The first meeting of the Spelthorne Joint Committee to be held on Monday 5 December at 6.30pm in the Council Chamber, Spelthorne Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB. (6.30pm – 7pm: Informal Public Question Time)

Meeting ended at: 9.37 pm

Chairman

ITEM 10: Joint Committee Decision Tracker

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

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

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

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

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

Meeting Date	Item	Decision / Action	Due By	RAG	Officer	Comment or Update
7 December 2015	Public Questions	To work with Spelthorne Borough Council to try to find a solution to the Staines Bowls Club parking problems.	None agreed	Green	Sandra Brown SCC / Joanne Jones SBC	The Staines Bowls Club was successful in its application to the Community Improvement Fund application, which will help to fund the development of a designated area for parking within the Staines Park Pavilion yard.
18 July 2016	Informal Public Questions	Mr Richard Walsh and local Borough Councillors to meet with Mr Ken Snaith to follow up on Mr Snaith's written question from 14 March on the ditches in Sheep Walk, Shepperton.	None agreed	Red	Nick Healey	Added to Tracker as requested at 18 July Local Committee.

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**SPELTHORNE BOROUGH COUNCIL AND
SURREY COUNTY COUNCIL**



SPELTHORNE JOINT COMMITTEE

DATE: 23 JANUARY 2017

LEAD OFFICER: NICK HEALEY, AREA HIGHWAY MANAGER (NE)

SUBJECT: HIGHWAYS UPDATE

AREA(S) AFFECTED: ALL

SUMMARY OF ISSUE:

This report summarises progress with the Local Committee's (now Joint Committee) programme of Highways works for the current Financial Year 2016-17.

Joint Committee Members are asked to work with the Area Team Manager to identify their priorities for 2017-18.

RECOMMENDATIONS:

The Spelthorne Joint Committee is asked to:

- (i)** Authorise the creation of a new cycle off-carriageway cycle route in Town Lane connecting Clare Road to Town Farm Way – comprising of shared and segregated sections – as shown in Annex B1 (paragraphs 2.5 to 2.8 refer).
- (ii)** Prioritise five schemes for the Horizon Roads Major Maintenance programme as detailed in paragraph 2.22 (paragraphs 2.20 to 2.22 refer; see also Annexes E and F);
- (iii)** Authorise the Area Highway Manager in consultation with the Chairman and Vice Chairman to decide Divisional Programmes for next Financial Year 2017-18, in the event that individual Divisional Members have not confirmed their priorities by 31st January 2017 (paragraphs 2.28 and 2.29 refer);
- (iv)** Authorise the Area Highway Manager in consultation with the Chairman, Vice Chairman, and relevant Divisional Member(s) to undertake all necessary procedures to deliver the agreed programmes.

REASONS FOR RECOMMENDATIONS:

Recommendations are made to enable the 2017-18 Highways programmes funded by the Joint Committee to be decided in good time to facilitate timely delivery of those programmes.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Surrey County Council's Local Transport Plan (LTP) aims to improve the highway network for all users. In general terms it aims to reduce congestion, improve accessibility, reduce the frequency and severity of road casualties, improve the environment, and maintain the network so that it is safe for public use.
- 1.2 The Local Committee in Spelthorne has been delegated Highway budgets in the current Financial Year 2016-17 as follows:
- Local Revenue: £139,714
 - Community Enhancement: £35,000
 - Capital Integrated Transport Schemes: £124,523
 - Capital Maintenance: £124,523
 - Capital overspend carried forward from 2015-16: £6,000
 - **Total: £417,760**
(2015-16 budget £423,760 minus 2015-16 carry forward £6,000)
- 1.3 The funds delegated to the Local Committee/Joint Committee are in addition to funds allocated at a County level to cover various Highways maintenance and improvement activities, including inspection and repair of safety defects, resurfacing, structures, vegetation maintenance, and drainage.

2. ANALYSIS:

Annual Local Revenue and Capital Programmes

- 2.1 In June 2016 Committee approved the 2016-17 budget allocations shown in Table 1 below:

Table 1 Previously approved allocation of budgets for 2016-17

Approved allocation	Amount
Pooled Revenue To cover various revenue concerns across the Borough for example: patching and kerb works, minor safety schemes, extra vegetation. The Community Gang would be funded from this allocation.	£150,000
Tree works	£25,000
Divisional Allocations	£242,760 (£34,680 per Division)
Total	£417,760

Outstanding schemes from 2015-16 Capital Programme

2.2 Table 2 below summarises progress with schemes that were started during the previous Financial Year, but which are not yet complete.

Table 2 Outstanding schemes from 2015-16

Location	Description	Status	Expected Cost
Charlton Lane, Shepperton	Speed Management between Charlton Road and Upper Halliford Bypass – request from Surrey Police	Complete. See comments below.	£13,000
Town Lane, Stanwell	Casualty reduction and pedestrian accessibility at S-Bends, and extension of cycle route to connect Clare Road to Park Road.	Detailed design complete. See comments below.	£5,000 (for detailed design)
Halliford Road, Lower Sunbury	Improved and new pedestrian facilities	Feasibility study complete. See comments below.	£5,000
Feltham Hill Road, Ashford or Ashford Common	New pedestrian crossing	Previous scheme deferred indefinitely. Need to consult Members and decide how to spend remaining £12,000 s106 monies.	tbc
Garrick Close, Staines	Verge parking management	Need to arrange fresh consultation on amended scheme.	tbc
Clarence Street / Church Street / South Street	Relay block paving	Complete	£35,000
Total			£58,000

Charlton Lane

2.3 Following the increase in the speed limit in a section of Charlton Lane from 30mph to 40mph, and in accordance with Surrey County Council's policy for setting local speed limits, post scheme speed survey results were completed in September 2016. These results are presented in Annex A. Speeds were surveyed in two locations in the new 40mph section, and one location in the section that remained 30mph. In all three locations average speeds were lower following the raising of the speed limit. This confirms the advice given to the Local Committee by officers at the time this scheme was being promoted, that setting the correct speed limit encourages driver compliance.

- 2.4 Surrey Police's Road Safety and Traffic Management Team have seen these results, and provided the following comments: *"... these are excellent results. It shows that in nearly all cases the mean speed of traffic has actually reduced (albeit not by much). This may well be because now drivers have the benefit of 40mph repeater signs, whereas before they had nothing other than the street lighting and were unsure exactly what the speed limit was. In my view it does demonstrate that the fears that speeds would increase as a result of the increase in the speed limit were unfounded."*

Town Lane

- 2.5 The Local Committee originally commissioned a feasibility study to investigate a pattern of casualties at the S-bends in Town Lane, and to explore the feasibility of extending the new cycle route in Town Lane further north towards Park Road. The detailed design – including measures to mitigate the pattern of casualties at the S-bends and also extend the cycle route northwards – is shown in Annex B1. Committee (with developer funding support) has recently commissioned the construction of the new cycle route connecting Tescos with Clare Road – this earlier scheme was also initiated as a casualty reduction scheme.
- 2.6 The Wider Staines STP major scheme has included the Town Lane cycle route as part of the package, which is now the subject of a bid to the Enterprise M3 LEP. The outcome of the bid is not yet known.
- 2.7 The LEP requires a match funding package to be assembled to support bids. Part of the match funding for the Wider Staines STP is derived from developer funding arising out of development activity in Stanwell. One element of this developer funding – some £90,000 – is due to expire in the first half of 2017, and there is a risk that if this money is not invested that the developer could (quite legitimately) ask for the funding to be returned.
- 2.8 It is therefore recommended to construct a new off-carriageway cycle route connecting Clare Road to Town Farm Way – comprising of shared and segregated sections – as shown in Annex B1. The scheme is designed to fit within a £90,000 funding envelope to invest the monies that are due to expire, but not to commit funding beyond this until the outcome of the LEP bid is known. The scheme would include measures to mitigate the pattern of casualties at the S-bends. Annex B2 shows the proposed scheme in diagrammatic form. Annex B3 shows the proposed scheme in the context of the Wider Staines STP network of cycle links connecting Staines to Heathrow.

Halliford Road, Lower Sunbury

- 2.9 The Local Committee commissioned a feasibility study to investigate possible pedestrian improvements in Halliford Road, Lower Sunbury, in 2015-16. The study has concluded that a number of simple uncontrolled pedestrian crossings would be beneficial to improve accessibility, especially for wheelchair users, and parents with pushchairs. These improvements are detailed in Annex C. The cost of implementing all the improvements would be approximately £33,000. There is currently no funding allocated to take this scheme forwards.

2016-17 Divisional Programmes

- 2.10 The Divisional Programmes have been developed in consultation with Members to invest the seven Divisional Allocations (£34,680 per Division for 2016-17) in maintenance and improvement schemes across the Borough. It is not possible to spend exactly the same in each Division. The Divisional

Programmes have been designed to provide as even a share in each Division as is reasonably practical. Table 3 details progress with the 2016-17 Divisional Programmes.

Table 3 2016-17 Divisional Programmes

Location	Proposed works	Cost	Status
Squires Bridge Road, Shepperton	Speed and traffic management feasibility study	£5,000	Feasibility study expected to start towards the end of 2016-17.
Charlton Village	Speed and traffic management feasibility study	£5,000	Feasibility study in progress.
Laleham Village	Speed and traffic management feasibility study	£5,000	Feasibility study nearing completion.
Towpath (Shepperton Lock)	Speed and traffic management feasibility study	£5,000	Feasibility study nearing completion.
Broadlands Avenue, Shepperton	Footway resurfacing	£28,900	Complete.
Woodthorpe Road, Ashford – worst section between bridge and tennis club	LSR (Local Structural Repair – large scale patching)	£44,800	Complete.
Ashford Park School	Modifications to car park and its entrance.	£2,000 Member Allocation	Design brief issued to Design Team.
Ashford Road	Speed Assessment	£5,000	Speed assessment in progress.
Garrick Close LSR	LSR	£30,000	No progress to date – budget depends on parking scheme consultation.
Wheatsheaf Lane junction with Avondale Avenue	LSR	£14,000	Complete.
Spelthorne School, Feltham Hill Road	Feasibility Study (following on from petition and Safe Routes to Schools Assessment)	£5,000	Road Safety Outside Schools Assessment now complete. Feasibility study to be commissioned.
Bingly Road	Verge protection / parking management	£21,000	Complete.
Thorne Close junction with and Spelthorne Lane	Verge protection / parking management	Funded from Revenue.	Complete.

Location	Proposed works	Cost	Status
Green Lane, Sunbury	LSR	-	Revenue funded patching to be arranged for worst sections.
Park Road, Ashford	Footway resurfacing, carriageway patching, tree works, drainage works	£51,000	Drainage works in progress – six soakaways discovered underneath footway – system has now been cleaned. Footway resurfacing virtually complete. Carriageway resurfacing (micro-asphalt) being prepared. Tree works being arranged.
Stanwell Moor Road junction with Park Road	Feasibility study to consider provision of pedestrian crossing facilities	-	Need to coordinate with Staines STP Major Scheme.
Stanwell Moor Road junction with Park Road	Feasibility study to consider HGV U-turn facility	£5,000	Need to review demand for this scheme with Members.
Footway near Ashford Hospital, on corner of Town Lane and London Road	Footway reprofiling – gradient not helpful to those with mobility impairments	£5,000	Complete.
Cranford Avenue	Footway resurfacing	£28,000	Complete.
Footpath and verge outside Skate Park in Green Street, Sunbury	Resurfacing and verge protection	£12,000	Complete.
Elizabeth Gardens	Parking Management	£17,000	Complete.
<i>Reserve scheme:</i> Staines Road East by Kempton Park entrance	LSR	-	Unlikely to be able to afford this scheme this FY.
Total value of 2016-17 Divisional Programmes		Approximately £288,700	

2.11 The total estimated value of the 2016-17 capital programme, including the unfinished schemes from 2015-16 and the Divisional Programmes, is approximately £100,000 more than the available Divisional Allocations allocation. At this stage in the Financial Year the costs of some schemes are not yet known. In June 2016 the Local Committee authorised the Area Highway Manager, in consultation with the Chairman, Vice Chairman, and appropriate Divisional Members, to decide which schemes to take forwards,

and to amend the budget allocations as appropriate, to ensure that as many as possible of the Members' priorities for 2016-17 are delivered.

- 2.12 Officers will keep the Chairman, Vice Chairman and appropriate Divisional Member updated as the remaining schemes are delivered, taking decisions as necessary to ensure the programmes are delivered, and cost variations managed.

Thames Street, Lower Sunbury

- 2.13 In 2014-15 Committee commissioned the design and construction of a new 20mph Zone in Thames Street, Lower Sunbury. This was completed in early 2015-16. In accordance with Surrey County Council's policy for setting local speed limits, post scheme speed survey results were completed in September 2016. These results are presented in Annex D. Speeds were surveyed in seven locations in the new 20mph Zone, before and after implementation. In all seven locations average speeds were observed to be lower following implementation of the 20mph Zone. Committee should note that the implementation of the new 20mph Zone included the construction of three new road tables to encourage lower speeds. These seem to have been effective in creating a 20mph Zone that is self enforcing; in all but one location the measured speeds are now commensurate with a 20mph Zone.
- 2.14 Surrey Police's Road Safety and Traffic Management Team have seen these results, and provided the following comments: *"...these speeds are acceptable in a 20mph and meet the criteria set in [SCC's] speed limit policy (except one at location 1). Therefore I do not consider any further measures are necessary."*

Programme Monitoring and Reporting

- 2.15 Officers will update Committee with progress in the delivery of its works programmes at each Committee meeting. In addition Committee Chairmen are provided with detailed monthly finance updates, which detail all the orders raised against the various budgets, as well as the works planned for each of the budgets.

Parking update

- 2.16 The 2016 review site visits and assessments have taken place and a report on the outcome went to the local committee in September 2016. The proposals were agreed with two amendments and one additional location was added. The advert is currently being prepared.

Customer Services update

- 2.17 The total number of enquiries received between January and September 2016 is 114,082, an average of 12,676 per month. This is a reduction of 1,400 per month and is consistent with the annual trend where the summer months generate less enquiries. This is still above the 2015 position though which averaged 11,000 per month at the same point.
- 2.18 For Spelthorne specifically, 8,084 enquiries have been received since January of which 3,561 (44%) were directed to the local area office for action, of these 98% have been resolved. This response rate is slightly above the countywide average of 97%.
- 2.19 As part of our efforts to improve the customer experience the online reporting is being redesigned, allowing better tracking of reports and the ability to use the maps to identify defects that have already been reported. The outcome of which will be to reduce multiple reports and remove the need for additional site visits by Kier and SCC officers.

Operation Horizon update

- 2.20 The Cabinet Member for Highways, Transport and Flooding has agreed to an amendment to the [prioritisation policy](#) for the Operation Horizon Roads Major Maintenance (HRMM) programme. In order to ensure that an Asset Management approach is followed, 80% of the HRMM programme will be determined purely through technical prioritisation criteria – these are the HRMM schemes distributed to Members on 1st November. However to reflect local priorities the remaining 20% of the HRMM budget has been reserved for Local Committees to influence scheme selection. This 20% share has been divided equally between the eleven Local Committees, so that each Committee has the opportunity to prioritise approximately 2,300m of road to resurface by linear length.
- 2.21 Annex E gives more detail on the background to the HRMM, and detail on the 20% share of the budget that Local Committees have been requested to prioritise. Annex F outlines the prioritisation process for road maintenance, together with a list of roads that did not score highly enough on purely merit to be included in the HRMM programme. The list is ranked in order of technical merit, and Committee may choose from this list its priorities for the 20% share of the HRMM budget.
- 2.22 Following consultation with Committee at its informal meeting in November 2016, it is recommended to prioritise the top five roads from the list in Annex F, as these are the most deserving roads from a technical point of view. These roads are:
- B377 Fordbridge Road, Ashford
 - D3322 Knowle Green, Staines
 - B376 Staines Road, Laleham
 - B377 Ashford Road, Laleham
 - A308 Staines Road West / Kingston Road, Ashford

Major Schemes update

- 2.23 Spelthorne has one current active Major Scheme – a Sustainable Transport Package (STP) known as Wider Staines STP. A Member Task Group comprising Councillors Harvey, Coleman and Beardsmore has been established to oversee the development of the scheme. The business case for this scheme was submitted to the Enterprise M3 LEP in Autumn 2016. A decision is expected from the LEP in January as to whether the bid has been successful.
- 2.24 In the meantime it is recommended to promote one element of this scheme – a section of new cycleway in Town Lane – as described above in paragraphs 2.5 to 2.8.

Walton to Halliford Transport Study

- 2.25 In June 2016 the Local Committee appointed Cllrs Walsh, Evans and Barnard to the Walton to Halliford Transport Study Steering Group. At its meeting in June 2016 the Local Committee for Elmbridge appointed Cllrs Lake, Gray, and Woolgar to the same Steering Group.
- 2.26 The first meeting of the Steering Group was held in October 2016. The Steering Group agreed that the scope of the scheme should include the following elements:
- Investigate general traffic congestion before and after the Walton Bridge scheme;

- To investigate the number and nature of collisions resulting in casualties since the bridge scheme's completion;
- To identify a health and safety representative at the Esso (Marshalls) garage, to discuss motorists taking a shortcut across their premises;
- To investigate traffic light phasing at Oatlands Drive and whether they can work in conjunction with others in the town centre;
- To investigate the causes of congestion on Walton Lane and at its junction with Walton Bridge Road;
- To find out whether parking across cycle paths has been decriminalised and is therefore enforceable by Spelthorne/Elmbridge boroughs;
- To investigate possible methods of slowing speeding cyclists between Ridgeway and Bridge Street;
- To investigate the start of the one way system in Walton Lane, Shepperton, could be moved northwards to just past the junction of Windmill Gardens to make things easier for residents of Windmill Gardens and Sherbourne Gardens to access Walton Bridge Road;
- To investigate whether Surrey has financial provision for cleaning the structure of the bridge;
- To investigate with the structures team whether there is any good practice with regards to stopping people jumping off bridges

2.27 It was agreed that the group would meet again next summer, after traffic surveys had been completed.

Priorities for 2017-18

2.28 Table 4 sets out the budget allocations for 2017-18, which were agreed by Committee in September 2016.

Table 4 Approved allocation of budgets for 2017-18

Recommended allocation	Amount
Pooled Revenue To cover various revenue concerns across the Borough for example: patching and kerb works, minor safety schemes, extra vegetation. The Community Gang is funded from this allocation.	£125,000
Pooled Capital To deliver ITS schemes – taken from the list in Annex B.	£50,000
Divisional Allocations	£213,182 £30454.57 per Division
Total	£388,182

The Area Highway Manager has written to all Divisional Members asking them to identify their priorities for their Divisional Allocations for 2017-18. It is recommended to authorise the Area Highway Manager in consultation with the Chairman and Vice Chairman to decide Divisional Programmes for next Financial Year 2017-18, in the event that individual Divisional Members have not confirmed their priorities by 31st January 2017.

3. OPTIONS:

- 3.1 None at this stage. Officers will revert to the Chairman, Vice Chairman and Divisional Member, or indeed the Committee as appropriate, whenever preferred options need to be identified.

4. CONSULTATIONS:

- 4.1 None at this stage. Officers will consult the Chairman, Vice Chairman and Divisional Members as appropriate in the delivery of the programmes detailed above.

5. FINANCIAL IMPLICATIONS:

- 5.1 The financial implications of this paper are detailed in section 2 above.

6. WIDER IMPLICATIONS:

- 6.1 It is an objective of Surrey Highways to take account of the needs of all users of the public highway.

Area assessed:	Direct Implications:
Crime and Disorder	A well-managed highway network can contribute to reduction in crime and disorder as well as improve peoples' perception of crime.
Equality and Diversity	It is an objective of Surrey Highways to take account of the needs of all users of the public highway.
Localism (including community involvement and impact)	The Joint Committee prioritises its expenditure according to local priorities.
Sustainability (including Climate Change and Carbon Emissions)	No significant implications
Corporate Parenting/Looked After Children	No significant implications
Safeguarding responsibilities for vulnerable children and adults	No significant implications
Public Health	No significant implications

7. CONCLUSION AND RECOMMENDATIONS:

- 7.1 This Financial Year's programmes are being delivered.
- 7.2 Members are asked to work with the Area Highway Manager to confirm their priorities for next Financial Year's Divisional Programmes.

8. WHAT HAPPENS NEXT:

- 8.1 The Area Team Manager will work with Divisional Members, the Chairman and Vice-Chairman to deliver this Financial Year's Divisional Programmes, and to confirm priorities for next Financial Year's Divisional Programmes.

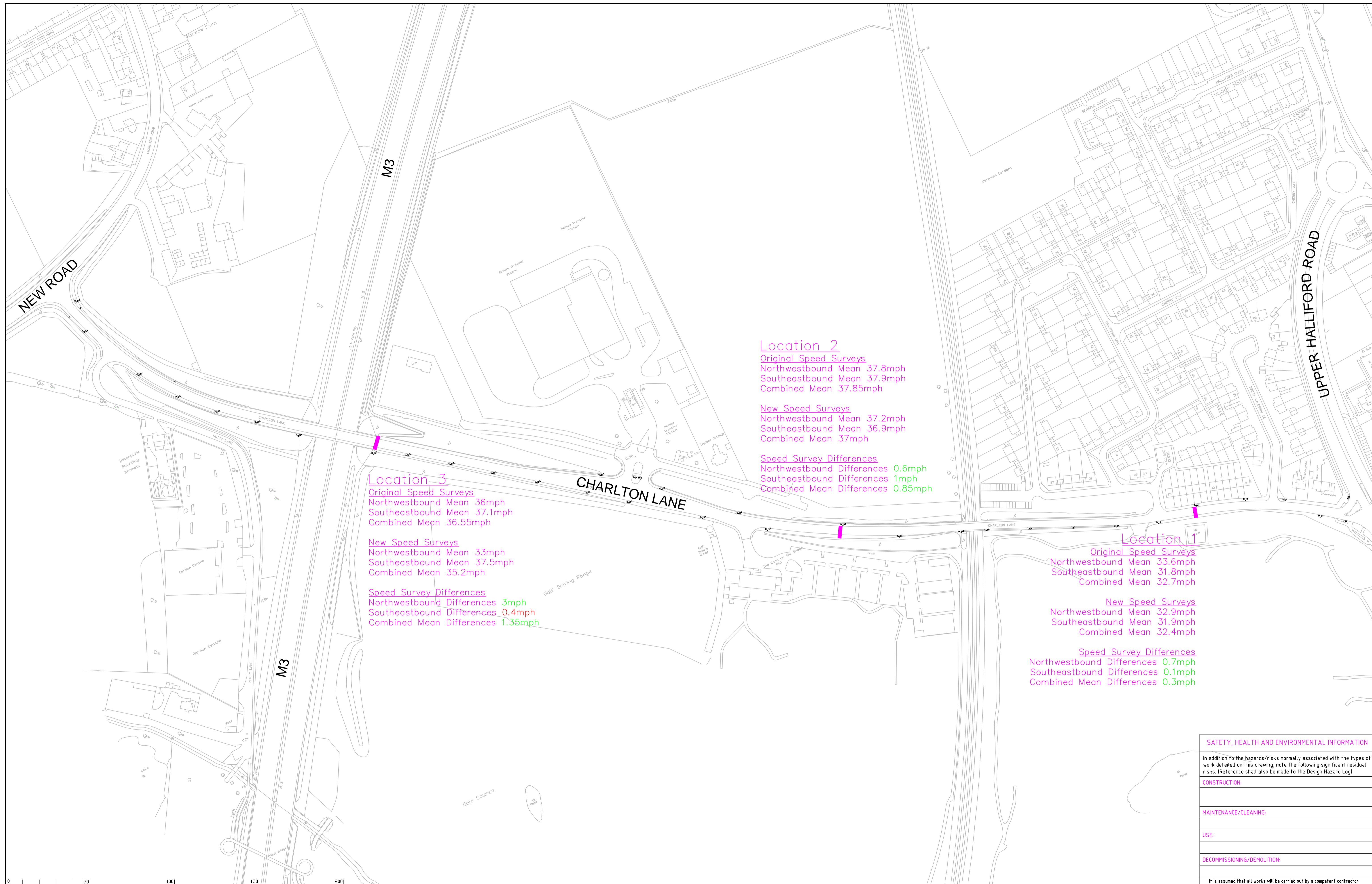
Contact Officer: Nick Healey, Area Highway Manager (NE)

Consulted:

Annexes: 11

Background papers:

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Location 2
Original Speed Surveys
 Northwestbound Mean 37.8mph
 Southeastbound Mean 37.9mph
 Combined Mean 37.85mph

New Speed Surveys
 Northwestbound Mean 37.2mph
 Southeastbound Mean 36.9mph
 Combined Mean 37mph

Speed Survey Differences
 Northwestbound Differences 0.6mph
 Southeastbound Differences 1mph
 Combined Mean Differences 0.85mph

Location 3
Original Speed Surveys
 Northwestbound Mean 36mph
 Southeastbound Mean 37.1mph
 Combined Mean 36.55mph

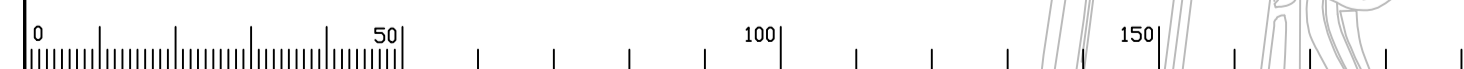
New Speed Surveys
 Northwestbound Mean 33mph
 Southeastbound Mean 37.5mph
 Combined Mean 35.2mph

Speed Survey Differences
 Northwestbound Differences 3mph
 Southeastbound Differences 0.4mph
 Combined Mean Differences 1.35mph

Location 1
Original Speed Surveys
 Northwestbound Mean 33.6mph
 Southeastbound Mean 31.8mph
 Combined Mean 32.7mph

New Speed Surveys
 Northwestbound Mean 32.9mph
 Southeastbound Mean 31.9mph
 Combined Mean 32.4mph

Speed Survey Differences
 Northwestbound Differences 0.7mph
 Southeastbound Differences 0.1mph
 Combined Mean Differences 0.3mph



Notes

Rev.	Description	Drwn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date

North Point	Project	Drawn by	Sig.	Date	Checked by	Sig.	Date	Approved by	Sig.	Date
		HB	HB	03/06/15	JD	JD	03/06/15			

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CHARLTON LANE, SHEPPERTON
 SPEED MANAGEMENT
 SPEED SURVEY RESULTS
 UPDATED RESULTS

SUREY COUNTY COUNCIL
 Transport for Surrey

Project No. PC0559
 Contract Sheet No. PC0559_06
 Rev. 06
 Classification PRESENTATION

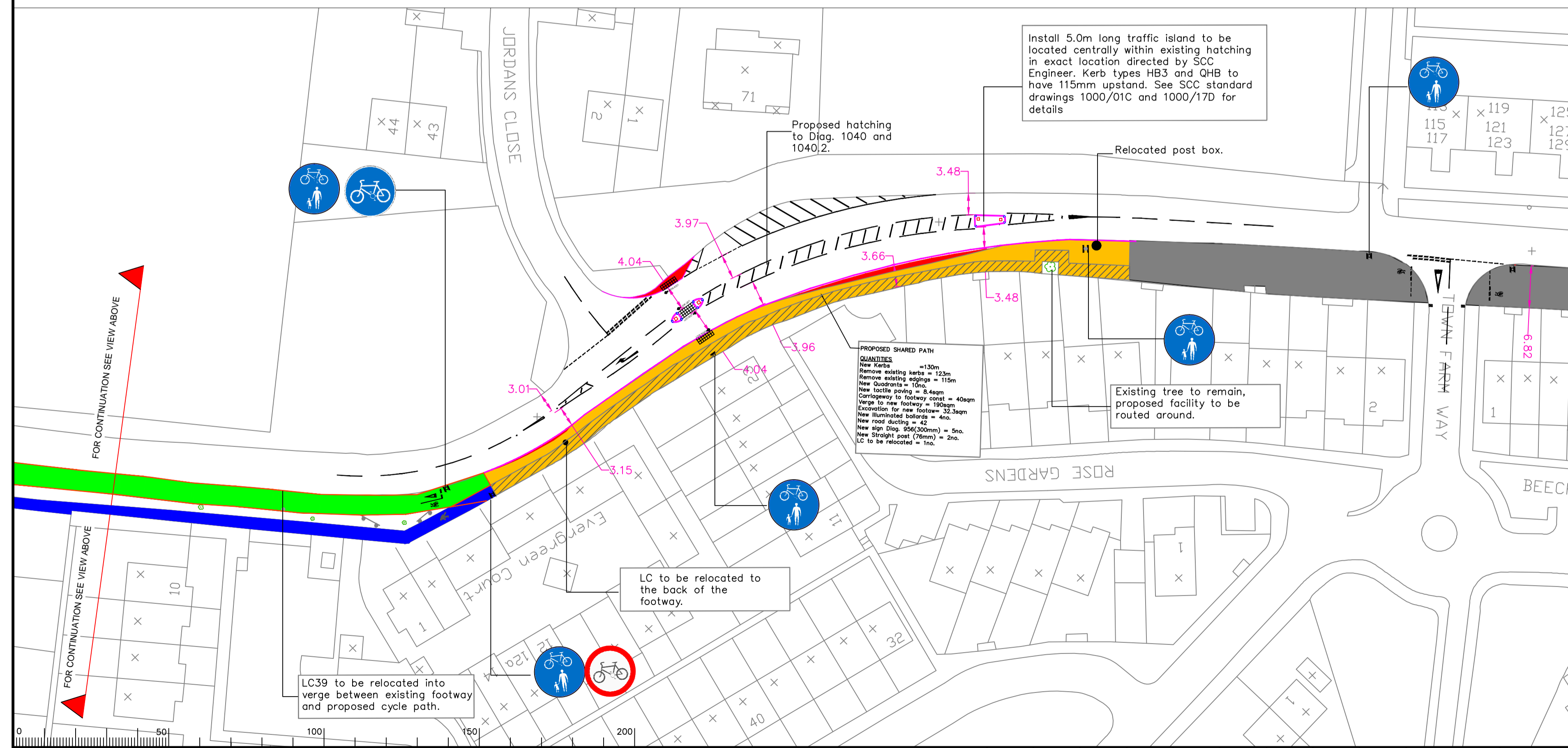
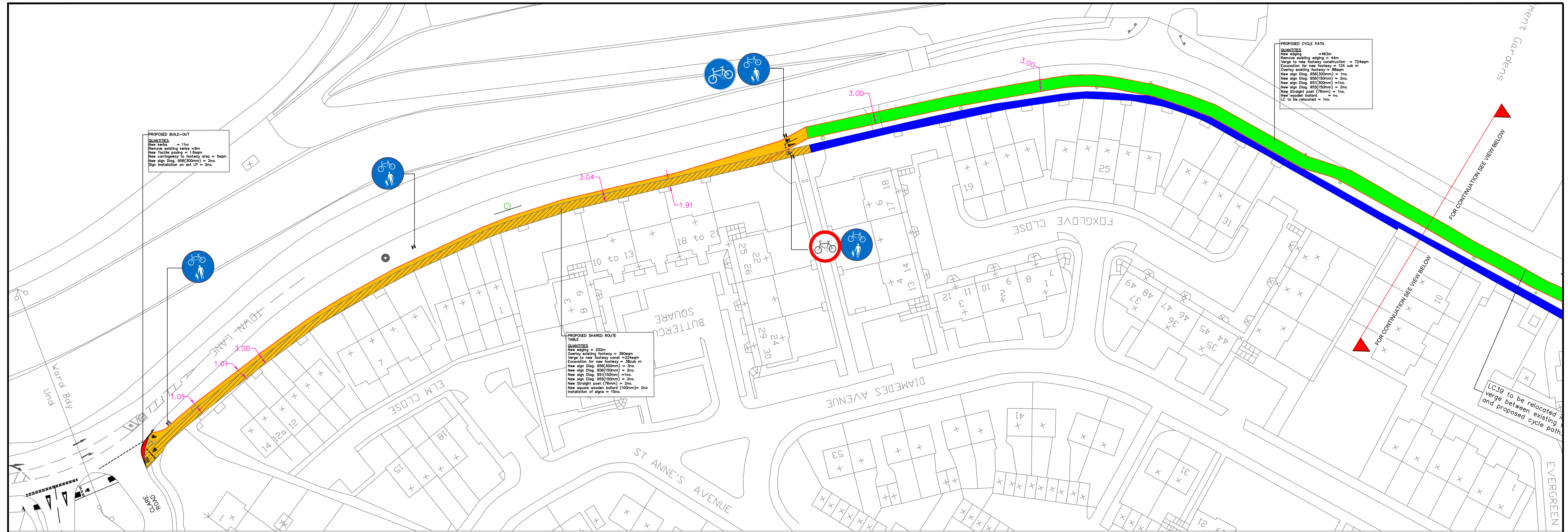
SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following significant residual risks. (Reference shall also be made to the Design Hazard Log)

CONSTRUCTION:
MAINTENANCE/CLEANING:
USE:
DECOMMISSIONING/DEMOLITION:

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement.

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Notes

- PROPOSED SEGREGATED CYCLE LANE
- PROPOSED FOOTWAY WIDENING INTO CARRIAGEWAY
- PROPOSED FOOTWAY WIDENING INTO VERGE FOR SHARED FACILITY
- EXISTING FOOTWAY TO REMAIN AS FOOTWAY
- EXISTING FOOTWAY TO BE USED AS SHARED FOOTWAY
- PROPOSED CYCLE ROUTE ON EXISTING CARRIAGEWAY
- PROPOSED EXISTING FOOTWAY OVERLAY
- PROPOSED PEDESTRIAN/TRAFFIC ISLAND
- PROPOSED KERBS FOR NEW SHARED PATH
- PROPOSED FOOTWAY EDGING
- PROPOSED GULLY
- EXISTING LAMP COLUMN
- EXISTING SPEED CAMERA

Rev.	Description	Drwn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date
1	Raised entry tables included	EQ		09/09/16						

North Point

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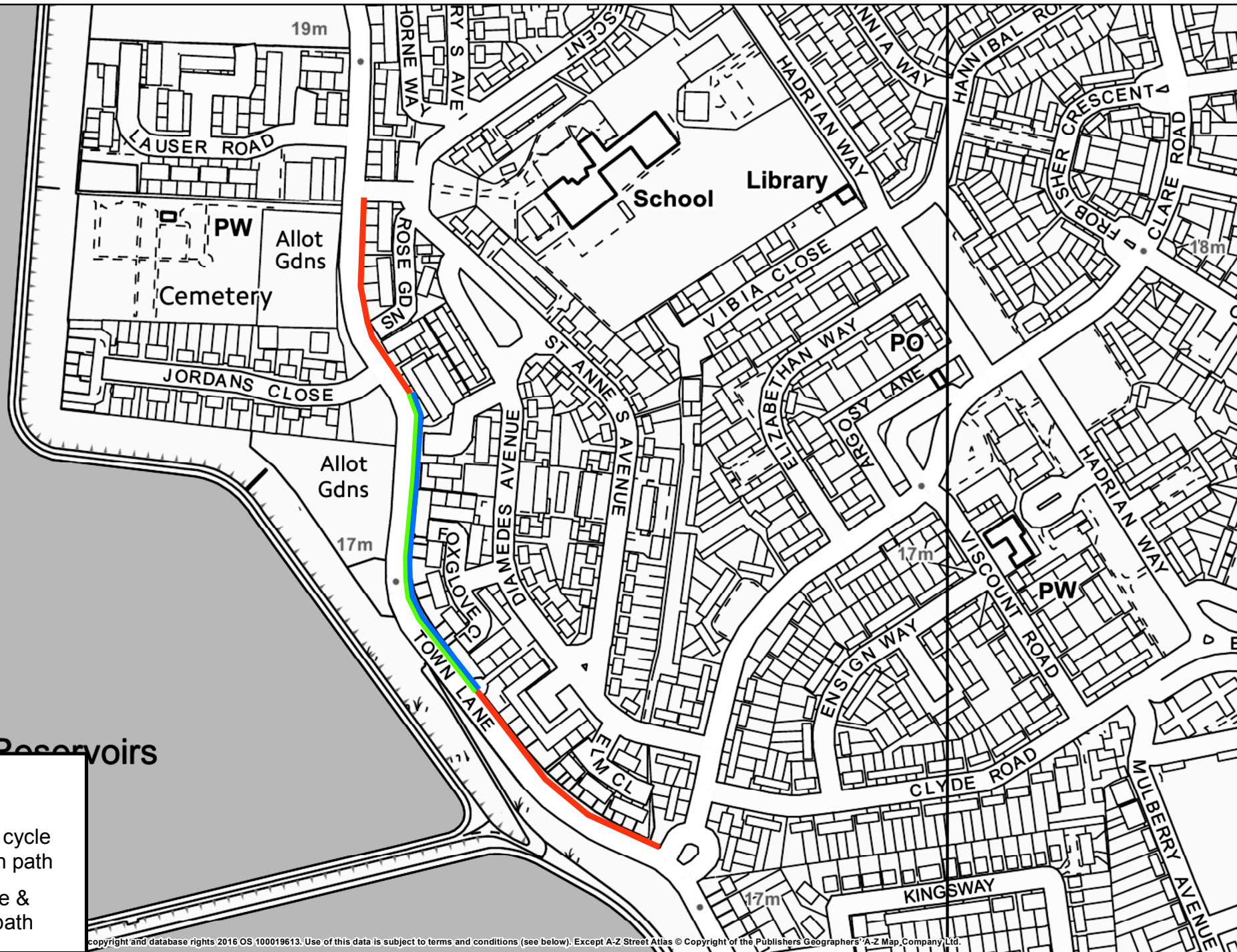
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Checked by	Sig.	Date
Approved by	Sig.	Date

Project
 B378 TOWN LANE, STANWELL
 CYCLE IMPROVEMENTS - PHASE 2
 GENERAL ARRANGEMENT
 SHEET 1 OF 1



SURREY COUNTY COUNCIL
 Drawing No. 0648-001 Rev. B
 Classification DRAFT

Project No. PC0648
 Contract Sheet No.
 Drawing No. 0648-001 Rev. B
 Classification DRAFT

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Legend

-  Segregated cycle & pedestrian path
-  Shared cycle & pedestrian path

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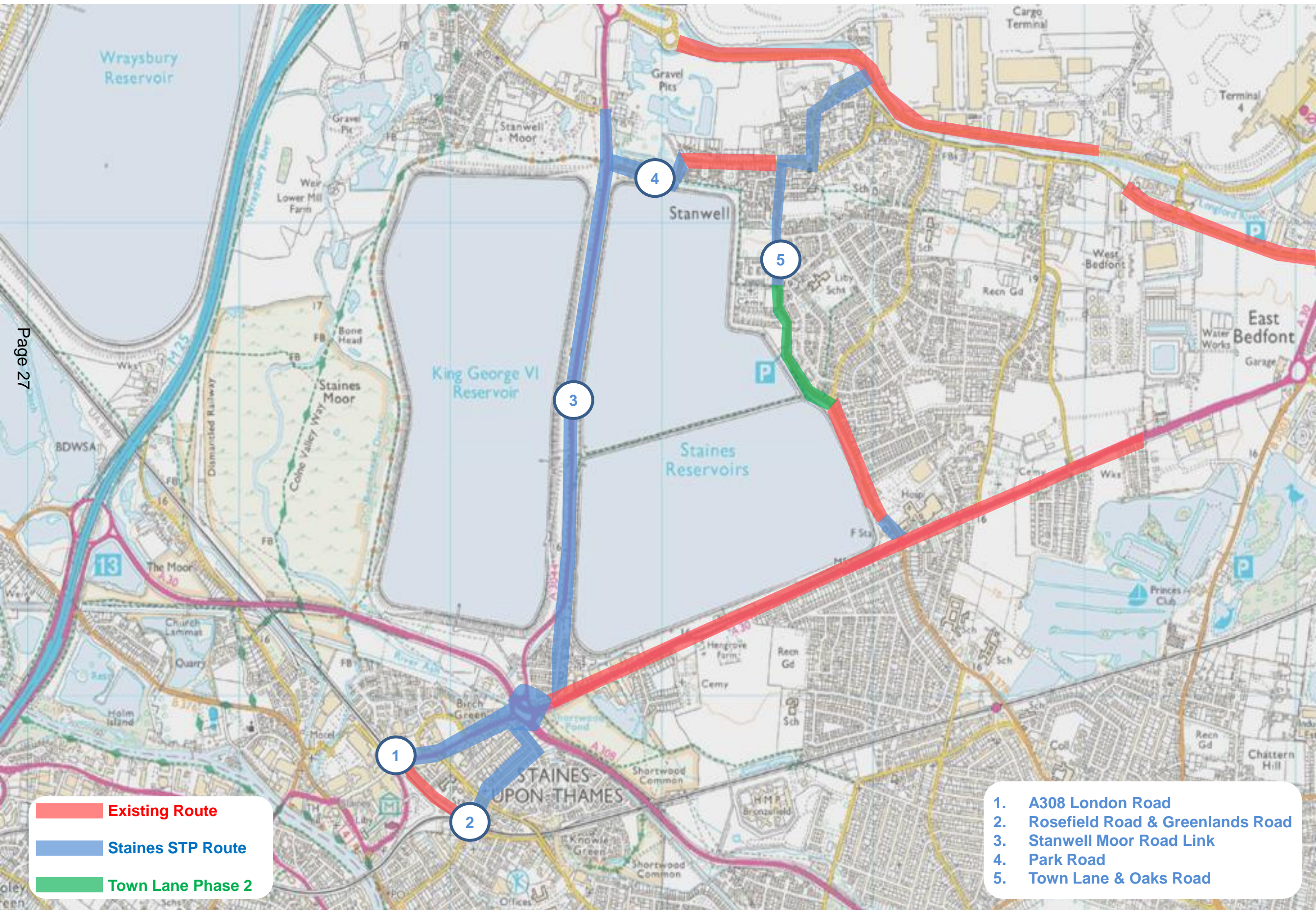
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 Printed On: 01/11/16
 Project No: Staines STP1
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Town Lane Cycle Path Proposals (Phase 2)



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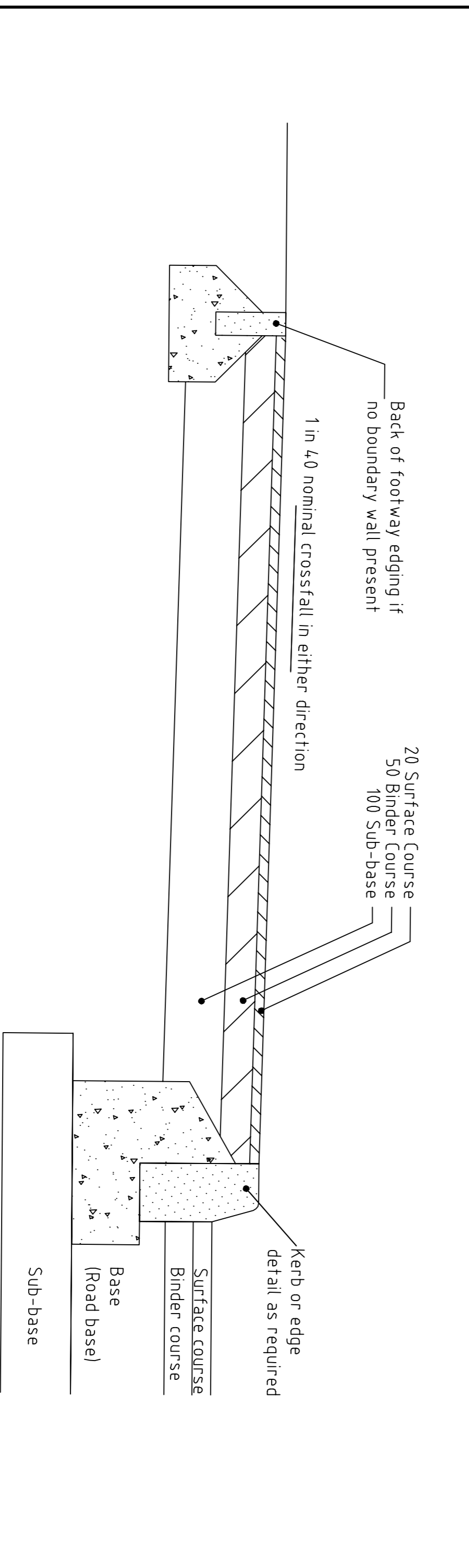
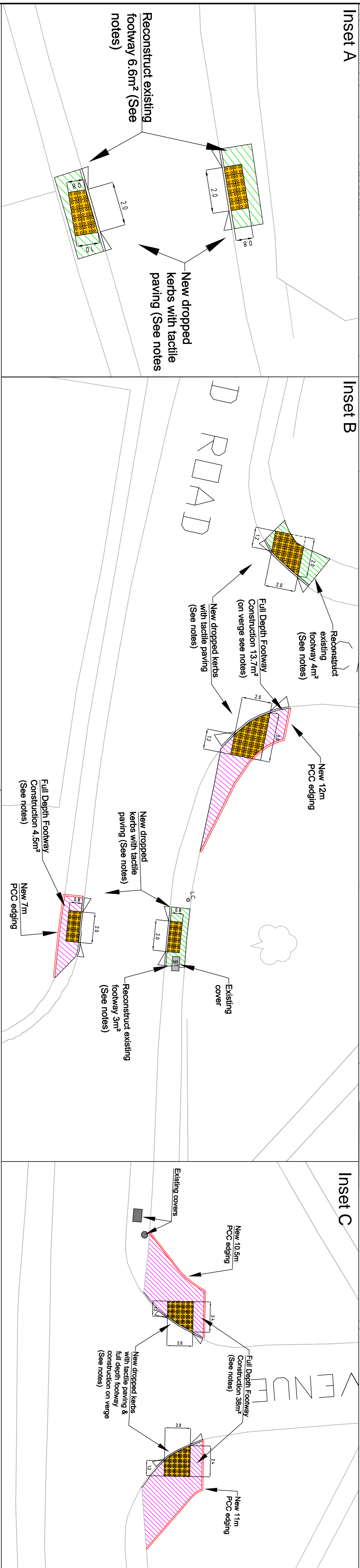
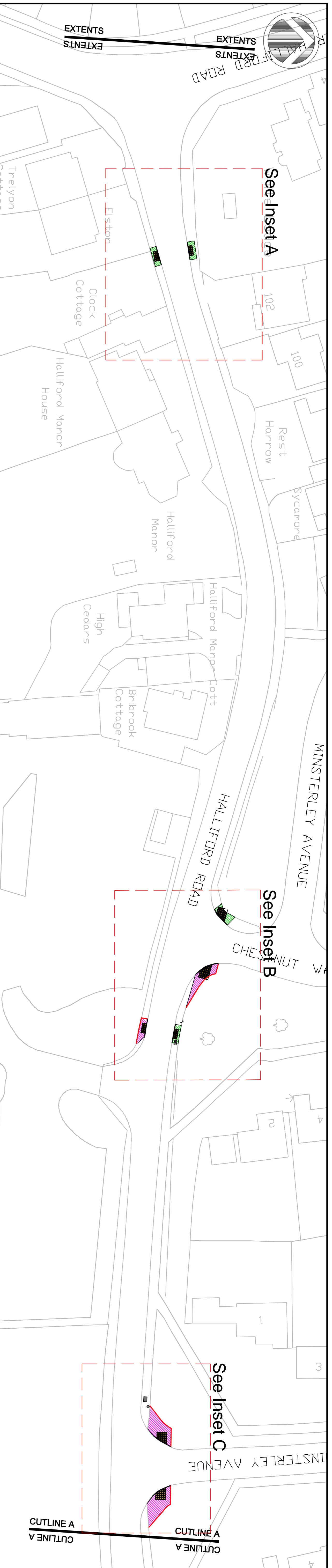
Cycle Infrastructure Overview: Staines and Stanwell



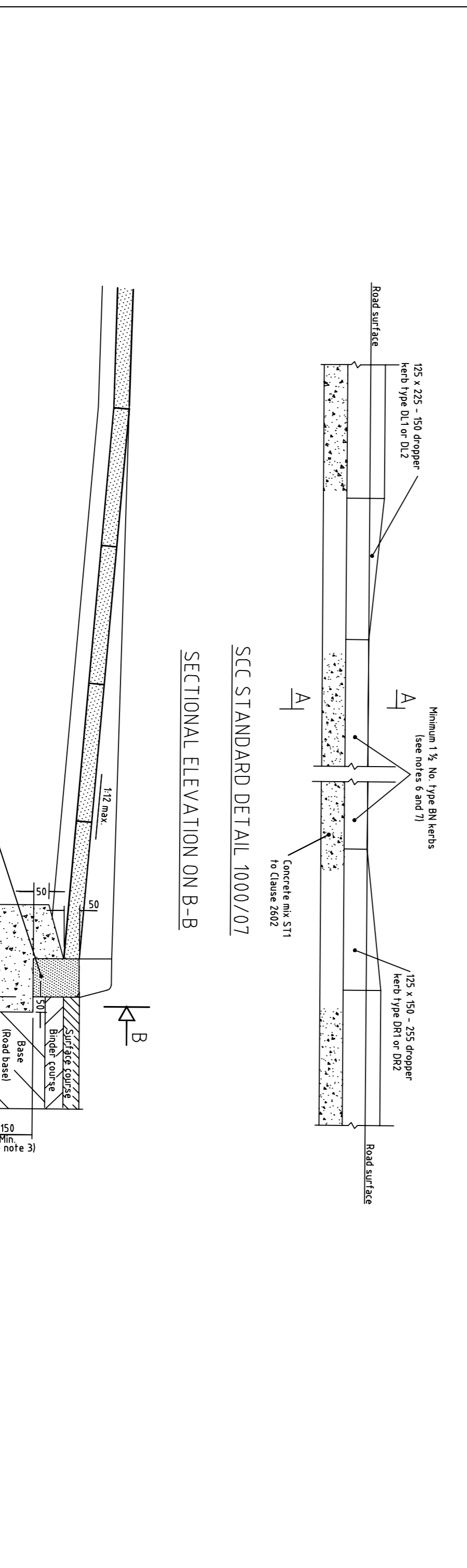
-  Existing Route
-  Staines STP Route
-  Town Lane Phase 2

- 1. A308 London Road
- 2. Rosefield Road & Greenlands Road
- 3. Stanwell Moor Road Link
- 4. Park Road
- 5. Town Lane & Oaks Road

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SCC STANDARD DETAIL 1000/09
TYPICAL FOOTWAY



NOTES

- Full Depth Footway Construction (on verge)
- Existing 75mm deep construction new and apply new over Rehabilitation
- Existing 100mm deep construction new and apply new over Rehabilitation
- Existing 150mm deep construction new and apply new over Rehabilitation
- Existing 200mm deep construction new and apply new over Rehabilitation
- Existing 250mm deep construction new and apply new over Rehabilitation
- Existing 300mm deep construction new and apply new over Rehabilitation
- Existing 350mm deep construction new and apply new over Rehabilitation
- Existing 400mm deep construction new and apply new over Rehabilitation
- Existing 450mm deep construction new and apply new over Rehabilitation
- Existing 500mm deep construction new and apply new over Rehabilitation
- Existing 550mm deep construction new and apply new over Rehabilitation
- Existing 600mm deep construction new and apply new over Rehabilitation
- Existing 650mm deep construction new and apply new over Rehabilitation
- Existing 700mm deep construction new and apply new over Rehabilitation
- Existing 750mm deep construction new and apply new over Rehabilitation
- Existing 800mm deep construction new and apply new over Rehabilitation
- Existing 850mm deep construction new and apply new over Rehabilitation
- Existing 900mm deep construction new and apply new over Rehabilitation
- Existing 950mm deep construction new and apply new over Rehabilitation
- Existing 1000mm deep construction new and apply new over Rehabilitation

Legend:

- Reconstruct Existing Footway
- Install new dropped kerbs
- Install new PCC edging
- Install tactile paving & Dropped Kerbs to SCC

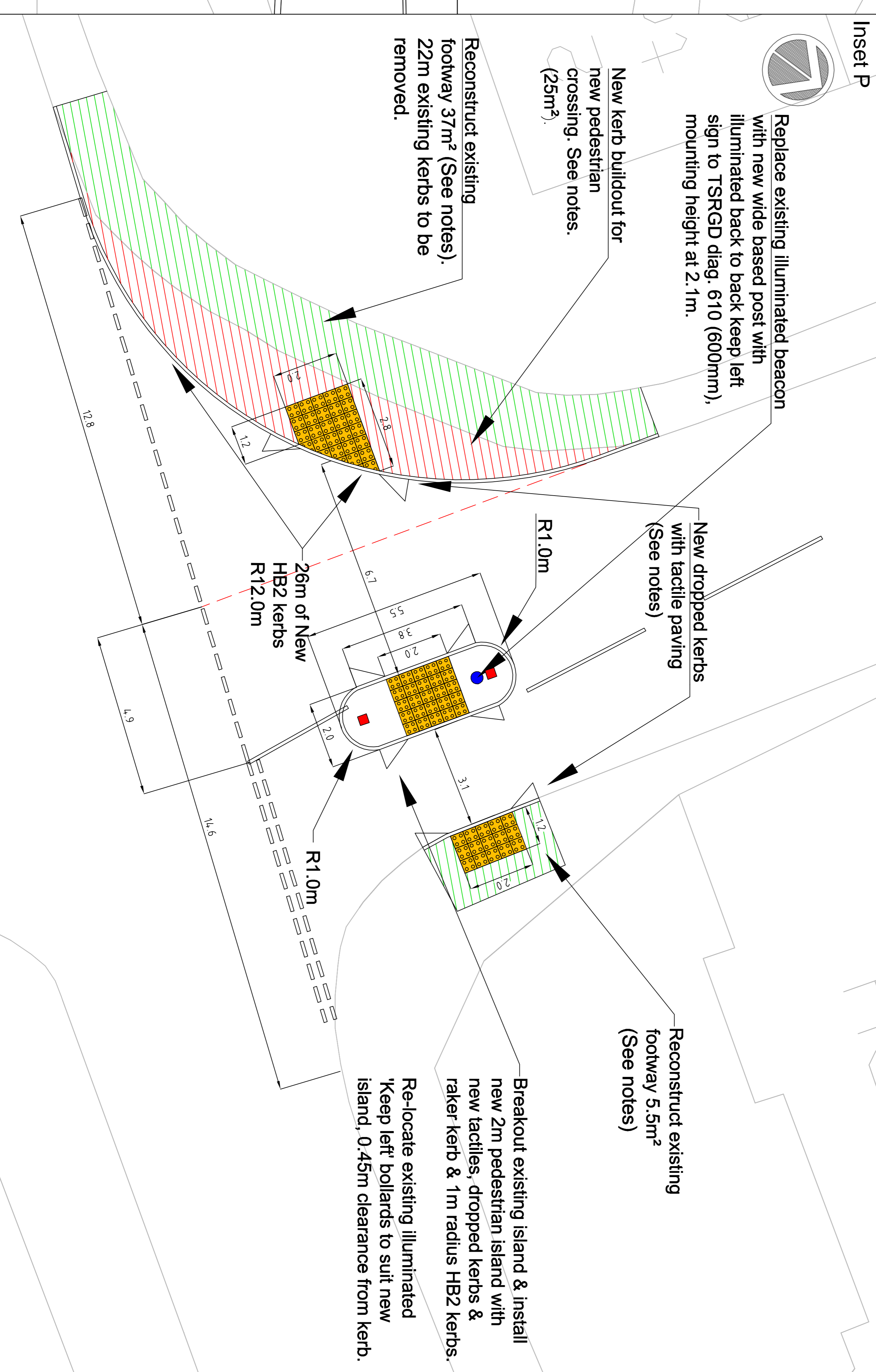
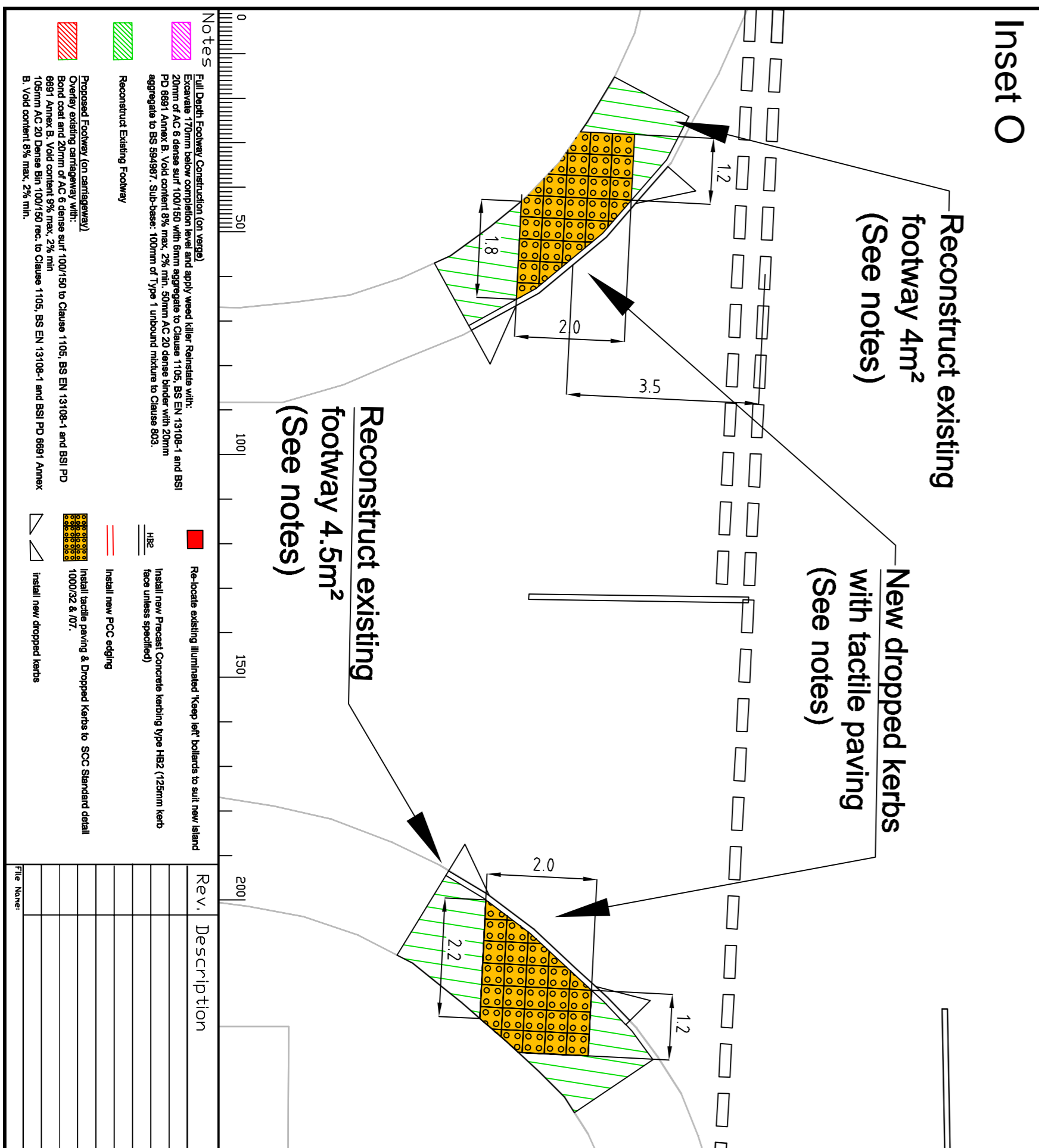
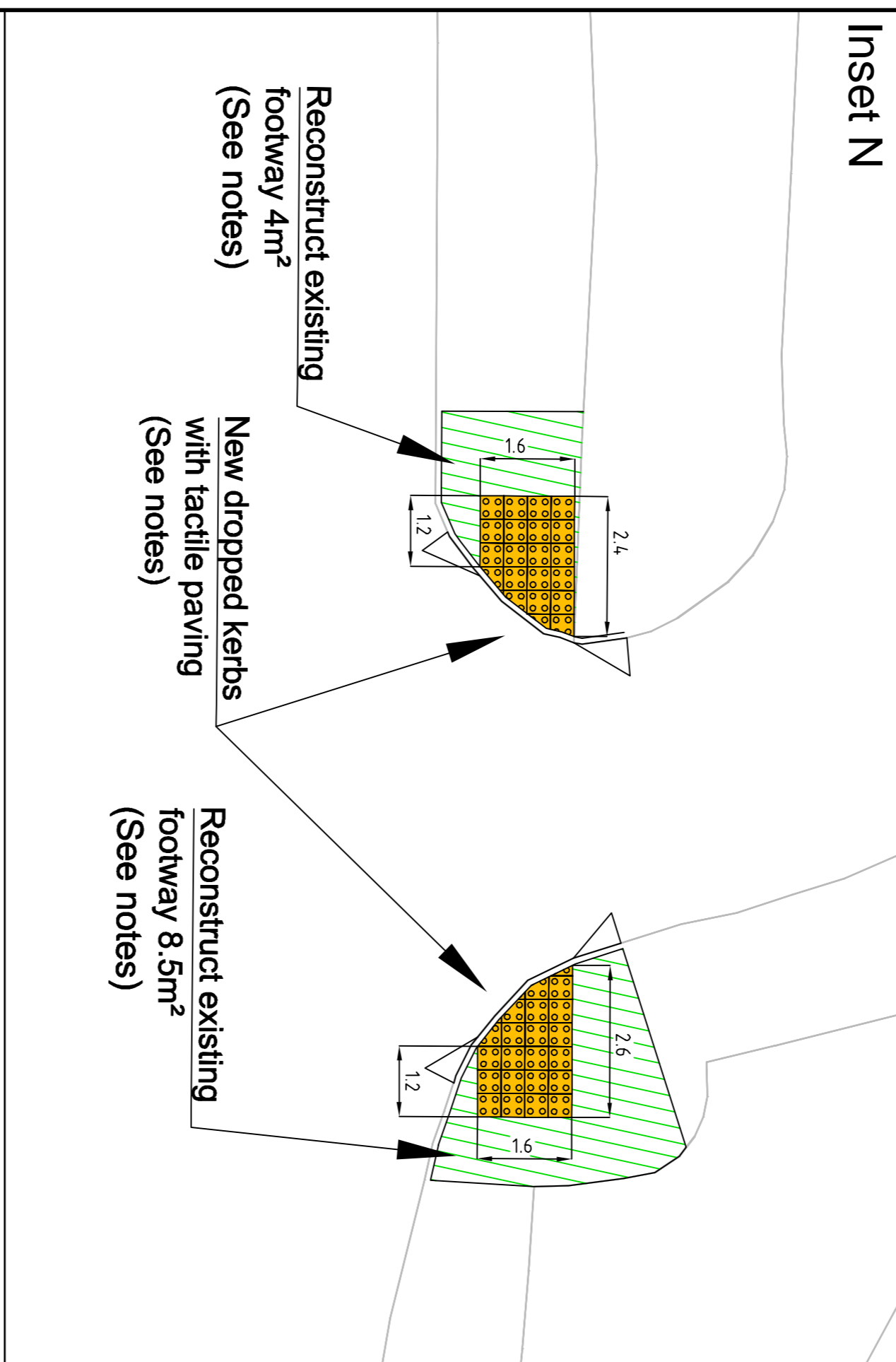
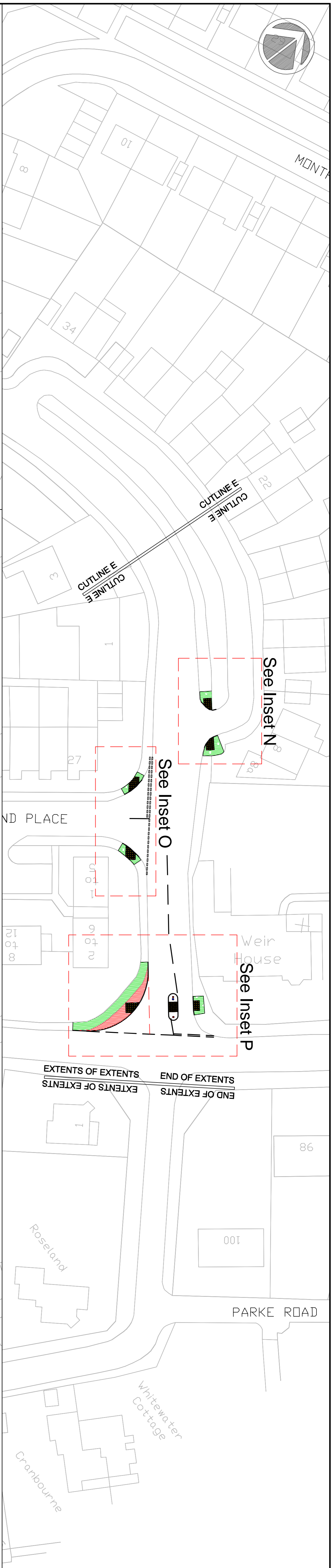
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Project: Upper Halliford Road
Design Proposal
Lower Sunbury New and Improved ped facilities

Project No: PC0610
Contract: PC0610_01
Classification: DESIGN

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NOTES

1. Full Depth Pavement (FDP) (150/150) to Channel 110k, BS EN 13104-1 and BS EN 13104-2 with concrete aggregate to Class 110k, BS EN 12620 and BS EN 12620-2. Concrete aggregate to Class 110k, BS EN 12620-2. Concrete aggregate to Class 110k, BS EN 12620-2. Concrete aggregate to Class 110k, BS EN 12620-2.

2. New dropped kerbs and tactile paving to be installed in accordance with the notes above.

3. New kerbs to be installed in accordance with the notes above.

4. All dimensions are in millimeters unless otherwise stated.

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North Point

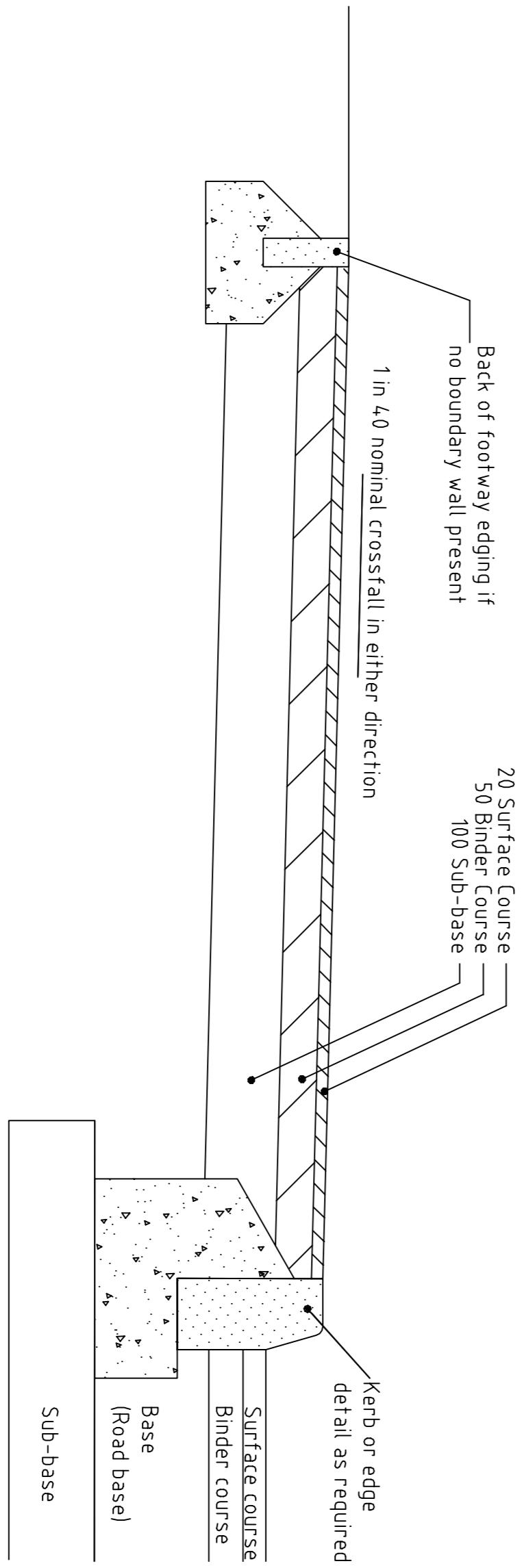
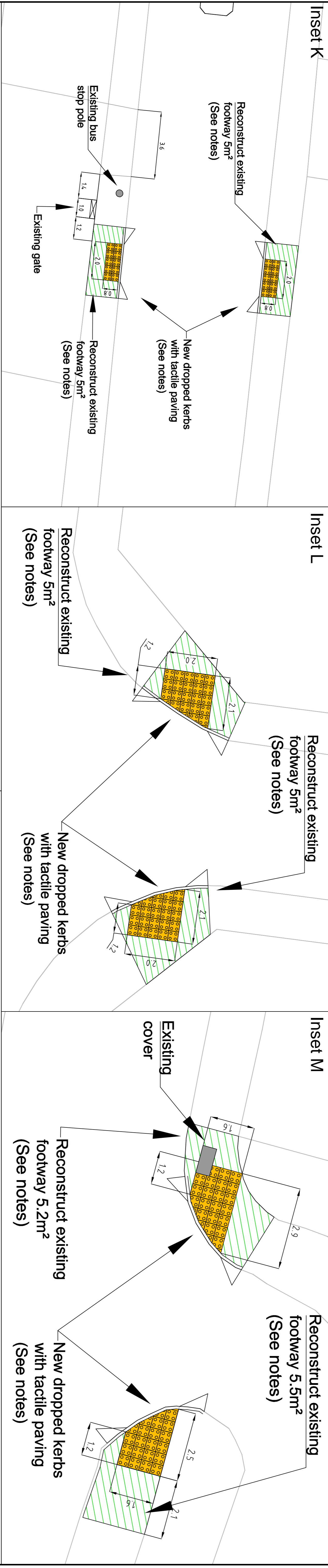
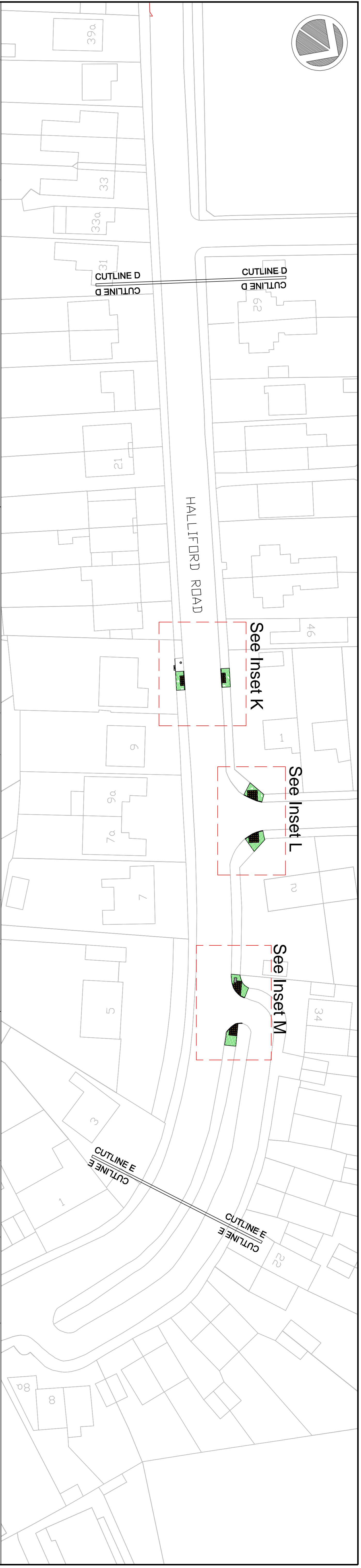
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Upper Halford Road
Lower Sunbury New and Improved ped facilities
Design Proposal

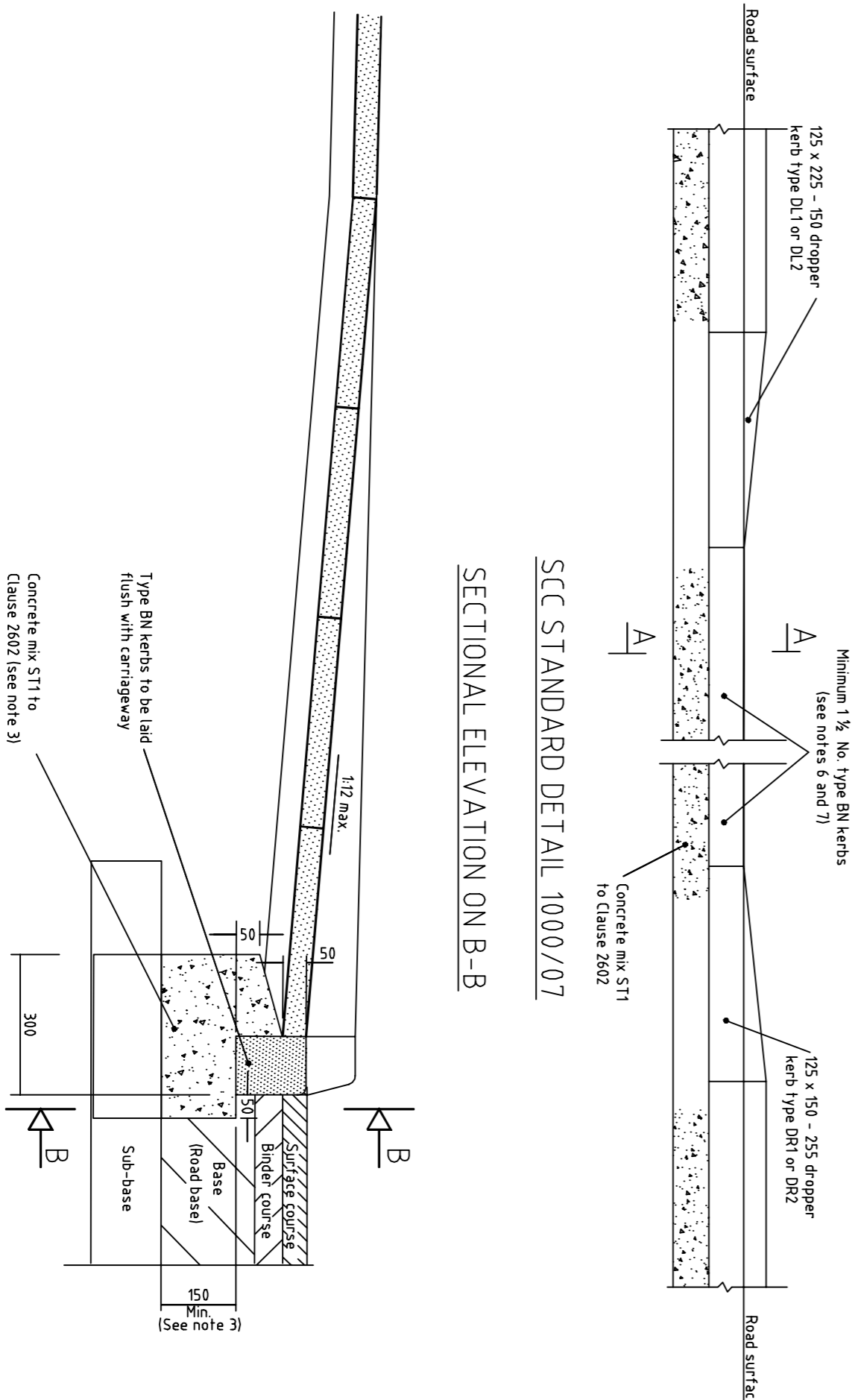
SURREY COUNTY COUNCIL

Project No: P0610
Contract: P0610_01
Classification: DESIGN

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SCC STANDARD DETAIL 1000/09
TYPICAL FOOTWAY



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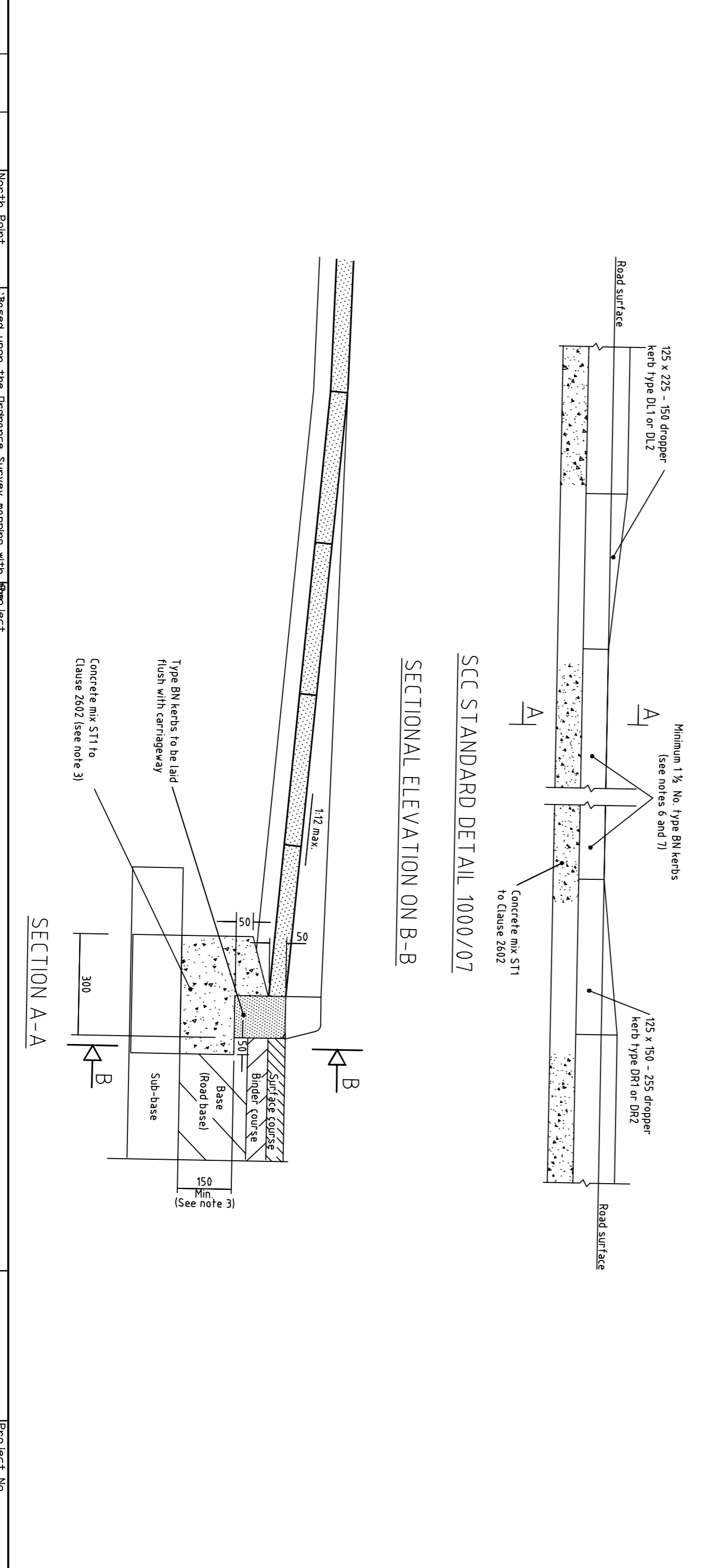
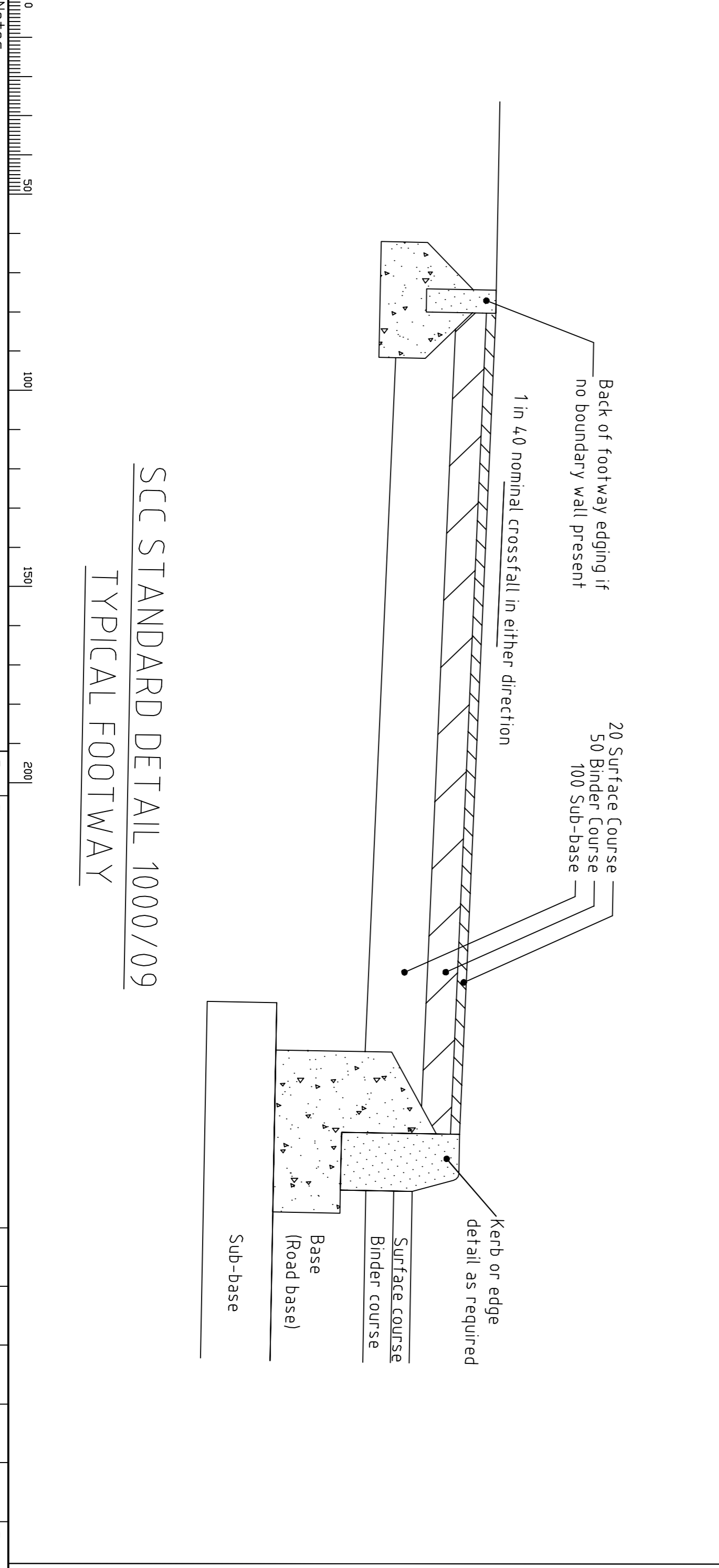
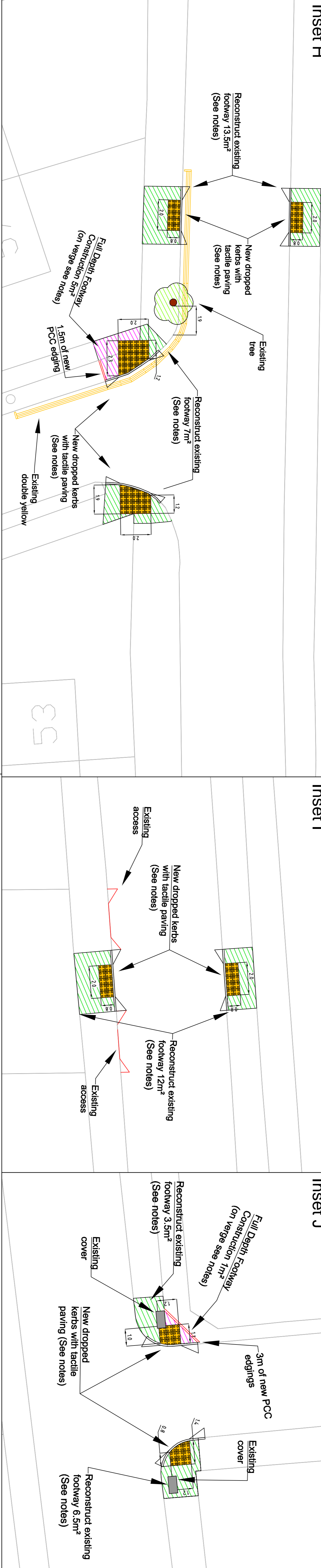
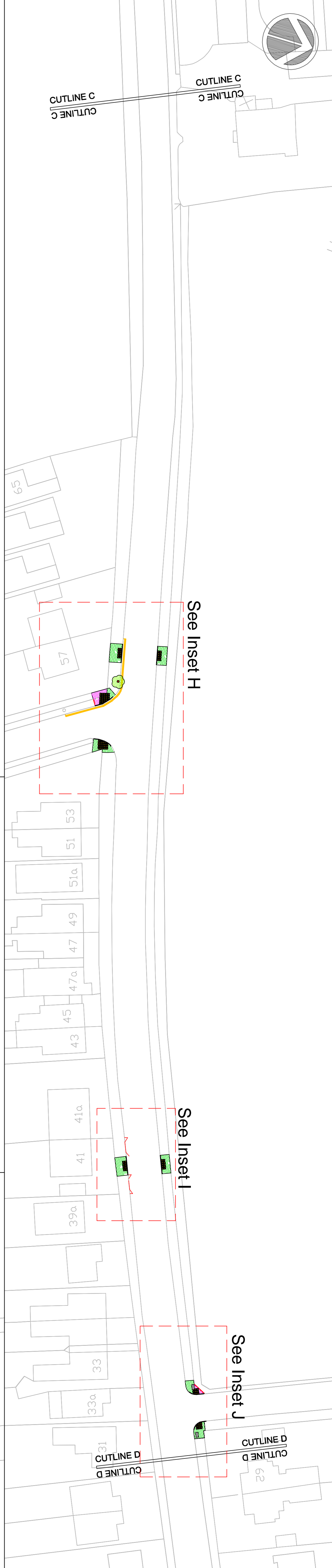
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North Point	Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Any reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.
Drawn by	NK
Checked by	JD
Approved by	JD
Date	01/03/16
Date	01/03/16
Date	01/03/16

Upper Halliford Road
Lower Sunbury New and Improved ped facilities
Design Proposal

Project No. P/0610
Contract Sheet P/0610_01
Rev. -
Classification DESIGN

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SCC STANDARD DETAIL 1000/09
TYPICAL FOOTWAY

NOTES:

- Fill Depth Footway Construction on verge
- 20mm of 4/5 coarse and 100mm of 10/15 coarse aggregate to Clause 1105, BS EN 12185-1 and BS 6881, Annex B, Mod. Control 26, max. 2% FC, 50mm AC 20 dense binder with 20mm aggregate to BS 5898/1, 5898/2, 5898/3, 5898/4, 5898/5, 5898/6, 5898/7, 5898/8, 5898/9, 5898/10, 5898/11, 5898/12, 5898/13, 5898/14, 5898/15, 5898/16, 5898/17, 5898/18, 5898/19, 5898/20, 5898/21, 5898/22, 5898/23, 5898/24, 5898/25, 5898/26, 5898/27, 5898/28, 5898/29, 5898/30, 5898/31, 5898/32, 5898/33, 5898/34, 5898/35, 5898/36, 5898/37, 5898/38, 5898/39, 5898/40, 5898/41, 5898/42, 5898/43, 5898/44, 5898/45, 5898/46, 5898/47, 5898/48, 5898/49, 5898/50, 5898/51, 5898/52, 5898/53, 5898/54, 5898/55, 5898/56, 5898/57, 5898/58, 5898/59, 5898/60, 5898/61, 5898/62, 5898/63, 5898/64, 5898/65, 5898/66, 5898/67, 5898/68, 5898/69, 5898/70, 5898/71, 5898/72, 5898/73, 5898/74, 5898/75, 5898/76, 5898/77, 5898/78, 5898/79, 5898/80, 5898/81, 5898/82, 5898/83, 5898/84, 5898/85, 5898/86, 5898/87, 5898/88, 5898/89, 5898/90, 5898/91, 5898/92, 5898/93, 5898/94, 5898/95, 5898/96, 5898/97, 5898/98, 5898/99, 5898/100.

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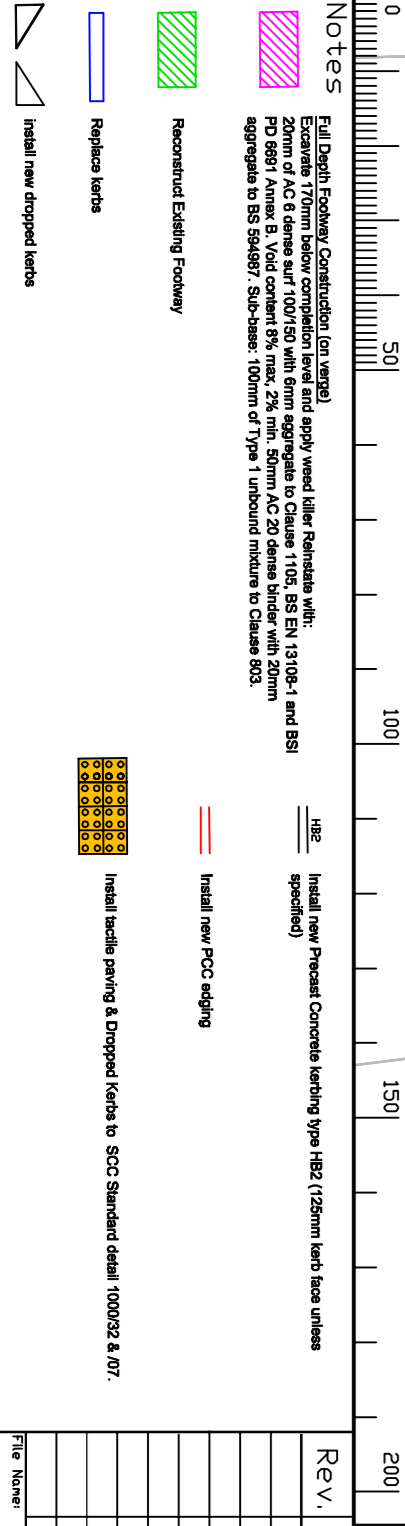
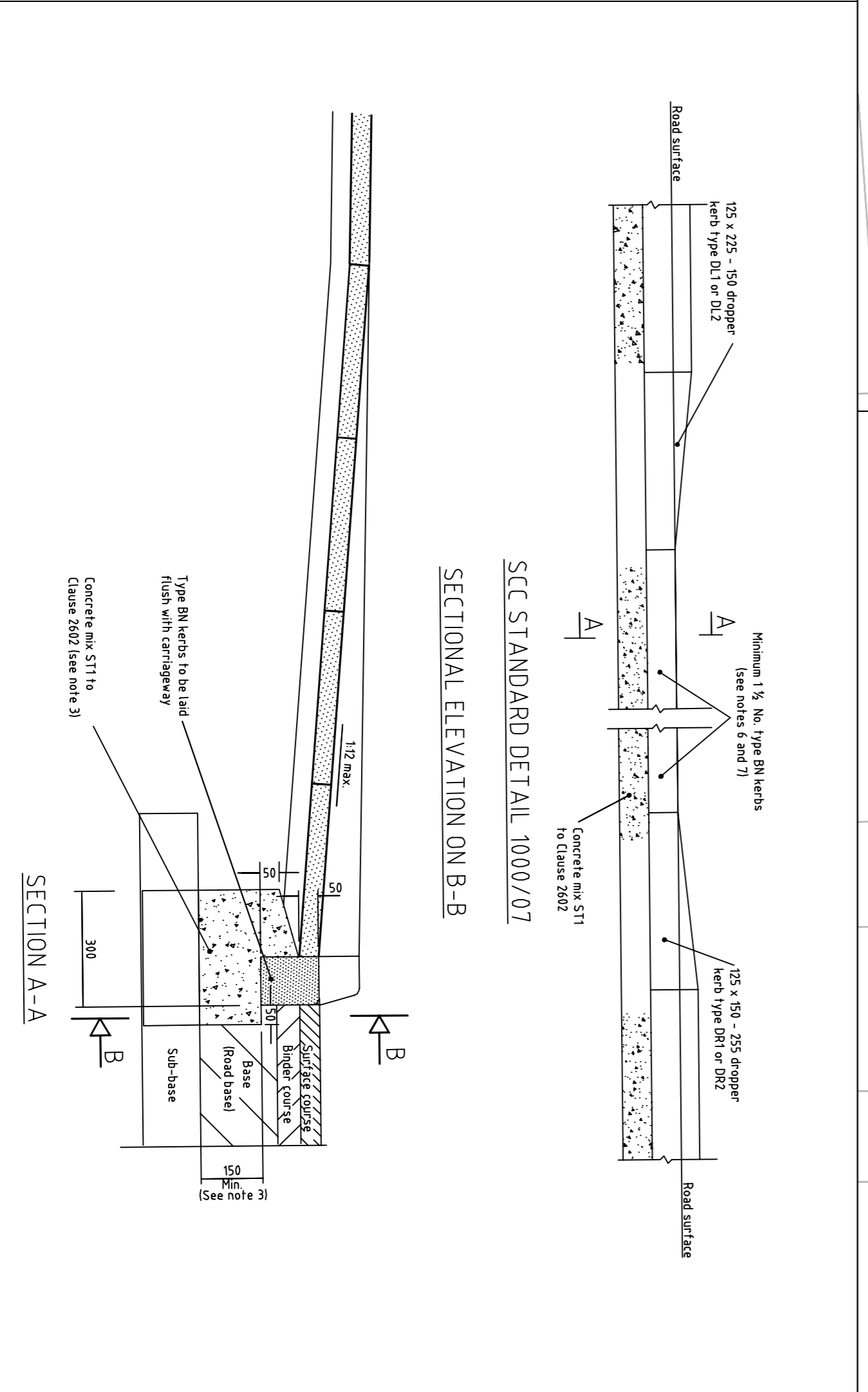
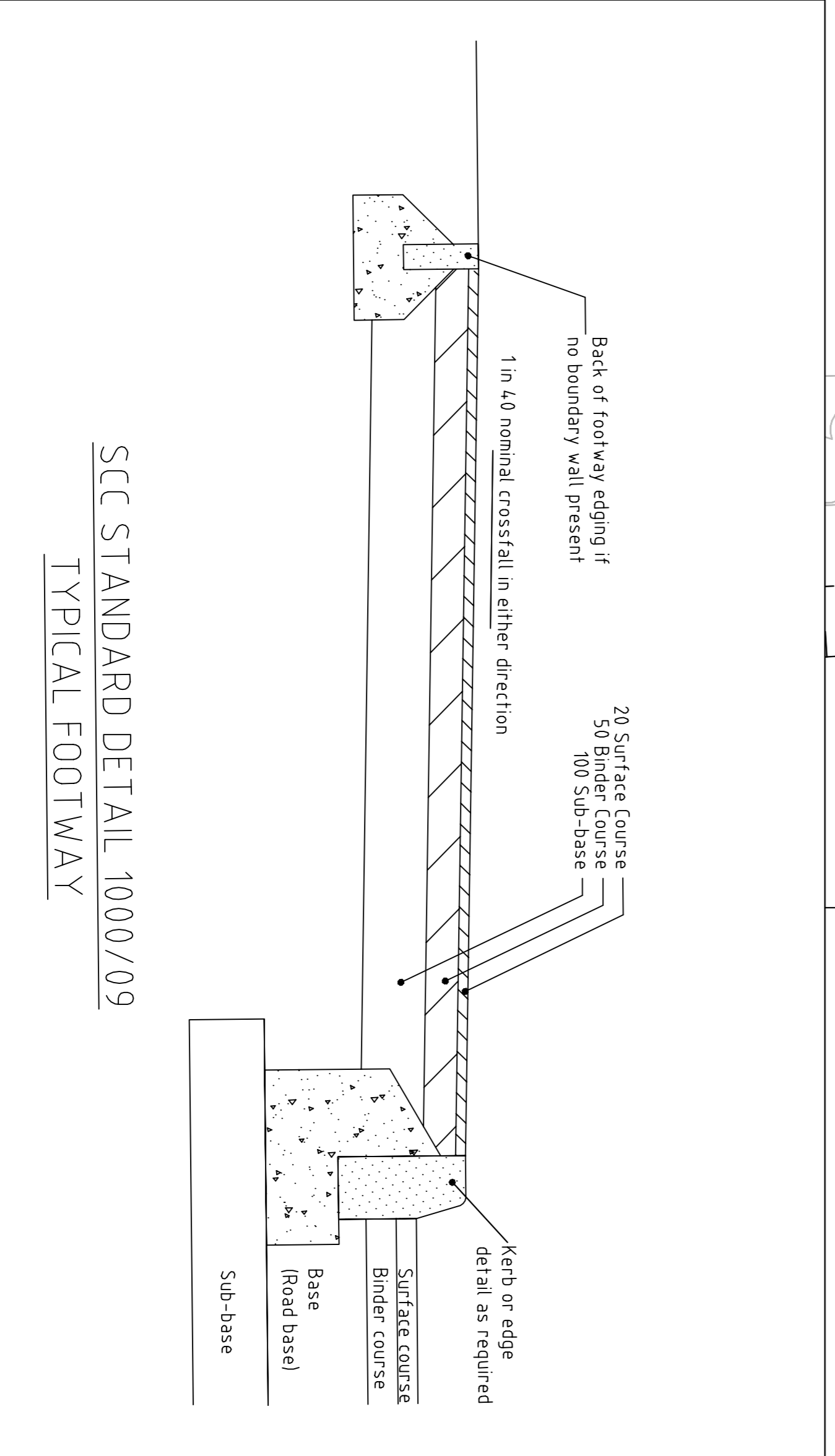
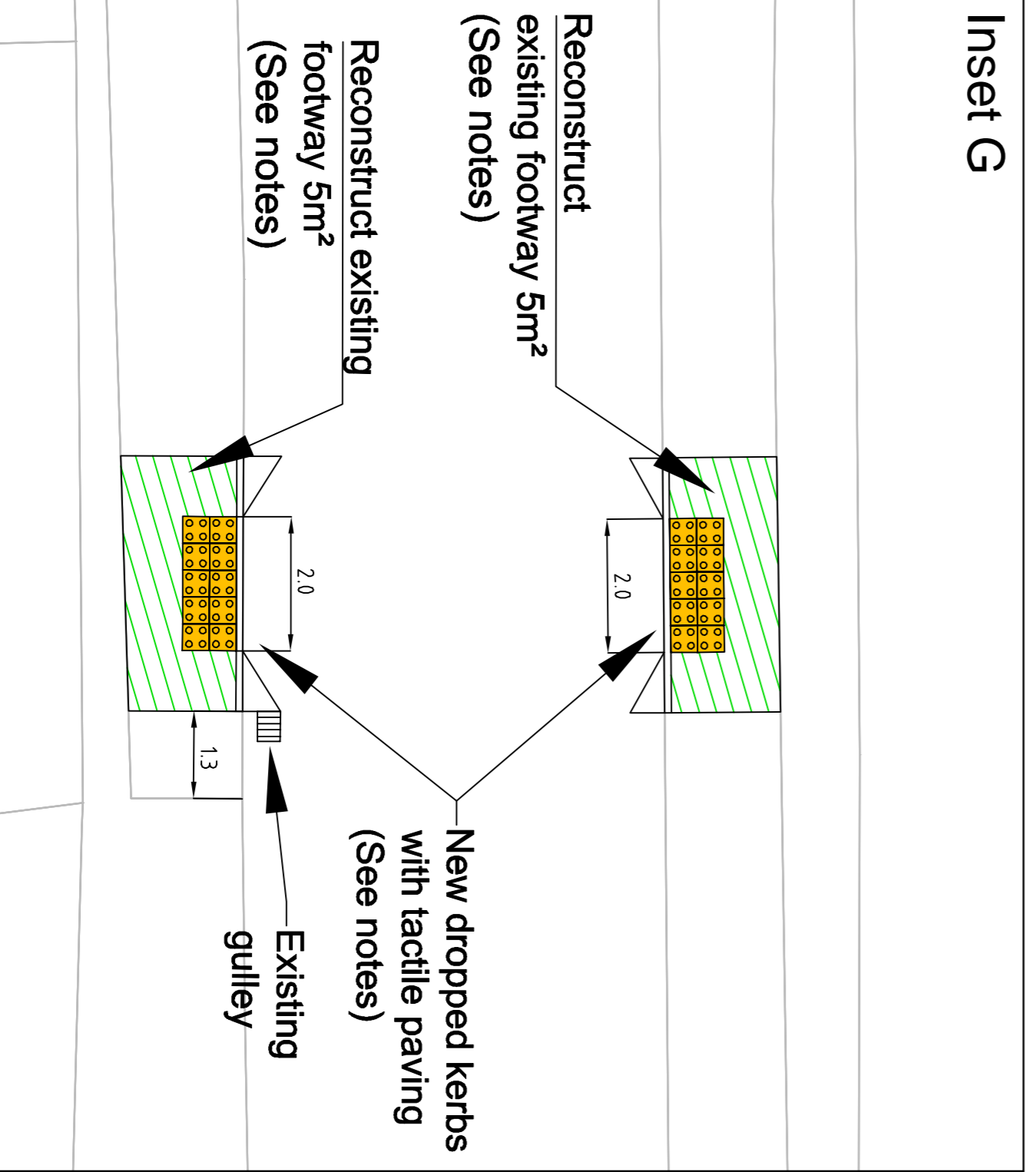
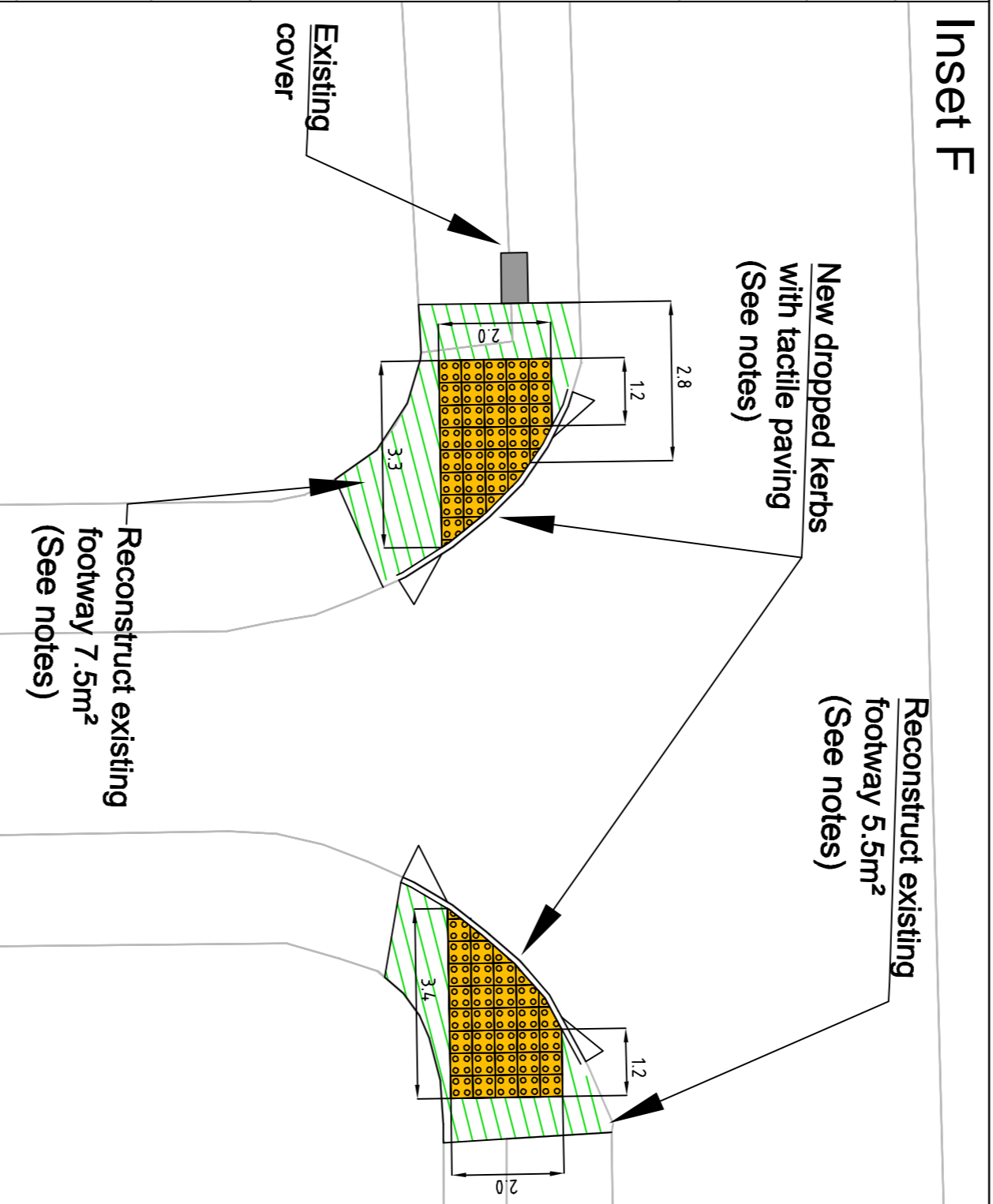
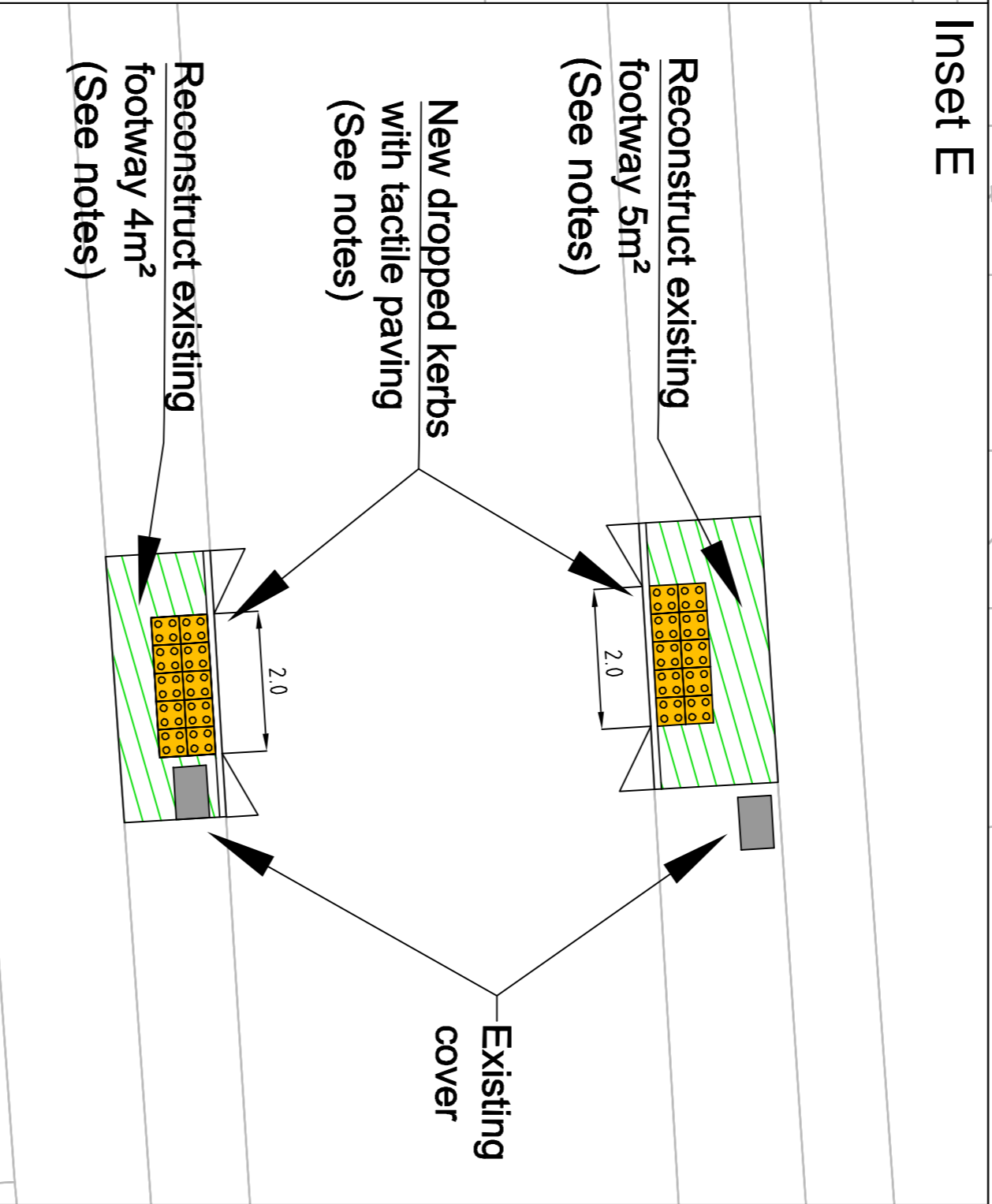
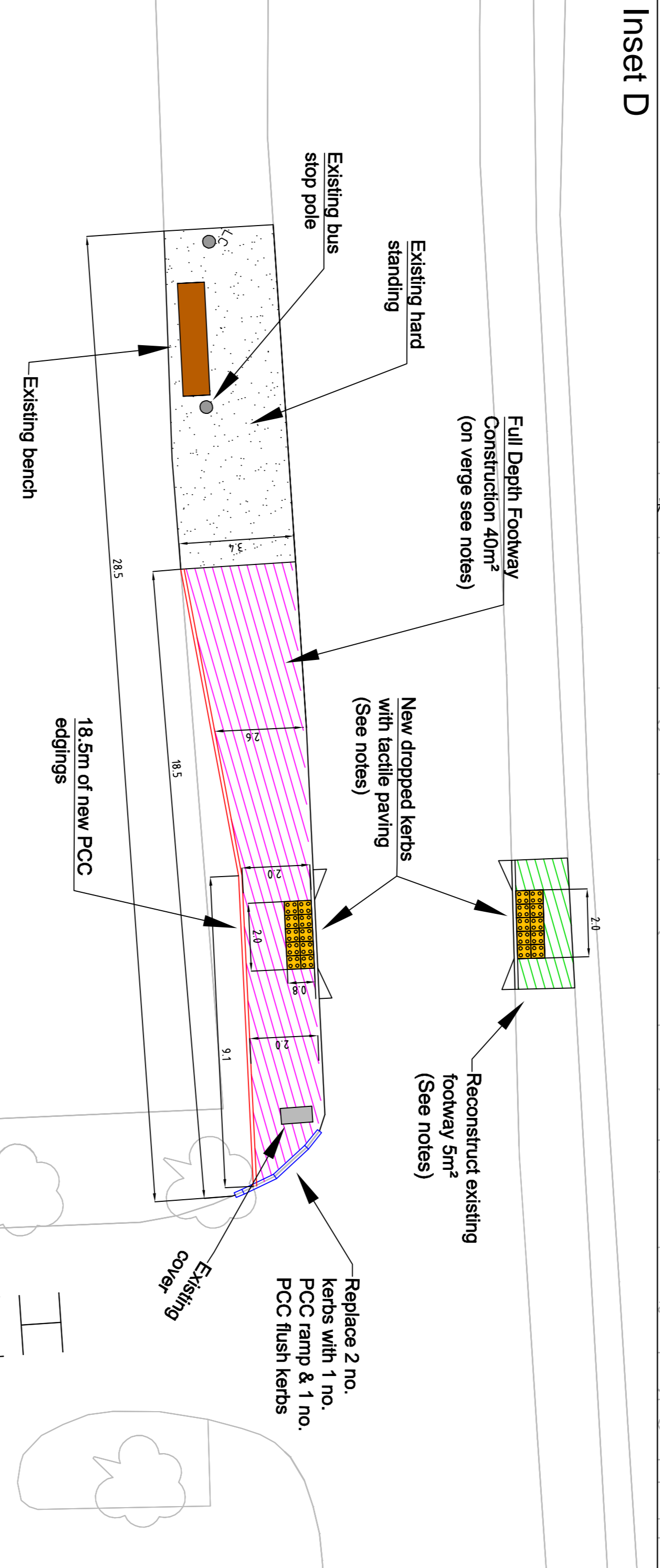
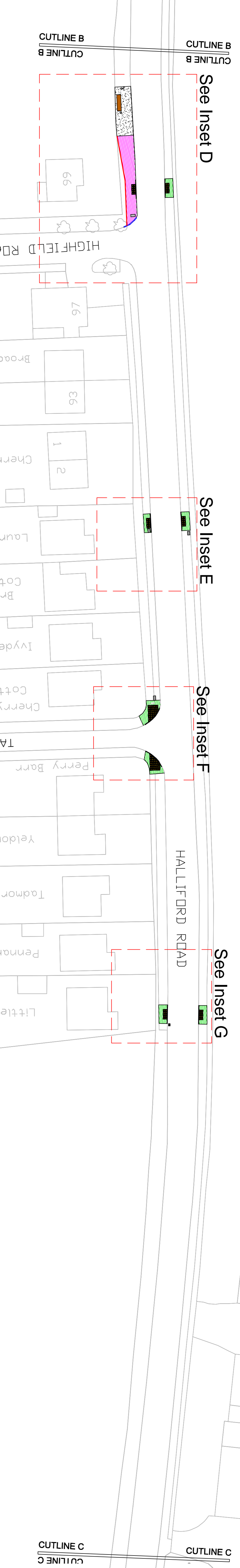
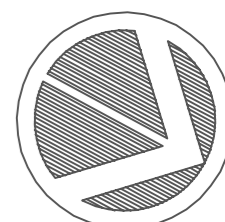
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Upper Halford Road
Lower Sunbury New and Improved ped facilities
Design Proposal

SUREY COUNTY COUNCIL
Project No. PC0610
Contract No. PC0610_01
Classification: DESIGN

Page 35

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Rev.	Description	Dr-wn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date

North Point	Scale

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Drawn by: NK Date: 01/03/16
 Checked by: JD Date: 01/03/16
 Approved by: JD Date: 01/03/16

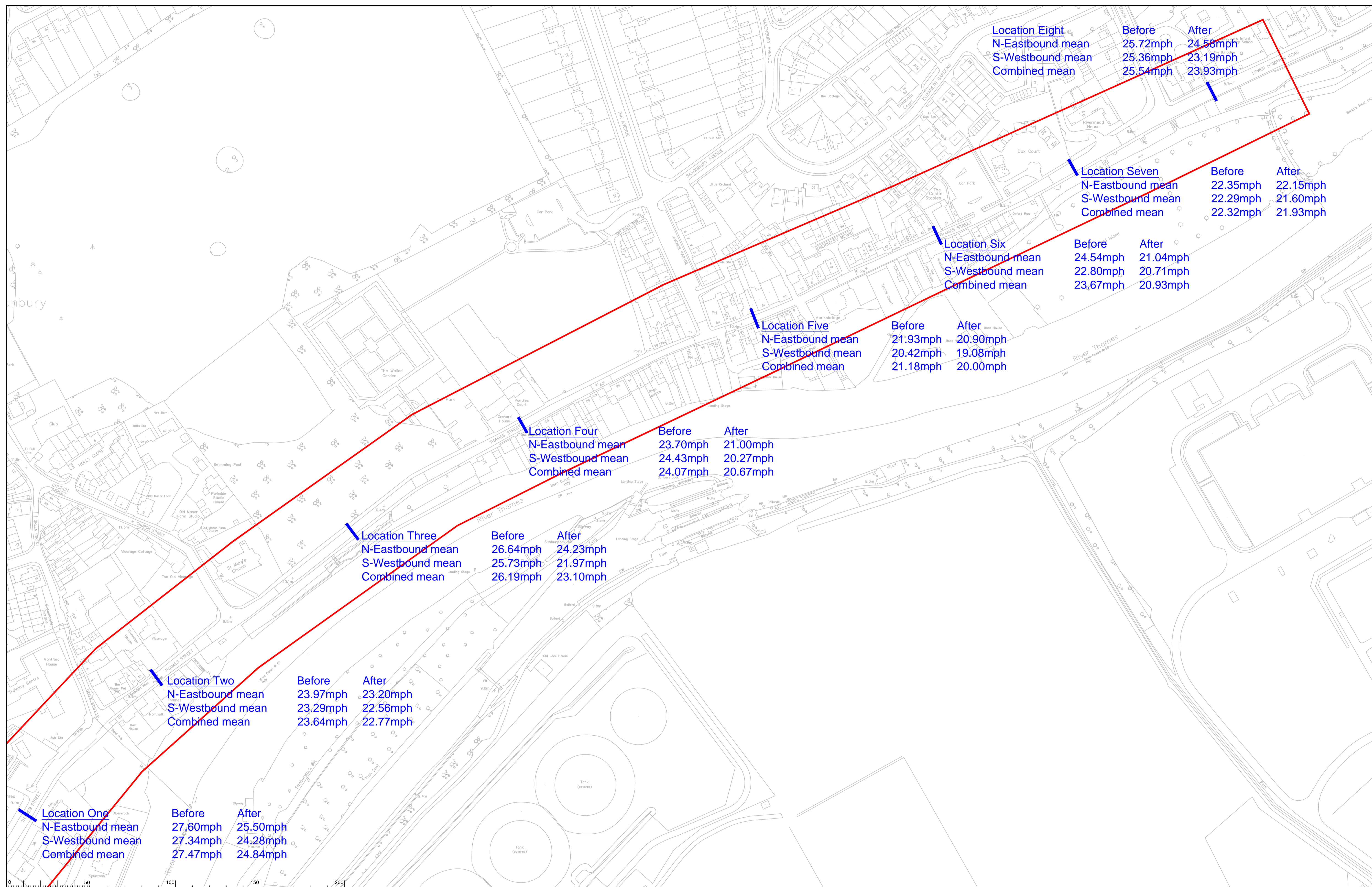
Project No. P/0610
 Contract No. P/0610_01
 Sheet No. -
 Revision No. -
 Classification: DESIGN

Upper Halliford Road
 Lower Sunbury New and Improved ped facilities
 Design Proposal

SHEET 2 OF 5

SURREY COUNTY COUNCIL
 County Council
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Notes

Rev.	Description	Drwn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date

Drawn by	Sig.	Date
JD	JD	29.9.16
Checked by	Sig.	Date
Approved by	Sig.	Date

Project: C234 THAMES STREET, SUNBURY-ON-THAMES
 Drawing: LOCATIONS AND MEAN SPEEDS BEFORE AND AFTER COMPARISON
 Scale: 1:1250

Project No. PC0504
 Contract Sheet No. 0504-014
 Rev. -
 Classification PRESENTATION

SURREY COUNTY COUNCIL
 Transport for Surrey

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Surrey Highways

Horizon 2 - 2017-2021 – Annex A

Spelthorne Local Committee scheme
consideration, 5 December 2016

Selecting 20% of the Horizon 2 Road Programme

- Local Committee Members are being given the opportunity to select the final 20% of the Horizon 2 Road Programme 2018-2021
- In consultation with Local Committee Chairpersons it has been agreed that there is an equal split of 2273 metres available per district/borough.

- The roads are listed in priority order
- The council's Asset Management Team and engineering professionals would recommend the roads at the top of the list are selected
- The Local Committee can select any roads on the list up to a total length of 2273 metres.
- Up to date versions of the lists will be available through the Members portal

The science behind this priority list

- Following national and industry wide best practice (many methods developed by the Department for Transport, Transport Research Laboratory at Crowthorne amongst others)
- Surrey County Council employs a group of experienced professionals to apply the methodology and methods
- Objective scoring



Objective survey ("SCANNER" vehicle shown above) AND Engineer's survey (recorded on Trimble device shown below)



Importance of the road (its Surrey Priority Network,SPN level)

- Number of safety defects that have been repaired on the road (its history)
- Number of insurance claims
- Skid and accident data
- Skid condition



(SCRIM machine above, used to calculate the skid condition of Surrey's roads)

Horizon 2 – Roads programme

Selecting the final 20% of schemes 2018-2021, Spelthorne

Priority	Road No.	Road name	Location	Limits	Length (metres)	Surrey Highways ID
1	B377	Fordbridge Road	Ashford	Church Road to Kingston Road	950	NA
2	D3322	Knowle Green	Staines-Upon-Thames	Burges Way Towards Knowle Green	246	3204
3	B376	Staines Road	Laleham	The Broadway To Beech Tree Lane	325	2374
4	B377	Ashford Road	Ashford	Gloucester Crescent To Bingham Drive	603	371
5	A308	Staines Road West / Kingston Road	Ashford	140metres east of Ashford Road to 200metres west of Ashford Road (westbound only) (Inc School Road Approach)	341	202
6	A244	Cadbury Road	Sunbury On Thames	Marlin Close To Chertsey Road	214	2355
7	D6291	Manygate Lane	Shepperton	Joint Between No. 2/3 To Grove Road	305	3209
8	D3221	Hadrian Way	Stanwell	Entire Length	460	1388
9	D3270	Chessholme Road	Ashford	Feltham Hill Road To End	275	745
10	A308	Fordbridge Roundabout	Ashford	Roundabout	410	1378

Horizon 2 – Roads programme

Selecting the final 20% of schemes 2018-2021, Spelthorne

Priority	Road No.	Road name	Location	Limits	Length (metres)	Surrey Highways ID
11	D3305	Elizabeth Avenue	Laleham	Charles Road To Margaret Close	207	3208
12	B377	Ashford Road	Laleham	60metres east of Grange Place To Access To No 155	657	372
13	D3251	Village Way	Ashford	Knapp Road To Brownrigg Road	791	743
14	D6209	Meadow Road	Ashford	Meadow Road up to junction with Ripston Road	70	3212
15	B376	Laleham Road	Shepperton	Pearmain Close To Shepperton Court Drive	170	370
16	D6294	Lindsay Drive	Shepperton	Cul-De-Sac	165	842
17	B378	Town Lane	Stanwell	Clare Road To Trinity Close	230	2378
18	C231	Halliford Road	Shepperton	Entire Length	1300	134
19	D3257	Fontmell Park	Ashford	Fordbridge Road To No. 19 Frontmell Close	190	1377
20	D3208	Hithermoor Road (Pt 2)	Stanwell Moor	Outside 160 to outside 132A	260	1072

Horizon 2 – Roads programme

Selecting the final 20% of schemes 2018-2021, Spelthorne

Priority	Road No.	Road name	Location	Limits	Length (metres)	Surrey Highways ID
21	D6254	Loudwater Road	Sunbury On Thames	Halliford Road To Fordbridge Road	211	3210
22	D6280	Acacia Avenue	Shepperton	Laleham Road To Jessiman Terrace	280	1293
23	D6294	Gordon Road (Pt 1)	Shepperton	Cul-De-Sac	225	878
24	D3210	Thornbank Close	Stanwell Moor	Entire Length	70	1033
25	D3324	Shaftesbury Crescent	Laleham	Entire Length	320	753
26	D6291	Richmond Drive	Shepperton	Cul-De-Sac	149	776
27	B377	Ashford Road	Ashford	New Farm Close To Kingston Road	1396	2377
28	D3280	Georgian Close	Staines-Upon-Thames	Complete Road	220	3206
29	D6292	Nell Gwynn Avenue	Shepperton	Entire Length	208	807
30	D6293	Caesar'S Way	Shepperton	Cul-De-Sac	98	841

Horizon 2 – Roads programme Selecting the final 20% of schemes 2018-2021, Spelthorne						
Priority	Road No.	Road name	Location	Limits	Length (metres)	Surrey Highways ID
31	D6293	West Way	Shepperton	Western Drive To Gaston Bridge Road	150	864
32	D3247	Dudley Road	Ashford	Church Road To Chesterfield Road	220	741
33	D6293	Gaston Bridge Road	Shepperton	Service Road	170	71
34	B375	Chertsey Bridge Road	Chertsey	Bridge Wharf To Littleton Lane roundabout	620	3192
35	D6251	Parkwood Grove	Sunbury On Thames	(Include Croysdale Avenue East Annex)	280	1013
36	D3323	Northumberland Close	Stanwell	Cul-De-Sac	167	756
37	D3287	Richmond Road	Staines-Upon-Thames	150metres up from Laleham Road Turning Left To End Of Road	314	3207
38	D6254	Loudwater Close	Sunbury On Thames	Fordbridge Road To Loudwater Road	261	1015
39	D6290	Wadham Close	Shepperton	Cul-De-Sac	257	775
40	D6295	Mulberry Trees	Shepperton	Cul-De-Sac	120	863

Horizon 2 – Roads programme Selecting the final 20% of schemes 2018-2021, Spelthorne						
Priority	Road No.	Road name	Location	Limits	Length (metres)	Surrey Highways ID
41	D3210	Benen-Stock Road	Stanwell Moor	Entire Length	272	1032
42	D3210	Mountsfield Close	Stanwell Moor	Cul-De-Sac	85	1023
43	D3210	Shellfield Close	Stanwell Moor	Cul-De-Sac	40	1040
44	D3210	Whatmore Close	Stanwell Moor	Cul-De-Sac	53	1041
45	D3309	Brightside Avenue	Ashford	Pavillion Gardens To End	550	1162
46	D3234	Kenilworth Road	Ashford	Stanwell Road To London Road	625	1397
47	D3275	Hensworth Road	Ashford	Brookside Ave To Kingston Cres (Full Length)	350	1
48	D3304	Hurstdene Avenue	Staines	Worple Road To Ash Grove	421	751
49	D6250	Laytons Lane	Sunbury On Thames	Outside No.20 To End	210	1297
50	D6251	Lyndhurst Avenue	Sunbury	Croysdale Avenue To Green Street (Inc roundabouts)	290	1014

Horizon 2 – Roads programme Selecting the final 20% of schemes 2018-2021, Spelthorne						
Priority	Road No.	Road name	Location	Limits	Length (metres)	Surrey Highways ID
51	D6248	Nursery Gardens	Sunbury	Nursery Road To Sunderland Ave	181	2
52	D3213	Oaks Road	Stanwell	High Street Stanwell To North Of Russell Drive	260	3
53	D3257	Percy Avenue	Ashford	Church Road To End	240	1484
54	D3247	Princes Road	Ashford	Entire Length	163	1234
55	D3209	Russet Close	Stanwell Moor	Entire Length	70	1024
56	D3278	Stainash Crescent	Staines	Entire Length	308	1214
57	D6275	Tanglyn Avenue	Shepperton	Entire Length	245	1258
58	D3243	Townsend Road	Ashford	Entire Length	341	4
59	C230	Vicarage Road	Sunbury	Sunbury Cross To Grovelly Road	1000	1530

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**SPELTHORNE BOROUGH COUNCIL AND
SURREY COUNTY COUNCIL**



SPELTHORNE JOINT COMMITTEE

DATE: 23 JANUARY 2017

**LEAD OFFICER: YVETTE ORTEL
COMMUNITY PARTNERSHIP & COMMITTEE OFFICER
(SPELTHORNE)**

**SUBJECT: REPRESENTATION ON JOINT COMMITTEE PARTNERSHIPS
AND TASK GROUPS**

DIVISION: ALL

SUMMARY OF ISSUE:

This report seeks the appointment of Members as the Joint Committee representative on the various Joint Committee partnerships and task groups during the current municipal year.

RECOMMENDATIONS:

The Spelthorne Joint Committee is asked to agree that:

- (i)** Members be appointed to the partnerships and task groups listed in this report.
- (ii)** Members be allowed to bring update reports from those groups, when relevant.
- (iii)** The terms of reference for the Spelthorne Safer Stronger Partnership, Health and Wellbeing Strategic Group, Youth Task Group, Parking Task Group, Transport Task Group, Walton to Halliford Transport Study Steering Group and the Community Infrastructure Levy (CIL) Task Group, as in Annex A (i), Annex A (ii) and Annex A (iii), are agreed.

REASONS FOR RECOMMENDATIONS:

The purpose of this report is to enable the Spelthorne Joint Committee to be represented on relevant partnerships and task groups and for Committee members to be able to report back to the Joint Committee when appropriate.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Joint Committee can appoint Members to various task groups and partnerships. To enable Members to report progress on the activities in

which they are involved on behalf of the Joint Committee, update reports should be made available when relevant.

This item is for decision.

2. ANALYSIS:

2.1 The Joint Committee membership of partnerships and task groups will be reviewed and agreed by the Joint Committee annually. The proposed terms of reference for the partnerships and task groups are in the annexes to this report. The Committee is asked to make appointments to the partnerships and task groups as listed in paragraphs 2.2 to 2.9.

2.2 Community Safety Partnership

Spelthorne Safer Stronger Partnership Board (SSSP) is a statutory Board. It is chaired by the Chief Executive of Spelthorne Borough Council and meets quarterly. The SCC Community Partnership and Committee Officer is a member of the Board.

The terms of reference and membership of SSSP will be reviewed and agreed by the Joint Committee annually. The proposed membership and terms of reference for the group are in Annex A (i) of this report.

It is proposed that the Joint Committee Chairman Mrs Denise Saliagopoulos (County and Borough Councillor) be re-appointed to the SSSP and that the Joint Committee Vice Chairman Cllr Ian Harvey (Borough Council Leader) be appointed as Deputy to attend in Mrs Saliagopoulos's absence.

2.3 Spelthorne Health and Wellbeing Strategic Group

The Strategic Group meets quarterly and is chaired by the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the Spelthorne Borough Council portfolio holder for Community Wellbeing. The Strategic Group oversees the Health and Wellbeing Networking Group which meets quarterly; two of these meetings are held jointly with the Runnymede Health and Wellbeing Group. The health and wellbeing priorities are aligned with the Surrey Health and Wellbeing Strategy, the Spelthorne Health and Wellbeing Strategy and local needs in the Borough.

The Health and Wellbeing Strategic Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually. The proposed membership and terms of reference for the group are in Annex A (ii) of this report.

It is proposed that Mrs Carol Coleman (County Councillor) be re-appointed to this group.

2.4 Youth Services Task Group

The Youth Services Task Group (known as the Youth Task Group) was established to assist and advise the Joint Committee in relation to youth issues and the future delivery of Youth Provision locally.

The Youth Task Group will contain (four) appointees from the Joint Committee - (two) County and (two) Borough Councillors*. It will also contain the Neighbourhood Police Inspector, two officers from the County Council, two officers from the Borough Council and two representatives from the voluntary sector. All full members have an equal say in Youth Task Group matters when making recommendations to the Joint Committee.

*The Chairman of the Joint Committee can use his/her discretion to accept two Borough Council nominations from the Borough Council Leader for councillors who are not on the Joint Committee.

In addition, the Youth Task Group can invite up to four young people from the borough, all with equal status. The Youth Task Group may also consult with other relevant members of the Joint Committee.

The Youth Task Group can respond to an officer report and submit its own report to the Joint Committee.

The Youth Task Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually. The proposed terms of reference for the group are in Annex A (iii) of this report.

It is proposed that Mr Richard Walsh (County Councillor and current chairman of the Youth Task Group), Mr Ian Beardsmore (County and Borough Councillor), Cllr Ian Harvey (Borough Councillor) and Cllr Maureen Attewell (Borough Councillor) be re-appointed to this group.

2.5 Parking Task Group

The Parking Task Group will contain (four) appointees from the membership of the Joint Committee - (two) County and (two) Borough Councillors* and officers from both authorities.

*The Chairman of the Joint Committee can use his/her discretion to accept an additional Borough Council nomination from the Borough Council Leader, for a councillor who is not on the Joint Committee.

The Task Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually. The proposed terms of reference for the group are in Annex A (iii) of this report.

It is proposed that Mrs Denise Saliagopoulos (County and Borough Councillor and current chairman of the Parking Task Group), Mrs Carol Coleman (County Councillor) and Cllr Joanne Sexton (Borough Councillor) be re-appointed and Cllr Olivia Rybinski (Borough Councillor) be appointed to this group.

2.6 Transport Task Group (TTG)

The Transport Task Group will contain three appointees from the membership of the Joint Committee - two County and one Borough Councillor* and officers from both authorities.

*The Chairman of the Joint Committee can use his/her discretion to accept the one Borough Council nomination from the Borough Council Leader for a councillor who is not on the Joint Committee.

The Task Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually. The proposed terms of reference for the group are in Annex A (iii) of this report.

It is proposed that Mr Ian Beardsmore (County and Borough Councillor and current Chairman of the Transport Task Group), Mrs Carol Coleman (County Councillor) and Cllr Ian Harvey (Borough Councillor) be re-appointed to this group.

2.7 Walton to Halliford Transport Study Steering Group

The Walton to Halliford Transport Study Steering Group will contain three appointees from the membership of the Spelthorne Joint Committee to the cross boundary group (which will also include three Members of the Elmbridge Local Committee and officers from local authorities).

The three Spelthorne members will be made up of two County Councillors and one Borough Councillor*.

*The Chairman of the Spelthorne Joint Committee can use his/her discretion to accept a Borough Council nomination from the Borough Council Leader, for a councillor who is not on the Joint Committee.

The Steering Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually. The proposed terms of reference for the group are in Annex A (iii) of this report.

It is proposed that Mr Richard Walsh (County Councillor), Mr Tim Evans (County Councillor) and Cllr Colin Barnard (Borough Councillor) be appointed to this group.

2.8 Spelthorne Education Action Group (SEAG)

The Education Action Group will contain (three) appointees from the membership of the Joint Committee - (one) County and (two) Borough Councillors* and officers from Surrey County Council and Spelthorne Borough Council. It will also contain other adopted members, including from Spelthorne schools. The Education Action Group will also decide on sub-groups; sub-group membership to be decided by the SEAG Chairman.

*The Chairman of the Joint Committee can use his/her discretion to accept a Borough Council nomination from the Borough Council Leader, for a councillor who is not on the Joint Committee.

The Action Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually.

It is proposed that Cllr Jean Pinkerton (Borough Councillor and current Chairman of the Education Action Group), Mr Robert Evans (County Councillor) and Cllr Ian Harvey (Borough Councillor) be re-appointed to this group.

2.9 Community Infrastructure Levy (CIL) Task Group

The Community Infrastructure Levy (CIL) Task Group will contain the Spelthorne Borough Council Portfolio holder for Planning and Economic Development, a County Councillor for the Spelthorne Division who will either be the Chairman where the Chairman is a County Councillor or the Deputy Chairman where the Deputy Chairman is a County Councillor and relevant officers from the two authorities.

The Task Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually. The proposed terms of reference for the group are in Annex A (iii) of this report.

It is proposed that Mrs Denise Saliagopoulos (County and Borough Councillor and current Chairman of the Joint Committee) and the Borough Council portfolio holder for Planning and Economic Development, Cllr Nick Gething, be appointed to this group.

3. OPTIONS:

- 3.1 The option is to appoint a representative to the partnerships and task groups or not to appoint.

4. CONSULTATIONS:

- 4.1 Local Members have been consulted.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The appointments if made will be met from existing resources and there are no financial and value for money implications.

6. WIDER IMPLICATIONS:

6.1

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Equality and Diversity	Equalities issues are considered within individual groups and specific considerations of high priority will be reported to the Joint Committee
Localism (including community involvement and impact)	By appointing Local Members on partnerships and task groups the aims of the Localism Act will be facilitated.
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

7. CONCLUSION AND RECOMMENDATIONS:

- 7.1 The purpose of this report is to enable the Joint Committee to be represented on relevant partnerships and task groups and for Committee members to be able to report back to the Joint Committee when appropriate.

8. WHAT HAPPENS NEXT:

- 8.1 If Members are appointed to the partnerships and task groups listed in this report, they will be able to represent the Joint Committee and bring update reports from those partnerships and groups to the Committee, when relevant.

Contact Officer:

Yvette Ortel / Georgie Lloyd

Community Partnership & Committee Officer (Spelthorne)

Tel: 01932 795120

email: yvette.ortel@surreycc.gov.uk / georgie.lloyd@surreycc.gov.uk

Consulted:

Local Members have been consulted.

Annexes:

Annex A (i): Terms of Reference: Spelthorne Safer Stronger Partnership

Annex A (ii): Terms of Reference: Health and Wellbeing Strategic Group

Annex A (ii): Terms of Reference: Parking Task Group, Transport Task Group, Walton to Halliford Transport Study Steering Group, Community Infrastructure Levy (CIL) Task Group

Sources/background papers:

None



Spelthorne Stronger Safer Partnership Board **Terms of Reference**

1. Introduction
2. Membership
3. Vision and objectives
4. Partnership Plan
5. Meetings
6. Appointment of a Chair and Vice Chair
7. Decision making procedures
8. Resources
9. Financial matters
10. Risk Management
11. Monitoring and evaluating performance
12. Information sharing protocol
13. Complaints
14. Review
15. Signatories
16. Contact details

1. Introduction

1.1 Every Council in England and Wales has a duty under the Crime & Disorder Act 1998 to establish in partnership with other key agencies a Community Safety Partnership (CSP). In Spelthorne the CSP is known as the Spelthorne Safer Stronger Partnership.

1.2 Partnership working to reduce crime, disorder and anti-social behaviour is important because tackling crime cannot simply be a matter for the police; it is for key agencies, organisations and most importantly communities working together to make a positive difference.

2. Membership

2.1 Some partners have a statutory duty to deliver on the Crime & Disorder Act 1998 and these are:

Item 12 Annex A (i)

- Surrey Police
- Surrey Police Authority
- Spelthorne Borough Council
- Surrey County Council
- Surrey Fire Authority
- North-West Surrey Clinical Commissioning Group
- Surrey & Sussex Probation Service

2.2 The SSSP Board holds responsibility for ensuring the delivery of the 3 year Community Safety Strategy; it includes a range of agencies and organisations in addition to the statutory partners. Full membership of the Board consists of:

- (a) The Borough Council's Chief Executive
- (b) The Borough Council's Community Safety Manager
- (c) The Surrey Police Chief Superintendent, as Divisional Commander
- (d) The Surrey Police Neighbourhood Superintendent and/or Police Neighbourhood Inspector
- (e) Spelthorne Police & Crime Commissioner Panel Representative
- (f) The Surrey Fire and Rescue Service Borough Manager
- (g) North-West Surrey Clinical Commissioning Group
- (h) The Surrey & Sussex Probation Service Manager
- (i) The Borough Council's Cabinet Member for Community Safety
- (j) The County Council Joint Committee Divisional Member who is either Chairman or Vice Chairman of the Joint Committee
- (k) The Surrey County Council Community Partnership and Committee Officer, Spelthorne
- (l) A2 Dominion Housing Association

Other Officers and representatives of Partners Agencies may attend as and when appropriate.

The Spelthorne Borough Council elected member with responsibility for community safety must be a member of the SSSP Board.

2.3 The SSSP can appoint such other sub-groups or action groups as it decides to determine some particular aspect of its work after considering a report on the matter. It may delegate authority for action to such sub-groups but in any event they must report back to the full SSSP on all aspects of their work.

Item 12 Annex A (i)

2.4 Each member will be asked to 'sign up' to this partnership agreement that will be documented as acceptance of the terms and conditions of this agreement.

The Senior Community Safety Officer on a 1-1 basis as necessary will address non-compliance by individual agencies. If the matter cannot be resolved in this way the chairman will be asked to intervene.

3. Vision and Objectives

The vision for SSSP is the creation of a safe and stronger borough through the reduction of crime, disorder and anti-social behaviour; engaging and empowering our communities; and improving confidence and providing greater reassurance for all those who live and work in the borough.

Objectives and actions to deliver the vision will be set and reviewed annually.

4. Partnership Plan

The SSSP will produce a three year plan to tackle the priorities identified in the Strategic Assessment. This plan will be prepared by the Senior Community Safety Officer for ratification by the SSSP and council and will be revised annually.

The Partnership Plan will outline how each of the partners will support the delivery of the priorities including the resources that will be needed.

The Partnership Plan will contain information on how the partner's performance will be measured and reported back to the wider community. A summary of the Plan will be produced and will be made available on the partnership web site.

The delivery of the Partnership Plan will be managed by SSSP Board members.

5. Meetings

Each of the representatives of the statutory partner agencies identified in paragraph 2.2 is expected to attend the Partnership Board meetings. If through unavoidable circumstances they are unable to attend they will identify an alternative representative and that this person is of an appropriate level to allow them to make decisions and respond on behalf of their organisation.

The partnership agreement will act as the constitution for the Spelthorne Safer Stronger Partnership.

Item 12 Annex A (i)

6. Appointment of a Chair and Vice Chair and Responsibilities

6.1 The SSSP will appoint a Chair (and a Vice Chair to act as deputy). They should have the necessary skills and knowledge to ensure the following aspects are delivered. The key functions of the Chair (and Vice Chair) will be to ensure that:

- The SSSP Board reaches clear decisions.
- Each member of the SSSP has clear responsibilities in relation to the delivery of the Partnership Plan.
- There are clear lines of accountability within the SSSP and back to individual partner agencies.
- The SSSP actively manages performance, understands current performance, sets robust delivery targets and monitors and evaluates results.
- The SSSP engages appropriately with the community, for example, communicating its activities and decisions in an accessible manner.

6.2 The Chair (and Vice Chair) shall be elected for three years, i.e. the proposed period of the Community Safety Action Plan and will act as the lead spokes people for the Partnership. It is the agency that is elected to the Chair or Vice Chair and not the person; so if there is a change in post, the replacement will be automatically appointed to the position on the Board that their predecessor held.

6.3 Subject to 6.2 above, should the Chair vacate the position outside of the elected period the Vice Chair will be offered the position in the first instance. If they choose not to accept this position s/he can still remain as the Vice Chair for the remainder of their term if they wish. In this instance the SSSP would be required to elect a replacement from the current membership. Anyone (including the Vice Chair) taking the Chair's role under these circumstances will stay in the position for the remainder of the vacating Chair's term only.

6.4 Subject to 6.2 above, should the Vice Chair vacate his/her position outside of the elected period the SSSP would be required to elect a replacement from the current membership. Anyone taking this position will remain in the position for the remainder of the vacating Vice Chair's term only.

6.5 If a member of the CSP decides to give a 'vote of no confidence' about either the Chair or the Vice Chair they must formally request that the Community Safety Manager puts forward a motion to undertake a secret ballot of the SSSP. The majority outcome being the deciding factor in the matter and the decision will be recorded within the minutes of the appropriate meeting. Should a 'vote of no confidence' go through about either the Chair or the Vice Chair, they will be asked to step down immediately and a replacement duly elected in accordance with the above. It will be at the discretion of the SSSP during the ballot whether the person being asked to step down is invited to remain as a SSSP member.

Item 12 Annex A (i)

7. Decision Making Procedures

The SSSP as the management group will adhere to the following decision making process:

- All issues requiring a decision by the SSSP will be itemised as agenda items at the first available meeting.
- Each representative will, in the event of a vote, have one vote each. Decisions on funding that require a vote shall be the preserve of the statutory partners, see 2.1.
- The Chairperson of the SSSP has the deciding vote in the event of a tie.
- For voting purposes at least 4 of the 'responsible authorities' (statutory partners) must be represented at the meeting.
- For a motion to be carried there is requirement that 50%+ of those present agree with the motion proposed.
- All decisions will be recorded in the minutes of the meeting. A summary of the meeting will also be published on the council web site for public information.

8. Resources

Resources will be identified on an annual basis and will be allocated as a result of the priorities identified by the annual Strategic Assessments.

Each year the SSSP Board will undertake a risk assessment of the capacity of the Partnership to deliver the agreed priorities. Part of this assessment will include identifying how additional resources might be ascertained; for instance, application for growth bids for funding or staffing, or in light of reducing resources how delivery might be continued in other ways, for example, cross borough working and collaboration.

9. Financial Matters

The SSSP manages the funding decision making process on behalf of the partnership and the following applies:

- The SSSP will identify resources to enable them to deliver on the actions identified within the Partnership Plan on an annual basis.
- The Partnership will receive a budget summary report at each meeting.
- The SSSP will identify four representatives from those that make up the 'responsible authorities' membership to approve funding spend. This should always meet the objectives of the action plan.
- All capital assets purchased on behalf of the Partnership will remain the property the Partnership.

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- All capital assets belonging to the Partnership cannot be sold or transferred by any of the individual partners without full agreement of the funding panel of the SSSP.
- The Spelthorne Borough Council Community Safety Officer will be responsible for the Funding audit trail.
- All projects and activities commissioned by the SSSP will be evaluated to ensure that limited resources are spent in the most appropriate way to ensure 'value for money'. Representation will be taken from those agencies which allocate specific funds.

10. Risk Management

The potential for failing to deliver on the Partnership Plan is increased if the Board does not manage the following risks:

- Lack of sufficient partnership funding support.
- Failure to retain partnership posts.
- Liability in relation to the data protection legislation.
- Lack of partnership commitment.
- Failure to meet the equality and diversity obligations.

The above risks will be reviewed as part of an annual health-check of this Partnership Agreement.

11. Monitoring and Evaluating Performance

The Partnership Board will routinely monitor its performance against its Partnership Plan in the following ways:

- A standardised template based on the agreed priority actions will be developed and reported upon quarterly.
- IQuanta and Police Performance management systems will be used to update the SSSP as to performance over time and against peers.
- Performance will be a standing item at each SSSP meeting.

12. Information Sharing Protocol

The SSSP is signed up to the Surrey wide information sharing protocol.

13. Complaints

Any partner, organisation or community representative wishing to make a complaint about the work of the Partnership or a decision made on behalf of the Partnership should, in the first instance, put forward their complaint in writing to the Community Safety Manager at Spelthorne Borough Council. If

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the matter cannot be resolved at this stage, the Community Safety Manager will refer it onto the Chairperson of the SSSP for appropriate action.

14. Review

Annual Assessments of the Partnership Plan will be undertaken every year in the form of a Strategic Assessment to help identify the key crime and disorder priorities for the year.

The Strategic Assessment will be used to compile the Partnership Plan and identify the priorities that need to be referred to the County Strategy Group. It will include an assessment on the extent to which the previous year's work was implemented.

Annually the SSSP will conduct a 'health check' in relation to the make-up of the partnership and the content of this Agreement. This will provide an insight into the strengths & weaknesses of the Partnership and its ability to deliver on the Plan.

15. Signatures

This Agreement must be signed by each member of the SSSP as a representative of their own organisation/service.

As the signatory representing my organisation I agree to abide by the terms and conditions within this Partnership Agreement:

(a) Organisation: Chief Executive of Spelthorne Borough Council

Position:

Print Name:

Signed:

Date:

(b) Organisation: Spelthorne Borough Council Community Safety Manager

Position:

Print Name:

Signed:

Date:

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(c) Organisation: The Surrey Police Chief Superintendent, as Divisional
Commander

Position: _____

Print Name: _____

Signed: _____

Date: _____

(d) Organisation: The Police Neighbourhood Superintendent and/or Police
Neighbourhood Inspector

Position: _____

Print Name: _____

Signed: _____

Date: _____

(e) Organisation: Surrey Police & Crime Commissioner Panel
Representative

Position: _____

Print Name: _____

Signed: _____

Date: _____

(f) Organisation: Surrey Fire & Rescue Service

Position: _____

Print Name: _____

Signed: _____

Date: _____

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(g) Organisation: North-West Surrey Clinical Commissioning Group

Position:

Print Name:

Signed:

Date:

(h) Organisation: Surrey & Sussex Probation Service

Position:

Print Name:

Signed:

Date:

(i) Organisation: The Borough Council's Cabinet Member for Community Safety

Position:

Print Name:

Signed:

Date:

(j) Organisation: The County Council Joint Committee Divisional Member who is either Chairman or Vice Chairman of the Joint Committee

Position:

Print Name:

Signed:

Date:

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(k) Organisation: Surrey County Council Community Partnership and
Committee Officer, Spelthorne

Position: _____

Print Name: _____

Signed: _____

Date: _____

(l) Organisation: A2 Dominion Housing Association

Position: _____

Print Name: _____

Signed: _____

Date: _____

16. Contact details

For further information on the Spelthorne Safer Stronger Partnership please contact the Community Safety Manager, Spelthorne Borough Council, Knowle Green, Staines-upon-Thames TW18 1XB. Tel: 01784 444224.

SPELTHORNE HEALTH AND WELLBEING STRATEGIC GROUP

Chairman: Cllr Maureen Attewell and Deborah Ashman

Membership, Terms of Reference and Operating Arrangements

SPELTHORNE HEALTH & WELLBEING STRATEGIC GROUP

1. PURPOSE

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne. The group will report to the Joint Committee of Spelthorne Borough Council and Surrey County Council.

2. MEMBERSHIP

- (a) Spelthorne Borough Council including the Portfolio Holder and Group Head for Community Wellbeing, and representatives from Leisure Services, Community Development and Independent Living.
- (b) Surrey County Council representatives including a local councillor and representatives from Adult Social Care and Children's Services.
- (c) A public health representative from Surrey County Council.
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for carers, children with disabilities, mental health, older people, adults with physical and sensory disabilities, and adults with learning disabilities – Appendix 1).
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

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3. TERMS OF REFERENCE

The responsibilities of the Health and Wellbeing Strategic Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will report to the Spelthorne Joint Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To oversee the Spelthorne Health & Wellbeing Networking Group.
- (d) To consider any issues raised by the Spelthorne Health & Wellbeing Networking Group and to determine what needs to be done to resolve these issues.
- (e) To provide an opportunity for the sharing of relevant information between agencies.
- (f) To link to other local, partnership groups as appropriate e.g. the Youth Task Group.

(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

4. OPERATING PROCEDURES

(a) Support

Administrative support will be carried out by Spelthorne Borough Council.

(b) Chairman

The Chairman will be the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the portfolio holder for Community Wellbeing. If this is not possible, the Chairman will rotate on an annual basis between the representatives from Surrey County Council, North West Surrey Clinical Commissioning Group and Spelthorne Borough Council. The Chairman will be responsible for reporting to the Spelthorne Joint Committee.

The Chairman will be supported by a Vice-Chairman and Co-ordinator; ideally they should be from a different partner organisation. Together they will be responsible for the operation of the theme group, its delivery of the action plan and reporting on progress to the Spelthorne Joint Committee.

(c) Frequency of meetings

The Health and Wellbeing Strategic Group shall meet at least quarterly.

(d) Reporting to the community

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The Group will feed back to the networking group on its activities and to the community through this group as well as ad hoc communications such as press releases issued by partner organisations.

(e) Decision making

The Group will seek to operate by consensus.

5. LIFETIME OF THE GROUP

The Group is not time limited and will seek to evolve according to the needs of the community and partner organisations.

DRAFT

APPENDIX 1

Roles of Forums and Groups in Spelthorne Health & Wellbeing Strategic Group

1. To identify the unmet need of local people for health and wellbeing.
2. To assess the effectiveness of existing services in meeting local need and make proposals for improvements or variation in service delivery.
3. To identify gaps and unmet needs in services, and to ensure that development proposals and recommendations are made to Spelthorne Health and Wellbeing Network Group.
4. To receive relevant consultation documents, commenting back to relevant organisations and to the Spelthorne Health and Wellbeing Network Group, as appropriate.
5. To provide a focal point for multi-agency debate with users and carers on health and wellbeing, with a view to improving communications, information sharing, evaluation, identifying best practice, service development and funding issues.
6. To actively engage in a range of methods of consultation with users and carers working, where possible, toward their full participation in Forums, and the appointment of service users as Forum Chairmen.
7. To take part in any sub-groups or task focused groups as necessary.
8. To encourage full membership of all sections of the community, as set out in the Equality Act 2010. All members are given equal status and access.
9. To ensure essential representation by the Chairman or nominated representative at Spelthorne Health and Wellbeing Networking Group.
10. To receive feedback from and report to Spelthorne Health and Wellbeing Networking Group via the Chairman or nominated representative.
11. To review Terms of Reference when necessary.

**APPENDIX 2
SPELTHORNE HEALTH AND WELLBEING STRATEGIC GROUP
EQUALITIES STATEMENT**

Spelthorne Health and Wellbeing Strategic Group will work together to ensure that any decisions or actions it takes have due regard to age, gender, ethnicity, disability, sexual orientation, religious belief and that no one is discriminated against unlawfully or unfairly.

Spelthorne Health and Wellbeing Strategic Group is committed to:

- Promoting equality of opportunity for all, and recognising and valuing the diversity of the Spelthorne community.
- Promoting good relations between people from different backgrounds through its work.
- Listening to and understanding the needs of all people in Spelthorne.

This commitment builds on that of each individual partner organisation and their responsibilities under the relevant equalities legislation for promoting equality of opportunity in policy development, service provision, training and employment. Members will continue to assess Spelthorne Borough Council policies and functions according to their own procedures and, where concerns arise, will raise these with the rest of the Group.

Through this commitment, the Group aims to encourage diverse and equal representation of all communities in Spelthorne. Within the Group, it is the responsibility of each individual member to respect and value differences between themselves and other members.

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SPELTHORNE JOINT COMMITTEE TASK GROUPS: TERMS OF REFERENCE

GENERAL

1. The Joint Committee will annually (at the first formal meeting after the beginning of the municipal year):
 - review the operation of any Task Groups which have been in place over the previous year
 - agree which Task Groups to establish for the current year
 - determine the membership of each Task Group.
 2. Task Groups exist to advise the Joint Committee and will:
 - unless otherwise agreed, meet in private
 - unless otherwise agreed, treat as confidential any documentation made available for discussion
 - develop an annual work programme
 - formally record actions.
 3. Members of Task Groups will be given an opportunity at each meeting to declare relevant personal or prejudicial interests.
 4. Recommendations to the Joint Committee will be supported by a summary of the reasoning behind a Task Group's position and reflect any professional advice of officers.
-

Terms of Reference: Parking Task Group

Membership

The Task Group will contain (four) appointees from the membership of the Joint Committee - two County and two Borough Councillors* and officers from both authorities.

*The Chairman of the Joint Committee can use his/her discretion to accept an additional Borough Council nomination from the Borough Council Leader, for a councillor who is not on the Joint Committee.

General

1. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Joint Committee.
 2. The Task Group will make recommendations to the Joint Committee on the way forward on Controlled Parking Zones.
 3. The Task Group will keep under review the agreement with the Borough Council, as required.
-

Terms of Reference: Youth Task Group

Objective:

The Local Committee agreed on 11th July 2011 that a Youth Services Task Group was established, to assist and advise the Local Committee in relation to youth issues and the future delivery of youth provision locally. This will continue under the Joint Committee.

Membership

The Task Group will contain four appointees from the Joint Committee - two County and two Borough Councillors* and officers from both authorities. It will also contain the Neighbourhood Police Inspector, two officers from the Borough Council and a representative from the voluntary sector. All full members have an equal say in Youth Task Group matters when making recommendations to the Joint Committee.

In addition, the Task Group can invite up to four young people and up to four local partners from the borough, all with equal status. The Task Group may also consult with other relevant members of the Joint Committee.

*The Chairman of the Joint Committee can use his/her discretion to accept the two Borough Council nominations from the Borough Council Leader for councillors who are not on the Joint Committee.

General

1. The Task Group shall exist to advise the Joint Committee. It has no formal decision making powers. The Task Group will:
 - A. Unless otherwise agreed meet in private
 - B. Develop a work programme
 - C. Record actions
 - D. Report back to the Joint Committee
2. The Task Group's function is to assist and advise the Joint Committee in relation to youth issues and the future delivery of Youth Provision locally.
3. Officers supporting the Task Group will consult the group and will give due consideration to the group's reasoning and recommendations prior to the officers writing their report to the parent Joint Committee.
4. The Task Group can, should it so wish, respond to an officer report and submit its own report to the Joint Committee.
5. The Task Group terms of reference and membership are to be reviewed and agreed by the Joint Committee annually.

Terms of Reference: Transport Task Group (TTG)

Membership

The Transport Task Group will contain three appointees from the membership of the Joint Committee - two County and one Borough Councillor* and officers from both authorities.

The Task Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually.

*The Chairman of the Joint Committee can use his/her discretion to accept the one Borough Council nomination from the Borough Council Leader for a councillor who is not on the Joint Committee.

General

1. The Task Group will make recommendations on any issues with regard to Highways and Transportation (other than parking for which there is a specific Task Group) to the Joint Committee.
 2. The Transport Task Group comprises of members of the Joint Committee who have been selected and nominated by the Committee. The TTG has no decision-making powers itself but provides advice and recommendations to the full Committee.
 3. The TTG has the flexibility to meet more regularly than the full Joint Committee and to consider matters on a level of detail which is not always possible during the agendas of the formal meetings of the Joint Committee.
 4. The recommendations and advice of the Task Group are reported to the full Joint Committee for formal discussion and decision.
 5. TTG members are required to act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.
 6. The remit includes transportation and highway infrastructure; it is likely to focus on the detail of more significant projects and is currently facilitating the development of the Wider Staines STP (phase 1).
-

Terms of Reference: Walton to Halliford Transport Study Steering Group

Membership

The Walton to Halliford Transport Study Steering Group will contain three appointees from the membership of the Spelthorne Joint Committee to the cross boundary group (which will also include three Members of the Elmbridge Local Committee and officers from local authorities).

The three Spelthorne members will be made up of two County Councillors and one Borough Councillor*.

*The Chairman of the Spelthorne Joint Committee can use his/her discretion to accept a Borough Council nomination from the Borough Council Leader, for a councillor who is not on the Joint Committee.

General

1. The Task Group will oversee the Walton to Halliford Transport Study which will consider the impacts of the Walton Bridge Project including its impact on traffic flow, congestion, HGV movements and patterns of collisions.
 2. The group will meet in private at appropriate times of the year.
 3. The Task Group will report back and make recommendations to both the Spelthorne Joint Committee and the Elmbridge Local Committee.
-

Terms of Reference: Community Infrastructure Levy Task Group

1. Remit

The Task Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the Spelthorne Joint Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

2. Membership of Task Group

For Spelthorne Borough Council the following Councillor and officer representation will apply:

- Spelthorne Portfolio holder for Planning and Economic Development
- Assistant Head of Planning (Policy), Spelthorne
- Principal Planning Officer (Policy), Spelthorne

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For Surrey County Council the following Councillor and Officer areas would be represented as required:

- County Councillor for a Spelthorne Division
- Spatial Planning
- Transport Policy
- Infrastructure Agreements
- School Commissioning

The Task Group will reserve the right to draw in representatives from other Borough and County service areas as required to assist it in its work.

3. Meetings

As required to advise the Joint Committee and ensure effective and timely allocation of CIL monies.

4. Objectives

The Task Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the Joint Committee.
- To advise and recommend to the Joint Committee schemes that will have maximum benefits to the community.

The Task Group will be responsible for:

- Recommending projects to the Joint Committee which require CIL funding from resources allocated to it.
- Regular monitoring and reporting to the Joint Committee on the delivery of projects including revisions to timescales.
- Reporting to the Joint Committee after completion of each project.
- Identification of other current and future infrastructure expenditure and funding streams.

5. Output

Regular project progress updates to the Joint Committee on CIL priorities and funding of projects.

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ITEM 13: Spelthorne Joint Committee Forward Programme

Details of future meetings			
<p>Dates for the Spelthorne Joint Committee 2016/17: 20 March 2017. Dates for the Spelthorne Joint Committee 2017/18: 17 July 2017; 2 October 2017; 6 December 2017; 19 March 2018.</p> <p>All Spelthorne Joint Committee meetings will be held in Spelthorne Borough Council Chamber, Knowle Green, Staines-upon-Thames TW18 1XB, unless otherwise advised. The Committee meeting commences at 6.30pm (Informal Public Question Time approx 6.30pm – 7pm).</p>			
Topic	Purpose	Contact Officer	Proposed date
Highways Update	Standing item for all Spelthorne Joint Committees	SCC Area Highways Manager (NE)	ALL
Decision Tracker	For information	Community Partnership and Committee Officer	ALL
Forward Programme	Review the Forward Programme and consider further themes for Member briefing	Community Partnership and Committee Officer	ALL
Surrey Fire and Rescue Services Annual Report 2015-16	For information	Assistant Group Commander Whitethread	March 2017
Data Overview of Academic Progress within Spelthorne	For information	SCC Area Education Officer (NE)	March or July 2017
Spelthorne Cycling Plan	To inform the Committee on progress	SCC Cycling Programme Team	TBA
Community Safety Update	For information	Spelthorne BC Community Safety Manager	TBA
Trading Standards Annual Report	For information	SCC & Bucks Trading Standards Officer	TBA
Transport Links with London	To explore possibilities	TBA	TBA
Crossrail 2	For information	SCC Economic Growth Team	TBA

Please note the Forward Programme may be subject to change

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