

# Agenda

Runnymede  
Local Committee

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

**Early Help priorities for the borough**

**Cabinet Member for Highways addresses  
the committee**

**Community Safety and Members'  
Allocations**



## Venue

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

**Date:** Monday, 19 February  
2018

**Time:** 6.30 pm



**SURREY**

# Get involved

## 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 local committee a question about it. Most local committees provide an opportunity to raise questions, informally, up to 30 minutes before the meeting officially starts. If an answer cannot be given at the meeting, they will make arrangements for you to receive an answer either before or at the next formal meeting.

### ***Write a question***

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

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

### ***Sign a petition***

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



## Attending the Local Committee meeting

Your Partnership officer is here to help.

*Email:* [carys.walker@surreycc.gov.uk](mailto:carys.walker@surreycc.gov.uk)

*Tel:* 01483 517530 (text or phone)

*Website:* <http://www.surreycc.gov.uk/runnymede>



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This is a meeting in public.

Please contact **Carys Walker** 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, e.g. access or hearing loop**
- 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 Mary Angell, Woodham and New Haw (Chairman)  
Mr Mark Nuti, Chertsey (Vice-Chairman)  
Mrs Yvonna Lay, Egham  
Mr Mel Few, Foxhills, Thorpe and Virginia Water  
Mr John Furey, Addlestone  
Miss Marisa Heath, Englefield Green

### **Borough Council Appointed Members**

Councillor Alan Alderson, Egham Town  
Councillor David Parr, Addlestone North  
Councillor Nick Prescott, Englefield Green West  
Councillor Mike Kusneraitis, Englefield Green West  
Councillor Barry Pitt, Chertsey South & Rown Town  
Councillor Jacqui Gracey, New Haw

Acting Chief Executive  
**Julie Fisher**

#### MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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

*Thank you for your co-operation*

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**Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.**

*If you have any queries regarding this, please contact the representative of **Legal and Democratic Services** at the meeting.*

## **OPEN FORUM**

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

### **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2 MINUTES OF PREVIOUS MEETING**

(Pages 1 - 8)

To approve the Minutes of the previous meeting as a true record. A copy of the minutes will be available in the room for half an hour prior to the meeting.

### **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 PETITIONS & LETTERS OF REPRESENTATION**

To receive any petitions in accordance with Standing Order 65. An officer response will be provided to each petition.

### **5 WRITTEN PUBLIC QUESTIONS**

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

### **6 WRITTEN MEMBER QUESTIONS**

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

### **7 DECISION TRACKER [FOR INFORMATION]**

(Pages 9 - 12)

The Committee reviews the status of decisions made at previous committee meetings and advises on the removal of items which have been completed or brought to closure.

**8 EARLY HELP PRIORITIES FOR RUNNYMEDE [FOR DECISION]** (Pages 13 - 30)

A report updating the committee on the priorities that Family Services are addressing in Runnymede through its Early Help provision.

**9 ADDRESS FROM CABINET MEMBER FOR HIGHWAYS [FOR INFORMATION]** (Pages 31 - 62)

Colin Kemp, Cabinet Member for Highways will address the Committee.

**10 HIGHWAYS UPDATE [FOR DECISION]** (Pages 63 - 72)

The Committee will consider the progress of the 2017/18 programme

**11 COMMUNITY SAFETY FUNDING AND MEMBERS' ALLOCATIONS [FOR INFORMATION]** (Pages 73 - 86)

An end of year report on the committee's community safety funding and Members' Allocations.

**12 FORWARD PLAN [FOR DECISION]**

The Committee will consider adding the following to their forward programme.

Highways update: Considering the 2018/19 programme  
Living Streets: Partnership initiative to promote walking  
Children's services: update on changes in the service

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**DRAFT**

Minutes of the meeting of the  
**Runnymede LOCAL COMMITTEE**  
 held at 6.30 pm on 27 November 2017  
 at The Council Chamber, Civic Centre, Station Road, Addlestone KT15 2AH.

**Surrey County Council Members:**

- \* Mrs Mary Angell (Chairman)
- \* Mr Mark Nuti (Vice-Chairman)
- \* Mrs Yvonna Lay
- \* Mr Mel Few
- Mr John Furey
- \* Miss Marisa Heath

**Borough / District Members:**

- \* Councillor David Parr
- \* Councillor Nick Prescott
- \* Councillor Jacqui Gracey
- Councillor Barry Pitt
- \* Councillor Mike Kusneraitis
- \* Councillor Alan Alderson

\* In attendance

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**159/17 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from:

Mr John Furey  
 Cllr Barry Pitt

All other members attended.

**160/17 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes of the meeting of 25 September were agreed and signed by the chairman as an accurate record.

**161/17 DECLARATIONS OF INTEREST [Item 3]**

No declarations were received.

**162/17 PETITIONS & LETTERS OF REPRESENTATION [Item 4]**

Two petitions were received which related to the proposed closure of Weystone Road and which was intended to be covered as part of item 10 of this agenda. Both petitions had been generated as a result of a consultation having been carried out by the County Council's Road Safety Team to gauge support for the closure of the road. The Chairman decided to bring this report

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forward when addressing both of the petitions and as a result, the decision has been recorded below as part of this item.

Having reviewed residents' feedback (including the two petitions) and the most recent safety data, the Road Safety team were recommending that the closure was not implemented at this time.

The first petitioner, Mr Vink outlined his position.

He reported that the residents' association had contributed £30,000 for surfacing and signage of this road as it was recognised that the road provided important access.

He stated that he believes that the road is used not only by residents to access their homes but by those who visit as part of their work (such as carers and nurses) and those who visit recreationally, such as walkers and fishermen. In addition, there were concerns about emergency vehicles and community buses not being able to reach their intended destinations as a result of the closure.

The second petitioner, Mr Wolstenholme outlined his concerns. Firstly, he expressed that he felt the consultation on the proposal had not been long enough or widespread enough to be effective and that this may have led to residents being unaware that this closure had been suggested.

Secondly, he felt that the accident data that had originally brought about the proposed closure was not sufficient to have validated the measure. More incidents have been reported on a nearby street than for Weystone Road and yet no recommendations had been made to remedy this on that road.

Mr Wolstenholme suggested that if any improvements were proposed in the future to improve safety on Weystone Road then additional lighting, signage or the installation of a mini roundabout should be considered.

Tim Oliver, divisional member for Weybridge whose border lies very close to this junction was invited to the committee and asked to share his views. He stated his support for the petitions and reiterated Mr Wolstenholme's request that other methods to improve safety should be considered should this proposal be readdressed in the future.

The Area Highway Manager explained that this road came under the spotlight as a result of a sudden increase in incidents in 2014 that gave officers cause for concern and led to the proposal for a road closure being investigated. This in turn led to the consultation. The level of objections received prompted the officers to review the most recent data and found that the 2014 figures appeared to be a spike that was not reflected in subsequent years. Therefore the Road Safety team revised their plans to proceed with the closure and the recommendation is not to proceed at this time.

The Area Highways Manager acknowledged the alternatives that had been put forward but advised that mini roundabouts can be difficult to implement as they need a wide area of space in which to be installed. This would need to be fully assessed if taken forward in the future.

It was noted by the committee that often there is queuing traffic as you approach this junction from Weybridge and that additional signage may be useful to alert drivers to this possibility as they approach.

The Local Committee (Runnymede)

- (i) **Agreed** that the proposed closure of Weystone Road at its junction with A317 Weybridge Road is not implemented at the current time.
- (ii) **Agreed** that the safety record of the junction of Weybridge Road with Weystone Road and Hamm Court continues to be monitored to determine whether the recent improvement in safety is maintained.
- (iii) **Agreed** the implementation of safety improvements at the junction is reconsidered if the recent improvement in the safety record is not maintained.

### 163/17 WRITTEN PUBLIC QUESTIONS [Item 5]

**Question 1** was submitted from the Royal Holloway & Bedford University represented by Mr Michael Berry.

His suggestion is to set up a working group between the local authority and the university in order to manage on street parking around the residential areas surrounding the campus. Controlled Parking Zones (CPZs) are suggested as a way forward.

His supplementary question was to ask whether there were any plans for a cohesive, and sustainable strategy for the local area.

In responding to the questions, it was reported that residents were consulted in 2014 regarding the option of having a CPZ implemented in the area but this was not a popular solution. The rise in housing of multiple occupancy seen in recent years has exacerbated the problem as this has meant that more people live in the area and in turn, there are more vehicles. Much of the housing in the area was built before car ownership was the norm and as modern cars get bigger, they take up more space.

If a consultation was to be held with residents now, it may be that the option for a CPZ might be more popular but this would be a costly and labour intensive exercise and this needs to be considered with regard to the council's current financial limitations. In addition, it can take 2-3 years to fully implement parking measures under current practices and this means that a full solution may be some time away.

It is recognised that as there is more development in places like Egham, this is likely to bring in additional car usage and compound the problem. The borough council has sought to alleviate this by refurbishing car parks to maximise existing facilities. To truly address the issue, plans need to be made that consider the next 10-15 years.

The idea of a working group was supported by the committee and it is suggested that this is attended by the Chairman, Divisional Member and a representative from the university. The Cabinet Member for Highways who

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was also present at this meeting, offered to attend the inaugural meeting to ensure that the most appropriate personnel could be assigned to it.

This will be looked at as part of the next parking review.

*Nick Prescott left the meeting, giving his apologies.*

### **Questions 2-5**

These questions were taken together as they related to the same issue. There is a shortage of parking on Herndon Close in Egham which is causing problems with access, an example of which is refuse collections being missed because the vehicle cannot enter and exit the close. There is also a concern about emergency access. This has recently been compounded by a property owner who has taken down a wall to the rear of his property on Herndon Close and made a drive which takes up space previously available for on-street parking.

Mr Thomas Wells attended on behalf of himself and neighbours who had submitted questions.

As a supplementary question, Mr Wells stated that he was pleased to see that the issues are being addressed but was aware that this might take some time. Are there any temporary measures that can be taken in the interim?

The Area Highway Manager advised that it was not possible to implement any temporary measures but that in the case of any obstruction to vehicles, these should be reported to the police who can take enforcement action, particular in the case of 'repeat offenders'.

The Divisional Member stated that she would be happy to work with residents to bring common issues to the attention of the police.

The Chairman closed the item by saying that whilst the committee cannot advise over the actions of any one individual house owner, they would be happy to keep a watching brief over this item to monitor the issue.

### **164/17 WRITTEN MEMBER QUESTIONS [Item 6]**

No members' questions were received.

### **165/17 DECISION TRACKER [FOR INFORMATION] [Item 7]**

It was agreed by the committee that the remaining item relating to a Rights of Way issue should be removed from the tracker. As the application was now subject to an appeal by the Secretary of State, the committee no longer has influence on the outcome.

### **166/17 ADDRESS FROM CABINET MEMBER FOR HIGHWAYS [FOR INFORMATION] [Item 8]**

The Chairman welcomed Surrey's Cabinet Member for Highways to the committee.

The Cabinet Member's primary purpose for attending was to look at the role that local and joint committees can play in influencing how highways funding should be spent in their area. He acknowledged that funding to the committee directly had been reduced by around 80% this year but that across the county, £90million had been spent but that he believed that there was not enough publicity about this. In future, he would like to illicit the committee's view on how it should be spent in Runnymede. Highways improvements especially new schemes and major design projects often take around 5 years to come to fruition and so early involvement by the committee could contribute to making them successful.

The Cabinet Member asked for Members' action and views on:

- How developers' funds can be used and accessed
- Scrutinising how parking enforcement funding has been applied
- Considering how to charge for parking around commercial centres to promote footfall for local businesses
- Charging for on-street parking

With regards to the latter, the Cabinet Member pointed out that a good on-street parking strategy can benefit local businesses and generate revenue, 60% of which can be allocated by the committee.

The Cabinet Member concluded that he would be happy to hear from any committee members from both the county and borough membership but requested that the appropriate county divisional member should be copied in on all correspondence.

The Cabinet Member would therefore like to attend the spring meeting of the committee to involve them in the planning for next year.

Committee members commented that they felt that Highways should have more input into planning applications for new developments to allow there to be provision for adequate infrastructure. It was noted that Surrey has always been an affluent area of the country and that prosperity would be undermined if the infrastructure could not adequately support local businesses and residents' lifestyle. Certain areas of the borough were already at full capacity with regards to properties and traffic.

The Cabinet Member accepted the committee's views and underlined the importance of taking a look at the wider picture when planning for future needs.

### **167/17 HIGHWAYS UPDATE [FOR DECISION] [Item 9]**

The Area Highway Manager (AHM) presented his report. He began by providing an update to the 2017/18 capital programme. The progress and budgetary position was noted by the committee. It was also agreed to carry forward the capital works programme into next year.

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Recommendation (v) was to agree to use an amount of parking revenue surplus to offset some of the overspend that had accrued the previous year. In considering this recommendation, committee members asked what other options were available if the money was not put to this use. The AHM did suggest that an alternative use could be for revenue maintenance works but this would not include the repair of potholes which come from a central budget and which to many is the priority maintenance item. He did however state that the preference was for the reduction of debt as this would be seen as best practice. The committee agreed with this assessment.

Recommendation (vi) came about as a result of an item that was deferred from the previous meeting. The proposal was originally for two bus clearways to surround bus stops in New Haw Road in Addlestone. In recognition of councillors' concerns that it would take away valuable parking spaces, the report presented at this committee amended the proposal, reducing it one clearway with restrictions only being in place on one side of the road between the hours of 7am-7pm, which reflects the bus service's hours of operation.

The proposal originated from a complaint for an elderly resident who relies on buses, having no vehicle of her own and who found that vehicles parking in or alongside the bus stop obscured the bus driver's view of her which meant they did always see her and her signal to stop. This led her to move into the carriageway in order for the driver to see her which presented a safety issue. Whilst recognising that parking at bus stops is already illegal, it is also acknowledged that parking is at a premium in the area and this resulted in many residents choosing to park there regardless. The committee's deliberations therefore centred around how to balance the needs of those who relied on public transport and available parking for residents.

In regards to the availability of parking: whilst sympathetic to the challenges faced by the resident in question, some councillors felt that the issue didn't warrant the reduction in parking that would be afforded by this measure. Many pointed out that this bus stop had been in place for around 20 years and could not see why this bus cage was needed now. Although the request had come from the county council's Passenger Transport Team, no data had been presented to show bus usage in the area in order for some councillors to feel that they could accurately gauge how many residents would be affected.

Countering this argument, it was commented that if buses were no longer able to stop safely in the area, the bus company might apply to have the stop decommissioned which would be a loss of an important amenity. The bus route goes towards Woking and St Peter's Hospital and so benefits the community as a whole. It is also recognised that public transport is important if residents are to be convinced to reduce their reliance on their cars, otherwise parking problems will intensify as car ownership increases. In addition, it was felt that condoning those who were parking illegally could not be supported.

The Chairman offered committee members the option of requesting further information for decision at a future committee or voting on the topic as presented. The committee felt able to put this to a vote and it was carried by 4 votes to 3 in favour of agreeing the recommendation, with 2 abstentions.

The Local Committee were happy to accept the recommendation to convert the segregated to a shared path on the advice of the AHM. He reported that the path was not wide enough to continue being used as a segregated path

and that there was no cost implication in carrying out the conversion. The committee did however, feel it would be helpful to receive any data relating to the usage of cycle paths in Runnymede.

The Local Committee (Runnymede):

- (i) **Noted** the progress with schemes and revenue funded works for the 2017/18 financial year.
- (ii) **Noted** the budgetary position.
- (iii) **Noted** that a further Highways Update will be brought to the next meeting of this Committee.
- (iv) **Agreed** the undelivered proposed capital works programme for 2017/18 shown in table 1 at section 2.2 is carried forward to become the 2018/19 capital works programme.
- (v) **Agreed** that £15,619 of unallocated parking surplus is used to help reduce the existing 2017/18 Local Committee capital budget overspend.
- (vi) **Agreed** the introduction of a bus stop clearway (prohibiting stopping between 7am and 7pm from Monday to Saturday, except local buses) on A318 New Haw Road.
- (vii) **Agreed** the conversion of the section of footpath between the A308 The Glanty and Lovett Road (Staines-upon-Thames) from a segregated footpath/cycleway to a shared footpath/cycleway.

1.

#### **168/17 ROAD SAFETY: PROPOSED CLOSURE OF WEYSTONE ROAD [FOR DECISION] [Item 10]**

This item had already been dealt with as part of agenda item 4 (Minutes 162/17)

#### **169/17 FORWARD PLAN [FOR DECISION] [Item 11]**

The Local Committee agreed to include the following into their forward programme:

- 2.
- Update on the River Thames Scheme
- Community Safety Funding Update

## ITEM 2

- Highways Update and Budget
- Surrey Fire & Rescue
- Early Help provision
- Emergency Planning: Roles & Responsibilities

The forward programme as set out above was agreed. Gravel extraction in Egham was suggested as a topic for a future meeting.

Meeting ended at: 20:38

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**Chairman**



# Local / Joint Committee Decision Tracker

This tracker monitors progress against the decisions that the Local Committee has made. It is updated before each committee meeting.

- Decisions will be marked as 'open', where work to implement the decision is ongoing.
- When decisions are reported to the committee as **complete**, they will also be marked as 'closed'. The Committee will then be asked to agree to remove these items from the tracker.
- Decisions may also be 'closed' if further progress is not possible at this time, even though the action is not yet complete. An explanation will be included in the comment section. In this case, the action will stay on the tracker unless the Committee decides to remove it.

Meeting Date	Item	Decision	Status (Open / Closed)	Officer	Comment or Update
27 November	OF	To refer Addlestone One and town centre parking charges to the Environment & Sustainability Committee and to write back to the questioner	CLOSED	Nick Prescott ( Leader of Runnymede Borough Council)	COMPLETE This car park comes under the Corporate Management remit. Letter was drafted in consultation with John Rice. Director of Corporate Services for RBC and sent out to resident by the SCC Partnership Committee Officer.
27 November	5	That the proposed closure of Weystone Road at its junction with A317 Weybridge Road is not implemented at the current time.	CLOSED	Area Highway Manager	No further action required. Recommend removal of this item at next committee (19 Feb)

	5	That the safety record of the junction of Weybridge Road with Weystone Road and Hamm Court continues to be monitored to determine whether the recent improvement in safety is maintained.	OPEN	Area Highway Manager	Ongoing. Recommend removal of this item at next committee.(19 Feb) Officers to bring a report to the committee should a change occur
	5	The implementation of safety improvements at the junction is reconsidered if the recent improvement in the safety record is not maintained.	OPEN	Area Highway Manager	Recommend removal of this item at next committee  Officers to bring a report to the committee should a change occur
27 November	6	Inaugural meeting of working group to be scheduled	OPEN	Partnership Committee Officer in collaboration with Chairman and divisional member	Partnership Committee Officer is in contact with the university to secure a date for the first meeting and is liaising with the divisional member to draw up list of key invitees. University will provide meeting room on campus.
27 November	9	The undelivered proposed capital works programme for 2017/18 shown in table 1 at section 2.2 is carried forward to become the 2018/19 capital works programme.	OPEN	Area Highway Manager	Recommend that this item is closed at next committee (19 Feb) as works programme is updated each meeting

	9	That £15,619 of unallocated parking surplus is used to help reduce the existing 2017/18 Local Committee capital budget overspend.	OPEN	Area Highway Manager	Recommend that this is closed at meeting of 18 June when 2018/19 will have been confirmed and Highways will be able to demonstrate the reduction in deficit.
	9	The introduction of a bus stop clearway (prohibiting stopping between 7am and 7pm from Monday to Saturday, except local buses) on A318 New Haw Road.	OPEN	Area Highway Manager	As detailed in the Highways report, 2.10.2 (Passenger Transport)  The Bus Service Planning team have advised residents of the proposed restriction and it is anticipated that this will be installed within the next 3 months
	9	The conversion of the section of footpath between the A308 The Glanty and Lovett Road (Staines-upon-Thames) from a segregated footpath/cycleway to a shared footpath/cycleway.	OPEN	Area Highway Manager	This work will be undertaken by the developers and the divisional member will be updated accordingly. Recommend that this is closed for next meeting.
	9	Data and supporting information to be supplied to the committee relating to cycle path usage	CLOSED	Partnership and Committee Officer	Link for TravelSmart website has been sent out to committee members. Divisional members may be able to obtain further information from the Cycling Strategy Team. The PCO has details.

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**SURREY COUNTY COUNCIL****LOCAL COMMITTEE (RUNNYMEDE)****DATE: 19<sup>th</sup> FEBRUARY 2018****LEAD OFFICER: BEN BYRNE, HEAD OF EARLY HELP AND FAMILY SERVICES****SUBJECT: EARLY HELP PRIORITIES FOR RUNNYMEDE [FOR DECISION]****DIVISION: RUNNYMEDE****SUMMARY OF ISSUE:**

Surrey County Council has been working together with partners across the county and in Runnymede to transform the system of Early Help that supports children, young people and families who are in need. We need to do this to both improve outcomes for local families and also address more effectively a number of the demand pressures we are facing across the public sector in Surrey.

The Children and Young People's Partnership has the following overall vision: "children and young people are happy, healthy, safe and confident in their future". In support of the overall vision, our shared ambition for early is: "Surrey children get the right help at the right time. They are resilient and have safe nurturing relationships, which enable them to thrive and build the skills they need for adulthood."

To achieve this we are bringing together all partners who care about children and young people in local communities to provide the best possible support, through new Local Family Partnerships (LFPs). By sharing our resources and integrating the support we provide to families we will reduce duplication and improve the reach and effectiveness of our work for families.

This report provides local Members with an update on the new model that Surrey County Council and partners have been developing for Early Help for the county overall and how this is progressing locally in Runnymede.

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

- (i) Provide feedback on the latest Early Help developments in Runnymede, including proposed Early Help priorities for re-commissioning and the location of Local Family Partnerships
- (ii) Endorse the Local Committee representatives to the local Early Help Advisory Board, for the remainder of 2017/18 and 2018/19

**REASONS FOR RECOMMENDATIONS:**

We want Local Members to be informed about the proposals that we have been developing in partnership for the Early Help system in Surrey. We believe these proposals will help us realise better outcomes for children and young people within

the Early Help resources we have available. We also know however that Early Help is most effective when it is planned and delivered locally, so we are seeking the advice of the Local Committee to inform our identified local priorities.

### **1. INTRODUCTION AND BACKGROUND:**

- 1.1 Early Help means providing support as soon as a problem emerges, at any point in a child's life, from foundation years through to teenage years. We know that it is better to identify and respond to need and indications of risk for children and families early, before these become more difficult to reverse.
- 1.2 Whilst most children and young people in Surrey achieve good outcomes without the need for Early Help services, too many do not. Surrey was criticised in the 2014 Ofsted safeguarding inspection for its fragmented Early Help offer which left too many children waiting too long to receive the help they needed. The subsequent Department for Education Improvement Notice requires the county council to "*develop and implement a cohesive, collaborative Early Help offer delivered jointly by all partners*".
- 1.3 In response to this, to support better safeguarding decision-making and to ensure children receive the right help at the right time, Surrey established a Multi-Agency Safeguarding Hub (MASH) and four Early Help Co-ordination Hubs (EHCHs) in October 2016. As a result of the new arrangements more than 1,000 children are now receiving Early Help following referral to the MASH or step-down from Children's Service's each month.
- 1.4 Feedback from Ofsted's latest monitoring visit on 31 October and 1 November 2017 highlighted that the Council has made improvements in Early Help, due to work to review Early Help services, analyse need, establish Early Help Hubs and co-locate Early Help staff with those from statutory Children's Services in the MASH. However, it also highlighted significant concerns that "thresholds are not yet appropriately or consistently applied" and "an increase in demand for Early Help support has resulted in delays in the Early Help coordination hubs progressing referrals for the allocation of services".
- 1.5 As Ofsted's feedback suggests, Surrey County Council in isolation does not have the capacity to meet all of the demands for Early Help in Surrey. It is only by transforming the way we work together with other partners who value Surrey's children as much as we do, that we can achieve the scale of impact we need, both to improve outcomes for children and families, and reduce demand for statutory services across the public sector in Surrey.
- 1.6 In Surrey, our partnership Early Help Transformation is already well underway. In 2016, Surrey County Council implemented a number of service changes to improve its offer of proactive, appropriate, timely and preventative Early Help for children referred into Surrey Children's Social Care. In early 2017, the Council launched Surrey Family Services, with the aim of bringing together professionals working across early years and children's centres, the Family Support Programme, the Youth Support Service and the Community Youth Work service, in joined-up district and borough teams.
- 1.7 Partners have worked together to understand the Early Help needs of children and families locally, developed a shared vision for Early Help and designed a new model for the whole Early Help system to realise this ambitious vision for Early Help: Local Family Partnerships. There is collective agreement between



## ITEM 8

- 1.10 Working through the Early Help Advisory Board in Runnymede, we have identified the locations of Local Family Partnerships and a number of key local priorities that will inform the future development of the local Early Help system. These priorities will specifically feed into the external re-commissioning of Early Help services that is currently underway, to award new grants and contracts to local providers from April 2019.
- 1.11 Runnymede's Early Help Advisory Board met for the first time in June 2017 and has met twice since. The meeting has representation from health, schools, police, local faith and voluntary groups, parents, local SCC services and from members. Since the first meeting 6 months ago, the board has agreed to develop 3 Local Family Partnerships, in the North, Central and South areas of Runnymede. The reach areas of the Local Family Partnerships are based on the Children's Centres reach areas. The board has also put together an Early Help Plan for the borough, agreeing on 6 priorities to work towards over the coming years, based on an analysis of local needs. This plan is included in Annex 1.

### **Surrey County Council's role**

- 1.12 Surrey County Council will align its resources to directly support this new partnership Early Help System in Surrey. Although a key aspect of the Local Family Partnership is that it allows for local flexibility, it is also important that there is countywide consistency in relation to key Early Help services provided by the County Council. In overall terms, this will be ensured through standard structures and processes for County Council services across Surrey, as well as developing transparent, needs-led approaches to allocate resources in districts and boroughs in response to the identified level of need. Some examples of the indicators that could be employed include the: level of deprivation; number of referrals to MASH; and number of children with special educational needs and/or disabilities.
- 1.13 There are three main strands of the County Council's contribution to Early Help that form part of the Early Help transformation. These are:
- a. Surrey Family Services;
  - b. Surrey's Children's Centres; and
  - c. Externally-commissioned contracts and grants for local services.
- 1.14 SCC's in-house delivery of Early Help comes primarily through Surrey Family Services. In May 2017 Family Services brought together a number of different teams and programmes including: Youth Support Service; Community Youth Work; Family Support Programme; Children's Centres; practitioners from the Early Years and Childcare Service; and the Early Help Co-ordination Hubs, which together coordinate and deliver a significant proportion of the Early Help across the county. Importantly, Family Services also has responsibility for young people identified as requiring a statutory Child in Need social work service and those over the age of eleven who require an Edge of Care service. As part of the new Early Help operating model, Family Services staffing will be restructured to align to the Local Family Partnership model in the course of 2018 and a new locally integrated youth work offer will be developed with districts and boroughs, the voluntary sector and young people who use the services.



- 1.15 SCC also commissions Surrey's 58 children's centres, which are delivered by schools and voluntary sector providers. In the course of 2018 the County Council will work with current providers, wider stakeholders and the public to re-shape a new children's centre offer to commence in April 2019. In developing the new model, we are committed to working with our partners in schools and the voluntary sector, who have a track record of delivering high quality early years services, to design a model which fulfils the children's centre core purpose around health, well-being and early education.
- 1.16 Through a new model for children's centres, we will continue to support children to have the best start in life, whilst also integrating services delivered into the wider 0-19 Local Family Partnership model. This may well involve developing greater flexibility of staffing at a Local Family Partnership and/or borough or district level to ensure services are resilient and resources are deployed where they are most needed. It is also envisaged that this new model of delivery will free providers from the requirements of children centre 'designation' as mandated in (now suspended) Department for Education guidance. Many local authorities are already choosing this route to afford greater local flexibility to provide the services that are required to meet need. Through better integrating of the children's centre offer with the work of other services, freeing providers to focus upon outcomes rather than process, and requiring children's centres to work together across a district/borough, the declining SCC revenue resource can go further in providing Early Help to meet the local needs of children and families.
- 1.17 Finally, SCC commissions a range of preventative and family support services from external partners, including jointly commissioned domestic abuse outreach services, primarily from the local voluntary sector. SCC's commissioning intentions for children are described in **SCC's Child First Commissioning Plan 2017**. The Early Help services will be recommissioned from April 2019 onwards as part of a joined-up pathway for families to meet local needs. The **Early Help Commissioning Plan** is currently being developed with partners, drawing on local priorities as identified by Early Help Advisory Boards, with a view to publication in March 2018.
- 1.18 **Working across Programmes:** There are many interdependencies between the Early Help Transformation and other change programmes ongoing across the Children Schools and Families directorate. The work to enhance Surrey's Early Help offer is an important component of the Safeguarding Improvement Programme and has already seen considerable progress in the ability to step-up to and step-down from Children's Services social work intervention. Work is also ongoing to align Early Help and SEND Transformation Programmes to ensure SEND services are embedded in the Local Family Partnership model. A further significant opportunity exists through ensuring Local Family Partnerships properly integrate with the health sector particularly through alignment of the Early Help Transformation with the Sustainability and Transformation Plans (STPs) for health.

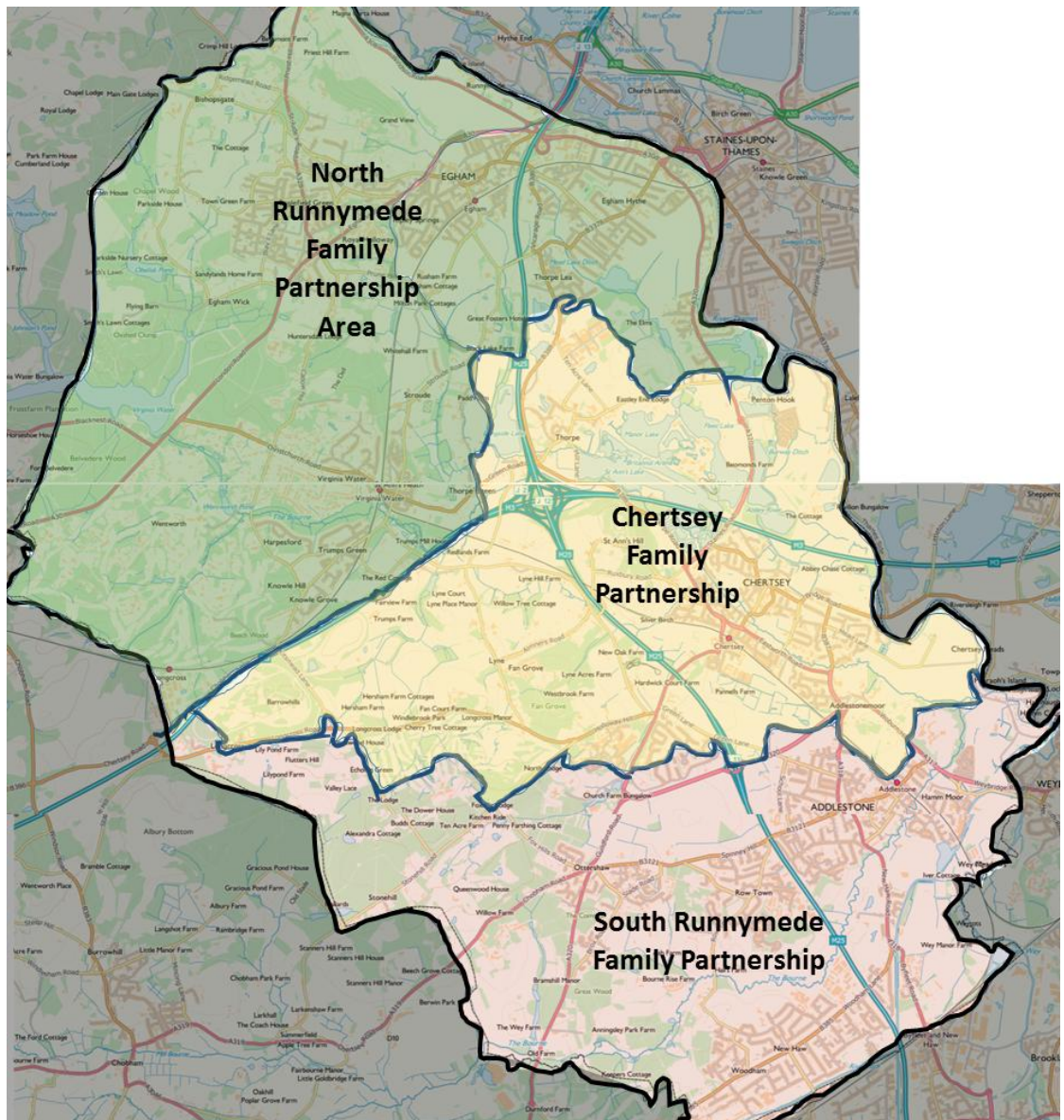
## **2. ANALYSIS:**

- 2.1 A summary local Early Help needs analysis for Runnymede, based on the data we have available, has been attached as Annex 1. This data informed local conversations about what is most important in Runnymede to identify locations of Local Family Partnerships and local Early Help priorities.

**3. OPTIONS:**

3.1 The Early Help Advisory Board has identified three Local Family Partnerships in Runnymede that cover the following areas:

- a. North Runnymede Local Family Partnership – including Egham, Egham Hythe, Englefield Green, Virginia Water and Longcross
- b. Central Runnymede Local Family Partnership – including Chertsey and Thorpe
- c. South Runnymede Local Family Partnership – Including Addlestone, New Haw, Woodham and Ottershaw



3.2 In addition, they have identified the following key local Early Help priorities:

1. Access to therapeutic support for children impacted by parents' substance misuse or mental health, or who have witnessed domestic abuse
2. Improved sharing of information about existing services (with families and professionals) in Runnymede
3. Training of more volunteers and professionals in healthy weight and quit smoking programmes in Runnymede – from a variety of agencies, not just Children's Centres
4. Better linking of families who need help with voluntary, community and faith sector projects who can support them locally
5. Improving support for parenting and for both parents of children in need of help
6. Develop transition support from primary to secondary school, targeted students we know will struggle more

3.3 The Local Committee is invited to provide feedback to the Early Help Advisory Board in relation to the local priorities they have identified.

#### **4. CONSULTATIONS:**

- 4.1 Between November 2016 and March 2017 Surrey County Council and the 11 District and Borough Councils led on Local Early Help Partnership Events, engaging over 1,000 practitioners and other stakeholders. These events resulted in a shared development of the vision for Early Help Transformation Programme and the Local Family Partnership model and agreement to establish local Early Help Advisory Boards. These local Early Help Advisory Boards help to ensure a locally led implementation of the Early Help model. Initial activities include deciding priorities for their area including locations of Local Family Partnerships.
- 4.2 Early Help Stakeholder events were held in Runnymede on the 28<sup>th</sup> of November 2016 and the 21<sup>st</sup> of February 2017. The events were attended by representatives from schools, health, borough and county councils officers and members, voluntary groups and faith groups. Attendees were asked to contribute to an assessment of the needs of families in the area. The formation of Local Family Partnerships in Runnymede has continued to include a wide range of community partners through initial stakeholder meetings in each of the three areas.
- 4.3 The Local Committee was invited to identify 2 members to sit on the Early Help Advisory Board, to provide member input into local discussions and a link back to the committee. So far the only member identified in Runnymede is Mrs Yvonna Lay. The offer remains open for a second member of the local

## ITEM 8

committee to be nominated. It is intended that, as per recommendation iv, these members will continue in their role for the remainder of 2017/18, and for 2018/19.

- 4.4 At a county level, the Early Help Transformation Programme Board, chaired by the Lead Member for Children, brings together senior partnership stakeholders on a six-weekly basis to oversee and shape key decisions relating to the transformation plans.
- 4.5 In September and October 2017, a series of workshops were held to further develop the blueprint for the Local Family Partnership model.
- 4.6 The Early Help Case for Change was considered and endorsed by the Children and Education Select Committee on Friday 17 November 2017.
- 4.7 A Surrey Family Services staff consultation for County Council staff started in January 2018 to consider proposals for service restructure.
- 4.8 Further partner and user engagement and subsequent public consultation will be required in 2018 to implement changes to community services resulting from the new Early Help operating model.

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 There are no financial and value for money implications in relation to this report.

### **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 A programme Equality Impact Assessment is being developed which will include all the key areas of the programme and their potential impacts on residents and staff. Evidence will be gathered during key consultation periods with the staff and public which are planned for 2018:
  - a. A Family Services staff consultation taking place in January 2018 will develop a key summary of impacts and actions relating to the impacts of the restructure. The initial EIA inputs to date based on early staff engagement and engagement with other stakeholders including the unions on the restructure can be seen in the attached first draft of the Programme EIA.
  - b. Once approval to commence work on the Children's Centre project has begun an EIA will be developed to provide a key summary of the impacts and actions relating to the potential re-design of Children's Centres.
  - c. An EIA has been drafted to support the re-commissioning of external Early Help services in Surrey.

### **7. LOCALISM:**

- 7.1 The overall aim of the Local Family Partnerships in Runnymede is to make it easier for families to access the help and support they need early and in their communities, so we anticipate a positive impact for local communities. The

creation of the partnerships is a community development activity that draws together various local community partners, along with parents and carers themselves, to create local hub resources where families can more easily access support. It is anticipated that the partnerships will bring people together and build resilience and capacity in the groups that are concerned with supporting families.

## **8. OTHER IMPLICATIONS:**

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

### 8.1 Crime and Disorder implications

Through establishing new Local Family Partnerships in Runnymede, partners will work together better to prevent young people becoming involved in offending and anti-social behaviour and be able to provide holistic support to families where crime is an issue.

### 8.2 Corporate Parenting/Looked After Children implications

Effective Early Help has the potential to reduce the negative outcomes and experiences that can lead to children coming into care and thereby has the potential to reduce the number of children in the Council's care.

### 8.3 Safeguarding responsibilities for vulnerable children and adults implications

The new Early Help operating model supports the Council to achieve key improvements in safeguarding vulnerable children. As the parents of these children are also often known to Surrey Adult Services the programme is being developed with colleagues in Adult Services and will have additional benefits for vulnerable adults through the development of Local Family Partnerships.

Ongoing developments to ensure that the Multi Agency Safeguarding Hub (MASH) and the Early Help Co-ordination Hub processes are integrated will have an improved impact on the timeliness and effectiveness of case management for vulnerable children and families. MASH and Early Help Co-ordination Hub processes have recently been reviewed to support quality, consistency of decision-making and provide more timely access to Early Help services. The programme has been developed to enhance the services available both to prevent children requiring statutory intervention where this can appropriately be achieved and to provide a robust Early Help network to

[www.surreycc.gov.uk/runnymede](http://www.surreycc.gov.uk/runnymede)

## ITEM 8

support children stepping down from social work and other specialist services.

### 8.4 Public Health implications

The Early Help proposals have been developed with Public Health colleagues and support the Council's Public Health prevention priorities for children and families

## **9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The Local Committee is asked to note the overall proposals to develop the Early Help system in Surrey, as well as the summary of proposed changes to Surrey County Council's contribution to Early Help

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

- a. Provide feedback on the latest Early Help developments in Runnymede, including proposed Early Help priorities for re-commissioning and the location of Local Family Partnerships
- b. Endorse the Local Committee representatives to the local Early Help Advisory Board, for the remainder of 2017/18 and 2018/19

## **10. WHAT HAPPENS NEXT:**

10.1 The Early Help Strategy will be presented to the County Council's Cabinet at the February meeting.

10.2 Feedback from the Local Committee will be taken away by the Local Family Service Team Manager to be shared with the Early Help Advisory Board and commissioners across different public sector organisations.

10.3 Members are invited to participate in the public consultation running during February and March in relation to new proposals for Surrey County Council's external Early Help grants and contracts. This will inform what grants and contracts are re-tendered during 2018 for delivery from April 2019.

10.4 Members are invited to contribute to public consultation later in the year in relation to changes to other aspects of the Early Help system. In particular, a public consultation about proposals for changes to children's centres is planned for July, August and September 2018. The scope of this consultation may also be broadened out to include other aspects of Early Help provision.

10.5 Surrey Family Services will be launching its new staffing structure by October 2018 which will reflect new ways of working required within the Early Help system.

10.6 Members input and support in building the Local Family Partnership Networks will be valued throughout the first phase of implementation in 2018.

10.7 It is currently planned that the County Council's Cabinet will be asked to make a number of decisions relating to Early Help transformation in November 2018, with plans in place to implement any service changes by 1 April 2019.

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**Contact Officer:**

Tim Kitchen, Service Manager (Runnymede) – [tim.kitchen@surreycc.gov.uk](mailto:tim.kitchen@surreycc.gov.uk)  
07890568900

**Consulted:**

Early Help Advisory Boards  
Members of the Early Help Transformation Board  
Local partners and stakeholder  
Surrey County Council Commissioners

**Annexes:**

Annex 1 – Runnymede Needs Assessment  
Annex 2 – Early Help Advisory Board Terms of Reference

**Sources/background papers:**

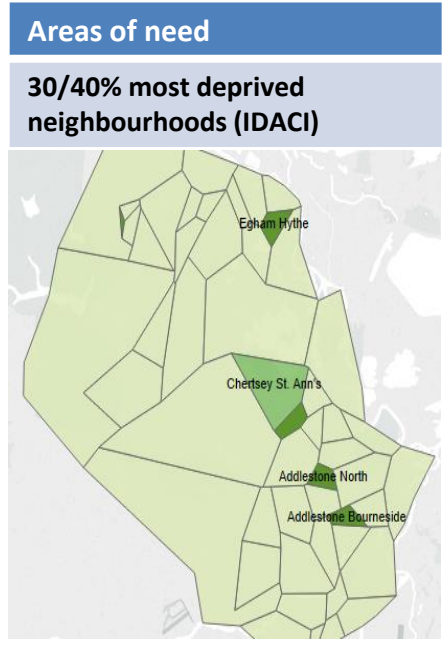
- Not applicable
-

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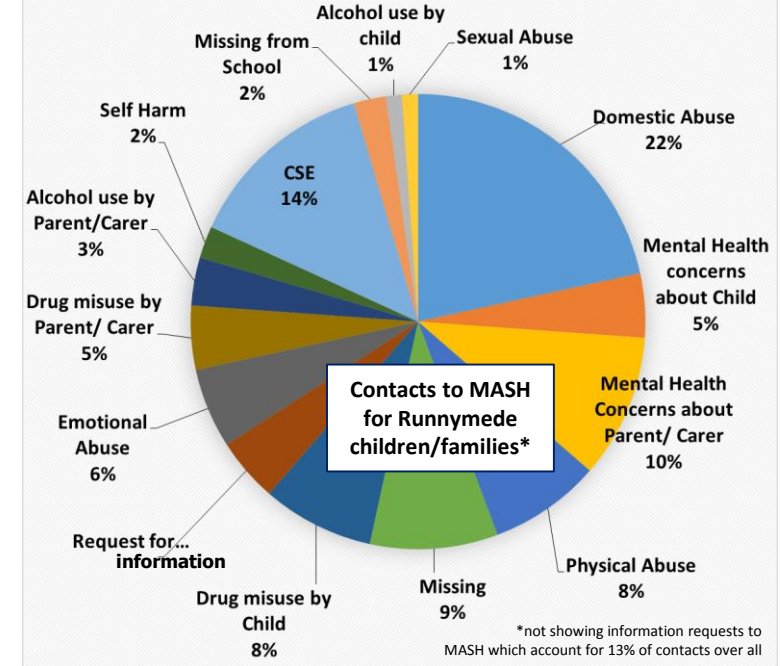


# Annex 1: Runnymede Needs Assessment and Early Help Plan

Population	
<b>Define our families within this district/borough?</b>	
0-4 years	4888
5-9	4890
10-14	4254
15-19	5424
20-24	8355
Total	27,811
SEND N/S	1280
SEND W/S	362
Families in Need	136
Children in Need	1395
Children on FSM	1606 (12%)



Data about local needs
<b>Health needs:</b>
<ul style="list-style-type: none"> <li>Childhood Obesity: 18% of year</li> <li>Under 18 conception: 19 per 1000</li> <li>212 births to smoking mothers in NW CCG area (2016-17)</li> <li>6 years difference in life expectancy between most and least deprived areas</li> </ul>
<b>Other needs:</b>
<ul style="list-style-type: none"> <li>Highest rate of reported domestic abuse in Surrey</li> <li>Significant difference in achievement at KS4 between pupils receiving free school meals and their peers.</li> </ul>



### Our families

Parent, child, young person feedback (insight / voice)

**Primary aged children**

**Strengths:**

- "We have lots of parks" (Egham)
- "I like living close to my friends, and to Legoland" (Egham)
- "I like living close to friends and lots of trees" (Eng Green)
- "I like that I can walk to church" (V Water)
- "I like the big field, football ground and my friends nearby" (Chertsey)

**Needs:**

- "Not enough parks" (x2) (Chertsey/Addlestone)
- "I'd like a forest to camp in" (Egham)
- "It can get boring where I live" (Chertsey)
- "I would like a swimming pool" (Egham)
- "I'd like to have my own bedroom" (V Water)
- "I'd like to have more space in my house" (Egham)
- "I'm sad because our radiators don't work and it's cold" (Eg Hythe)

**Parents:**

- "Lack of pastoral support within schools – somewhere children can go when they're struggling and parents can phone in to nip problems in the bud"
- "Need more support groups for parents"
- "A one stop shop for parents – where they can stop in any time and get help and advice"

### Gap Analysis

- **Childhood obesity** rates are high compared to the Surrey average. There are programmes in place to help address this but families are often **not accessing them or being referred**.
- Victims are reporting **Domestic Abuse** and receiving support themselves, but the waiting time for **support for children who have witnessed the abuse** is too long and means few children access it.
- Children are being negatively impacted by the **mental health of their parents**, with 10% of contacts at MASH being made for this reason. Unless the children are young carers there is not a clear route to support for these children.
- **Children of parents who misuse substances** also often miss out on support. According to those working locally to support families, children in families where parent's drug or alcohol use is not considered problematic enough for an intervention are still effected by their parents use but often do not receive support.
- Current commissioned support seems to focus on under 5s, or on teenagers. There is a weakness in support for 5 to 11 year olds and their parents. This is particularly the case for children of this age with ADHD or ASD as they go through transition to secondary school.
- Professionals and families feel access to **mental health support for children and young people is not quick enough and there is not enough capacity**. This is particularly the case for lower level mental health problems which may not merit a referral for a clinical service but still impact on school engagement and can have a knock-on effect in other areas of life.
- There is a lack of consistent support for **parents and parenting** in the area
- Babies are being born to **women who smoke during pregnancy** and this has an impact on the health of the child.

### What works locally ....

- At the Foundation Stage, children with English as an Alternative Language (EAL) make very good progress.
- Strong links between primary and secondary schools
- 'Care Committees' in North of Runnymede – info sharing between schools, HSLWs, police, Children's Centres.
- Very low levels of NEET young people in the borough
- Strong culture of volunteering – RHUL, Besom, Homestart, CAP, churches etc – providing valuable support to families.

### Priorities for development (Early Help Offer)

1. Access to therapeutic support for children impacted by parent's substance misuse or mental health, or who have witnessed domestic abuse
2. Improved sharing of information about existing services (with families and professionals) in Runnymede
3. Training of more volunteers and professionals in healthy weight and quit smoking programmes in Runnymede – from a variety of agencies, not just Children's Centres
4. Better linking of families who need help with voluntary, community and faith sector projects who can support them locally
5. Improving support for parenting, and for both parents of children in need of help
6. Develop transition support from primary to secondary school, targeting students we know will struggle more

### Feedback from our early help partners...

"The wait for mental health support for young people is too long..." (secondary DSL)

"There's a problem with low level mental or emotional health in children and young people – not necessarily serious enough to need a clinical service but still needing some support" (primary head teacher)

"We're struggling to identify the babies who really need our targeted services because this information isn't systematically gathered and passed on my Health Visitors and other services"

"Parents who drink or use drugs, but not to the level where they would merit a support service, still have impact on their children's happiness – there doesn't seem to be support for these adults or their children"

"Primary children with SEND – particularly those with ADHD or ASD – struggle to make the transition to secondary school. Their parents are also struggling to cope with their behaviour when they're at home. Their EHCPs just provide for educational support" (local SENDCos)

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# Local Early Help Advisory Boards

## Terms of Reference

Version 3- August 2017



## ITEM 8

These terms of reference are intended to provide some direction for Local Early Help Advisory Boards recognising they will evolve in slightly different ways but with a core defined purpose. These terms of reference are currently draft and will be agreed by the end of July, following initial meetings of Local Early Help Advisory Boards.

### **Scope**

The scope of the Local Early Help Advisory Board is the local implementation of the early help delivery model.

### **Purpose**

To bring together a partnership in each borough or district invested in developing a coherent local early help offer and manage the successful delivery of this offer. By coming together the partners will hold a collective responsibility for decisions and support the successful delivery of this offer.

### **Key responsibilities**

- Have strategic oversight of the co-ordination and effectiveness of the local early help offer.
- Provide support and challenge to the development of the local early help offer
- Support the development of a joined up local plan which prioritises early help needs and outcomes
- Work collectively with local operational networks to implement a local plan
- Maintain an oversight of the development and effectiveness of the Local Family Partnership
- Support the development of local early help commissioning plans and participate in commissioning processes to deliver a local joined up early help offer
- Work locally to identify gaps in provision regarding early help and to identify and mitigate against risks
- Support the practitioners' networks including co-ordinating training and development opportunities in accordance with local need
- Help capture the voice of families, children and young people
- Communicate with key local stakeholders outside of the meeting to raise awareness of the local early help offer and developments.
- Update the Early Help Transformation Programme Delivery Group via the Strategic Leads for Young People and Families, escalating any risks as required.
- Provide an annual report to the local or joint committee on early help.

### **Chair**

Each Local Early Help Advisory Board will appoint an appropriate chair from their membership.

### **Ways of working**

- Meeting agendas will be agreed by the Chair and the Families Service Manager
- Agendas will be circulated to members of the Local Early Help Advisory Board prior to the meeting
- If it is not possible for a member to attend, they should nominate a substitute representative to attend with delegated authority to make decisions on behalf of their organisation.
- Minutes of this meeting will be kept by the Families Service Manager and agreed by members of the group
- Members will provide updates to the board on actions and key developments in their area

### **Frequency of Meetings and Venues**

Meetings will be held at least quarterly at suitable venues across the borough or district.

## Meeting Membership

The membership of boards will vary across boroughs and districts, however there are some core principles for the membership of each board:

- Membership should be as local as possible and key local partners should be represented to ensure they can be consulted with and are involved in making decisions.
- Members need to be able to represent the broad views of the key delivery groups and be able to speak on their behalf about good practice and local need.
- Members need to impact on the establishment and delivery of early help rather than measure accountability
- With any Surrey County Council representation it should be considered whether they are required as a core member or if discussions could take place outside of the meeting (e.g. Families Service representation should be limited to the borough Families Service Manager)
- There should not be more than 15 members to allow for effective discussion and decision making

Representation should consider:

- Borough or district council
- Secondary education
- Primary education
- Children's Centre
- Two elected representatives from the local/joint committee
- Police
- Health
- Job Centre Plus
- Housing
- Voluntary, Community, Faith Sector
- Young people
- Parent groups

This should not be seen as exhaustive

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (RUNNYMEDE)**

**DATE: 19 FEBRUARY 2018**



**LEAD MEMBER: COLIN KEMP, CABINET MEMBER FOR HIGHWAYS**

**SUBJECT: CABINET MEMBER FOR HIGHWAYS - UPDATE**

**AREA(S) AFFECTED: ALL**

**SUMMARY OF ISSUE:**

Cabinet Member is attending the committee to improve communications and to provide information of works in the local area.

**RECOMMENDATIONS:**

The Local Committee (Runnymede) is asked to:

- (i) Comment on the information.

**REASONS FOR RECOMMENDATIONS:**

To update the committee on the highways works in the local area.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Cabinet Member Colin Kemp attended this meeting in the autumn to improve communication with the committee and also to talk through the work he is doing with highways teams.
- 1.2 At the meeting in the autumn, it was agreed that the Cabinet Member would return in the spring to provide an update on this work.

**2. ANALYSIS:**

- 2.1 As Highway Authority and Lead Local Flood Authority what we do and the powers we have are largely governed by statute. We are responsible for assets which include over 3,000 miles of road network, 1,800 bridges and structures and 3,262 miles of footway.
- 2.2 The Cabinet Member recognises that it is important to keep the Local Committees and Joint Committees informed. The programme summary (Annex A) outlines all the highway work that is planned to be undertaken in the 2018/19 financial year (called operation Horizon). It will be updated every three months and is available on the following webpage – [www.surreycc.gov.uk/Horizon](http://www.surreycc.gov.uk/Horizon)

**3. OPTIONS:**

- 3.1 The committee can comment on and feedback views to the Cabinet Member for consideration.

**4. CONSULTATIONS:**

- 4.1 Officers from within the Environment and Infrastructure Directorate have inputted into this report, including Area Highways Managers.

**5. FINANCIAL IMPLICATIONS:**

- 5.1 All the works set out within the report are costed as part of the Council's budget for either 2017/18 or 2018/19 (as set out in the annex).

**6. WIDER IMPLICATIONS:**

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

**7. CONCLUSION AND RECOMMENDATIONS:**

- 7.1 The committee is invited to comment and feedback to the Cabinet Member about the programme.

**8. WHAT HAPPENS NEXT:**

- 8.1 The Cabinet Member will consider the views of the committee.

**Contact Officer:** Cabinet Member for Highways Colin Kemp  
[colin.kemp@surreycc.gov.uk](mailto:colin.kemp@surreycc.gov.uk)

**Consulted:** As detailed within the report.

**Annexes:** Highways Programme Annual Summary 2018/19  
 Horizon 2 – Runnymede 2018/18  
 Horizon 2 – Runnymede 2018/19  
 Horizon 2 – Schemes for Consideration

**Background papers:** None



## Introduction:

The Cabinet Member recognises that it is important to keep the Local Committees and Joint Committees informed. This programme summary outlines all the highway work that is planned to be undertaken in the 2018/19 financial year (called operation Horizon). It will be updated every three months and is available on the following webpage – [www.surreycc.gov.uk/Horizon](http://www.surreycc.gov.uk/Horizon)

Our purpose is to enable safe, reliable journeys and the growth of prosperous places, now and in the future. As Highway Authority and Lead Local Flood Authority what we do and the powers we have are largely governed by statute. We are responsible for assets which include over 3,000 miles of road network, 1,800 bridges and structures and 3,262 miles of footway.

## Our budget



From the **2018/19 central budgets for Runnymede:**

£144k has been budgeted for **resurfacing of roads**, and £99k for **pavement works**

**Since 2013/14 (the last 5 years) for Runnymede:**

**The following has been invested centrally on the highway network in Runnymede:**

**£4.852 million on resurfacing roads**

**£464k on Local Structural Repair (LSR)**

**£392k on pavements**

and **£505k on Structures**

Annex 1 provides an update on schemes undertaken in the 2017/18 financial year.

Annex 2 provides details on planned works in the 2018/19 financial year.

Annex 3 outlines works and schemes that we would like to complete in future years.

## Grass cutting

This year we are funding grass cutting to cover the area of 26.5million square-metres (county-wide) – that's the area of 394 Wembley stadiums.

## Defects

In 2017 we repaired 37,702 dangerous defects, 987 of which were in Runnymede.

There were 364 accident and emergency call outs in Runnymede last year.

## What happens to potholes?

We regularly inspect the roads and pavements for potholes and other problems however we rely on the public to report problems to us in between these inspections.

### Ways for the public to report

- 🖥 Online at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) (24 hours a day)
- ☎ 0300 200 1003 (local rate) 9am to 5pm, Monday to Friday

We prefer that reports are made online because this means we collect all the information we need including an accurate location of the problem. Residents can also track problems and see what has already been reported on the online map.

### What happens after the report is made?

One of our inspectors will visit the location within one week, look at the problem and decide what to do next:

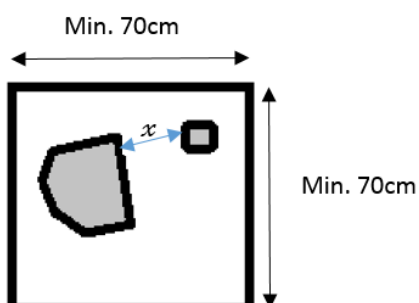
- what type of repair needs to be made;
- when it needs to be made (we repair more risky defects in a shorter timescale); or
- determine if no repair is necessary (we will monitor instead)

Our inspector follows the highway safety manual. The manual takes into consideration lots of factors including where in the road the problem is. For example if the problem is on the pavement or in a cycle lane this is treated more seriously than if the problem was in the middle of the road.

More information about the highway safety manual is available at [www.surreycc.gov.uk/roadsafetystandards](http://www.surreycc.gov.uk/roadsafetystandards)

### What repair do we make?

We provide a list to our work team of all the defects that need repairing each day. Our work team must repair all of these risky defects by the end of the day in order to keep the network safe. This means the repair team may sometimes leave other non-urgent potholes nearby.



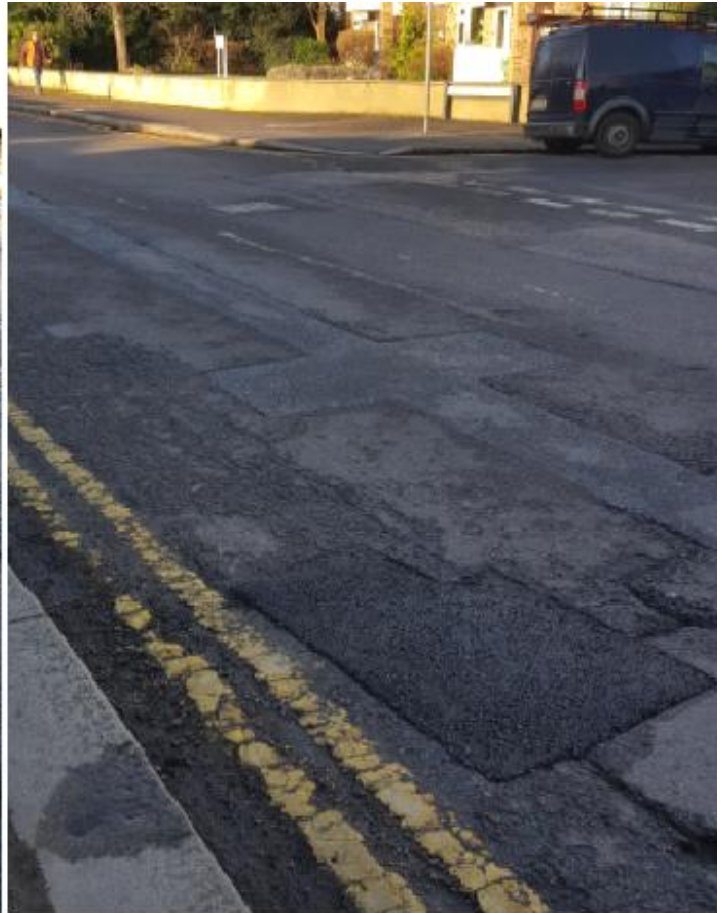
The work team may find other potholes nearby. These additional potholes may be repaired along with the pothole listed for repair, providing the patch size is not too big.

The distance "x" is determined by the work team on site. They will consider:-  
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- the strength of the road to hold the repair,
- the amount of tarmac they have on them, and other engineering factors.

Pothole

Repair area



Before - three defects treated as one single defect

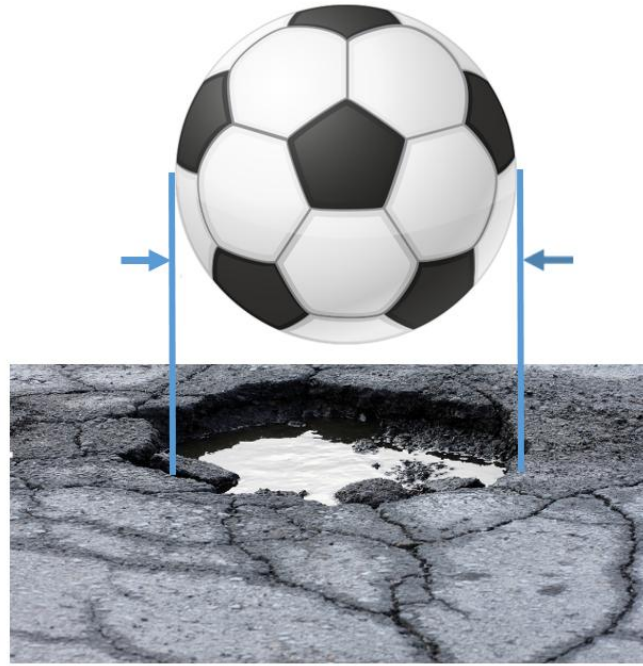
After

Not all potholes affect safety, and they will not normally be repaired, unless they are likely to become safety problem in the near future.





### What size is my pothole?

The descriptions used on the website refer to the width of the pothole (not depth).

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**Classification of potholes**

Highest risk Priority 1	Medium risk Priority 2	Low risk Priority 3	Priority 4 (May be displeasing to the eye but not considered a safety issue)
What happens to this pothole?			
Make safe within 2 hours	Make safe or repair within 5 working days	Repair within 20 working days	We do not usually repair these potholes
Individual or multiple potholes with very high risk of interaction with vehicles or pedestrians and likely to result in serious or fatal consequence	Individual defect greater than 40mm in depth and 150mm in diameter (Cycle lanes 25mm depth and 75mm diameter)	Individual defect greater than 30mm in depth and 150mm in diameter (Cycle lanes 20mm depth and 75mm diameter).	Individual or multiple defects less than 30mm in depth or less than 40mm but unlikely to worsen (20mm in cycle lanes).
			

Surrey Highways

## **Horizon 2 2017-2018 (Annex 1)**

Runnymede – version 3.1, 19 January  
2018

Horizon 2 is the name we are giving the Council's Asset Management Programme for the period 2017 to 2021.

## Horizon 2 – 2017/18 programme, Runnymede

### Horizon 2 ROADS programme

Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update
D3065	Grange Road	New Haw	Woodham Lane to Manor Drive	520	Road Surface Treatment	2017/18	717	<b>Completed</b>
D3096	Liberty Lane	Addlestone	Brighton Road to End	807	Road Surface Treatment	2017/18	3309	<b>Completed</b>
D3108	Marley Close	Addlestone	Copperfield Close to End	140	Road Surface Treatment	2017/18	3327	<b>Completed</b>
D3182	Spring Rise	Egham	Lynwood To Limes Road	790	Road Surface Treatment	2017/18	729	<b>Completed</b>
A328	St Judes Road	Egham	Middle Hill Roundabout	200	Road Major Maintenance	2017/18	3345	<b>Completed</b>

Horizon 2 PAVEMENT programme									ITEM 9
Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update	
D3059	Acacia Drive / Close	Addlestone	Woodham Park Way to end - both sides	462	Pavement Slurry Seal	2017/18	315	<b>Completed</b>	
D3005	Almners Road	Chertsey	Lyne Lane to Hardwick Lane - both sides	1130	Pavement Slurry Seal	2017/18	70	<b>Completed</b>	
D3025	College Avenue	Egham	Mead Close to End	212	Pavement Slurry Seal	2017/18	505	<b>Completed</b>	
D3063	Copthall Way	Woodham	Queen Marys Drive to Amis Avenue	716	Pavement Slurry Seal	2017/18	99	<b>Scheme cancelled</b>	
D3069	Faris Barn Drive	Woodham	Full length	296	Pavement Slurry Seal	2017/18	98	<b>Scheme cancelled</b>	
D3040	Free Prae Road	Chertsey	Eastworth Road to Saint Anne's School pedestrian entrance - west	230	Pavement Slurry Seal	2017/18	1006	<b>Deferred</b> Slurry seal work can only be carried out in summer months. This scheme will start between April 2018 and March 2019.	
D3027	Little Green Lane	Chertsey	Guildford Road to Bittams Lane	1460	Pavement Slurry Seal	2017/18	33	<b>Completed</b>	



Horizon 2 PAVEMENT programme continued								
Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update
D3099	Orchard Way	Addlestone	Liberty Lane to Monks Crescent	460	Pavement Slurry Seal	2017/18	311	<b>Completed</b>
C10	Station Road	Egham	Level Crossing to Church Road - east	170	Pavement Reconstruct	2017/18	508	<b>Deferred</b> Due to emergency works, we have not had the budget to carry out this scheme. This scheme will start between April 2018 and March 2019.

Horizon 2 STRUCTURES programme								
Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update
A318	Byfleet Road	New Haw	New Haw Canal Bridge- Assessment	N/A	Structures	2017/18	A318/2	<b>Scheduled to take place between April 2017 and March 2018.</b> Results will identify if any repairs or strengthening are required. Any works required will be costed and prioritised for work in future works lists.

## Horizon 2 STRUCTURES programme continued

Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update
D3002	St Ann's Road	Chertsey	Hamperstone Bridge - Options report	N/A	Structures	2017/18	D3002/2351	<b>Scheduled to take place between April 2017 and March 2018.</b> An option report will be carried out. This is a report which will be used to identify solutions for repairs or strengthening. The preferred solution will be costed and prioritised for work in future works lists.

## Horizon 2 TRAFFIC SIGNALS programme

Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update
A317	Eastworth Road	Chertsey	Near Free Prae Road	N/A	Traffic Signals	2017/18	P103	<b>Scheduled to take place before March 2018</b>

## Horizon 2 EMBANKMENTS programme

No schemes currently prioritised

## Horizon 2 DRAINAGE programme

No schemes currently prioritised

## Horizon 2 SAFETY BARRIERS programme

Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update
D3005	Almners Road	Chertsey	D3005-002 Barrier Site - Crash barrier work	N/A	Safety Barriers	2017/18	D3005-002	<b>Scheduled to take place in between April 2017 and March 2018.</b>
C10	Chobham Lane	Longcross	C10-001 Barrier Site - Crash barrier work	N/A	Safety Barriers	2017/18	C10-001	<b>Scheduled to take place in between April 2017 and March 2018.</b>
C10	Chobham Lane	Longcross	C10-004 barrier site – Crash barrier work	N/A	Safety Barriers	2017/18	C10-004	<b>Scheduled to take place in between April 2017 and March 2018.</b>

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ITEM 9

<p>Safety Defect Resurfacing &amp; Patching (Funded by Department for Transport grant) January – March 2018</p>	<p>ITEM 9</p>
<p>No schemes currently prioritised</p>	

**Horizon 2 MAJOR TRANSPORT SCHEMES / SUSTAINABLE TRANSPORT PACKAGE / NETWORK RESILIENCE programme**

Scheme name	Location	Scheme update
<p>Page 44</p> <p>Runnymede Roundabout Improvements (Major Scheme)</p>	<p>Egham</p>	<p><b>Works began on 10 July 2017 and are scheduled for completion between April and June 2018 - subject to weather and working conditions.</b></p> <p>Significant measures are planned to improve traffic management and the efficiency of vehicle flows as well as making it easier for pedestrians and cyclists to safely navigate Runnymede Roundabout. These measures include:</p> <ul style="list-style-type: none"> <li>• Widening and resurfacing the carriageway.</li> <li>• Providing a new 'U-turn' facility between the A30 'Glantye Loop' off-slip and the A308 to Staines.</li> <li>• Introducing signals at the junctions.</li> <li>• Installing toucan crossing facilities across the junction arms.</li> <li>• Improving drainage infrastructure.</li> <li>• Creating a new shared-use path to the north-east of the roundabout.</li> </ul>

Surrey Highways

## **Horizon 2 2018-2019**

Runnymede – version 1.0, 17

January 2018



Horizon 2 is the name we are giving the Council's Asset Management Programme for the period 2017 to 2021.

## Horizon 2 – 2018/19 programme, Runnymede

### Horizon 2 ROADS programme

Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Other information
D3072	Braeside	Addlestone	Kings Road to Scotland Bridge Road	202	Micro Asphalt	2018/19	CW 3333	
D3036	Foxhills Road	Chertsey	Stonehill Road to Chobham Road	1157	Surface Dressing	2018/19	CW 3312	
D3031	School Lane	Addlestone	Church Road to Green Lane	746	Surface Dressing	2018/19	CW 3310	
D3131	Tite Hill	Egham	Middle Hill to Egham Hill	1100	Surface Dressing	2018/19	CW 3315	
D3155	Wapshott Road	Staines	St Pauls Road to Bowes Road	350	Micro Asphalt	2018/19	CW 3334	

Horizon 2 PAVEMENT programme								ITEM 9
Road No.	Road name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	
D3009	Erkenwald Close	Chertsey	Chilsey Green Road to end of cul-de-sacs (both sides)	1103	Footway Slurry	2018/19	FW566	
D3040	Free Prae Road	Chertsey	Eastworth Road to St Anne's school pedestrian entrance (western side)	197	Footway Slurry	2018/19	FW1006	Carried over from 2017/18 works list
D3040	Station Road	Egham	Level Crossing To Church Road (eastern side)	170	Footway Recon	2018/19	FW508	Carried over from 2017/18 works list
B388	Vicarage Road	Egham	From M25 overbridge to High Street (both sides)	350	Footway Slurry	2018/19	FW506	
D3198	Wellington Avenue	Virginia Water	Christchurch Road To Trumps Green Road	1400	Pavement Slurry Seal	865	FW865	



## Horizon 2 STRUCTURES programme

No schemes currently prioritised

## Horizon 2 TRAFFIC SIGNALS programme

Road No.	Road name / scheme name	Location	Limits	Length (metres)	Type of Work	Year	Surrey Highways ID	Scheme update
A317 / A320 / B375 / D3013	Eastworth Road / Pycroft Road	Chertsey	Junction with Guildford Street / Fox Lane / Abbots Way	N/A	Traffic signal refurbishment	2018/19	J116	
A320	Chertsey Lane	Egham	Near The App Garden Roundabout	N/A	Traffic signal refurbishment	2018/19	P110	
B375 / B387	Bridge Road	Chertsey	Junction with Weir Road	N/A	Traffic signal refurbishment	2018/19	J111	
A318 / D3085 / D3096	Brighton Road	Addlestone	Junction with Crockford Park Road / Liberty Lane	N/A	Traffic signal refurbishment	2018/19	J108	

## Horizon 2 EMBANKMENTS programme

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No schemes currently prioritised

## Horizon 2 DRAINAGE programme

Road name	Location	Type of Work	Year	Surrey Highways ID	Other information
Ayerly Avenue	Egham	Drainage improvements following last year's investigation and maintenance.	2018/19	RUN079	
Park Avenue	Egham	Drainage improvements following last year's investigation and maintenance.	2018/19	RUN079	
South Avenue	Egham	Drainage improvements following last year's investigation and maintenance.	2018/19	RUN079	
Scotland Bridge Road	New Haw	Maintenance of trash screen	2018/19	RUN002	

<b>Horizon 2 SAFETY BARRIERS programme</b>
No schemes currently prioritised

**Horizon 2 MAJOR TRANSPORT SCHEMES / SUSTAINABLE TRANSPORT PACKAGE / NETWORK RESILIENCE programme**

Scheme name	Location	Scheme update
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 51</p> <p>Runnymede Roundabout Improvements</p>	Egham	<p><b>Works began on 10 July 2017 and are scheduled for completion between April and June 2018 - subject to weather and working conditions.</b></p> <p>Significant measures are planned to improve traffic management and the efficiency of vehicle flows as well as making it easier for pedestrians and cyclists to safely navigate Runnymede Roundabout. These measures include:</p> <ul style="list-style-type: none"> <li>• Widening and resurfacing the carriageway.</li> <li>• Providing a new 'U-turn' facility between the A30 'Glantye Loop' off-slip and the A308 to Staines.</li> <li>• Introducing signals at the junctions.</li> <li>• Installing toucan crossing facilities across the junction arms.</li> <li>• Improving drainage infrastructure.</li> <li>• Creating a new shared-use path to the north-east of the roundabout.</li> </ul>

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Surrey Highways

# Horizon 2 Schemes for Consideration

## Annex 3

Runnymede

Please note this is a provisional list. We cannot guarantee that any scheme on this list will be carried out.



1. This is a list of works being considered for future years
2. This list will change as condition survey information is received

## Horizon 2 – Schemes for Consideration

### Horizon 2 ROADS schemes for consideration

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
B3407	Church Road	Egham	Hummer Road to Grange Road	440	Road Major Maintenance	361	
A30	Egham Hill	Egham	Middle Hill To Chestnut Drive	476	Road Major Maintenance	1057	
A30	Egham Hill	Egham	Middle Hill to High Street roundabout	513	Road Major Maintenance	195	
D3048	Flower Crescent	Ottershaw	Whole of Flower Crescent	225	Road Major Maintenance	3223	
A320	Guildford Road	Chertsey	Green Lane (2 Mini roundabouts) To Little Green Lane	276	Road Major Maintenance	216	

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5. This list is not in priority order

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### Horizon 2 ROADS schemes for consideration - continued

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
D3089	Heron Dale	Addlestone	Bois Hall Road to end – Micro surfacing	196	Road Surface Treatment	718	
B386	Longcross Road	Chertsey	Kitsmead Lane to Boundary	1630	Road Major Maintenance	381	
B3121	Station Road	Addlestone	Weybridge Road to Brighton Road	977	Road Major Maintenance	356	

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### Horizon 2 PAVEMENTS schemes for consideration

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
D3089	Heron Dale	Addlestone	Bois Hall Road to end – Micro surfacing	196	Road Surface Treatment	718	

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### Horizon 2 PAVEMENTS schemes for consideration - continued

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Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
A320	Chilsey Green Road	Chertsey	N/A	140	Pavement Slurry Seal	566	
D3017	Kitsmead Lane	Chertsey	B386 For 234 meters North	234	Pavement Slurry Seal	670	
D3004	Pycroft Road	Chertsey	St Anne's Mews to St Anne's Road - Both Sides	270	Pavement Reconstruction	1005	
D3041	Stepgates	Chertsey	Meadhurst Road To Stepgates Close-South	200	Pavement Reconstruction	1007	
D3039	Victory Park Road	Addlestone	Full length	326	Pavement Slurry Seal	312	
D3066	Warren Road	Addlestone	Holly Avenue To Grange Road	554	Pavement Slurry Seal	867	

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### Horizon 2 PAVEMENTS schemes for consideration - continued

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
D3192	Woodside Way	Virginia Water	Full length	126	Pavement Slurry Seal	204	

### Horizon 2 STRUCTURES schemes for consideration

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
C130	Camphill Road	Byfleet	Scotland Road Bridge - repair works	N/A	Structures	C130/542	
B375	Bridge Road	Chertsey	Chertsey Bridge - Refurbishment	N/A	Structures	B375/1	

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Horizon 2 DRAINAGE schemes for consideration - continued

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Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
D7004	Delta Way	Thorpe	Delta Way to junction with Crabtree Road	N/A	Drainage	Run042	
A320	Guildford Road	Chertsey	Roundabout next to Salesian School to M25 bridge - Investigation	N/A	Drainage	Run057	
C126	Lyne Lane	Chertsey	Outside entrance to sewage works – drainage investigation	N/A	Drainage	Run070	
A317	St. Peters Way	Addlestone	Southbound Carriageway, next to central reservation – drainage investigation works	N/A	Drainage	Run081	

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5. This list is not in priority order

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## Horizon 2 SAFETY BARRIERS schemes for consideration

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
B3187	Whitehall Lane	Egham	B3187-001 Barrier Site - Renewal of safety barrier	N/A	Safety Barrier	B3187-001	
D312	Wick Lane	Egham	D312-001 Barrier Site - Renewal of safety barrier	N/A	Safety Barrier	D312-001	
A317	Woburn Hill	Chertsey	A317-014/15 Barrier Site – Renewal of safety barrier	N/A	Safety Barrier	A317-014/15	
A317	St Peters Way	Cherstey	A317-Multiple Barrier Site- Renewal of safety barriers	N/A	Safety Barrier	A317-Multiple	

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## Horizon 2 TRAFFIC SIGNALS schemes for consideration

ITEM 9

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
A318 / B3121	Brighton Road / High Street	Addlestone	Junction with Church Road / Station Road	N/A	Traffic Signals	J109	
B387 / A317	Chertsey Road / Fordwater Road	Chertsey	Junction with Eastworth Road	N/A	Traffic Signals	J107	
C10 / B389	Christchurch Road / Sandhills Lane	Virginia Water	Junction with Stroud Road / Trumps Green Road	N/A	Traffic Signals	J113	
A30	Egham By-Pass	Egham	Near Tite Hill	N/A	Traffic Signals	P125	
C127	Green Lane	Addlestone	Near Marsh Lane	N/A	Traffic Signals	P109	

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### Horizon 2 TRAFFIC SIGNALS schemes for consideration - continued

Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
A320	Guildford Road	Chertsey	Junction with St Peter's Way (St Peter's Way Roundabout)	N/A	Traffic Signals	J101	
C130	Scotland Bridge Road / Camphill Road	New Haw	Scotland Bridge	N/A	Traffic Signals	J115	

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**Horizon 2 MAJOR SCHEMES / SUSTAINABLE TRANSPORT PACKAGE / RESILIENCE schemes for consideration**

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Road No.	Road name / Scheme name	Location	Limits	Length (metres)	Type of Work	Surrey Highways ID	Other information
N/A	Egham Sustainable Transport Package (STP) phase 2	Egham	N/A	N/A	Sustainable Transport Package		<b>Scheme currently in very early stages of planning</b>
A320	HIF A320 Surrey Heath / Runnymede	A320 Surrey Heath and Runnymede sections	N/A	N/A	HIF (Housing Infrastructure Fund)	N/A	<b>Scheme currently in very early stages of planning. Also awaiting further information from central government regarding funding.</b>  <b>The aim of this scheme is to making land usable for development and to alleviate congestion in the area.</b>

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3. This is a list of works being considered for future years
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5. This list is not in priority order

**SURREY COUNTY COUNCIL****HIGHWAYS UPDATE LOCAL COMMITTEE (RUNNYMEDE)****DATE:** 19 FEBRUARY 2018**LEAD OFFICER:** ANDREW MILNE - AREA HIGHWAY MANAGER (NW)**SUBJECT:** HIGHWAYS UPDATE [FOR INFORMATION]**AREA(S) AFFECTED:** ALL**SUMMARY OF ISSUE:**

To report progress made with the delivery of proposed highways and developer funded schemes, and revenue funded works for the 2017/18 financial year.

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

To report on relevant topical Highways matters.

**RECOMMENDATIONS:**

The Local Committee (Runnymede) is asked to:

- (i) Note the progress with schemes and revenue funded works for the 2017/18 financial year.
- (ii) Note the budgetary position.
- (iii) Note that a further Highways Update will be brought to the next meeting of this Committee.

**REASONS FOR RECOMMENDATIONS:**

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

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Surrey County Council's Local Transport Plan (LTP) states the aim of improving the highway network for all users, through measures such as reducing congestion, improving accessibility, reducing personal injury accidents, improving the environment and maintaining the highway network so that it is safe for all users.

**2. ANALYSIS:**

- 2.1 Local Committee finance

**Revenue Budget 2017/18**

- 2.1.1 The revenue maintenance allocation for Runnymede has been reduced from £168,688 (including Community Enhancement funding) in 2016/17 to £40,909 in 2017/18. In consequence, it is not possible to allocate Community Enhancement funding as in previous years. The budget has been retained as one sum and managed by the Highways Maintenance Engineer to best meet the maintenance demands of the area.

**Capital Budget 2017/18**

- 2.1.3 The capital budget for 2017/18 is £36,363, and is a reduction of £192,598 against the 2016/17 figure of £228,961.

**2.2 Local Committee capital works programme 2017/18**

- 2.2.1 The capital works programme is presented as a combined programme of both ITS and capital maintenance schemes to provide a clearer picture of works and budgets. The programme shown in Table 1 was formally approved by the Local Committee at its public meeting held on 28 November 2016 prior to its 2017/18 capital budget being confirmed.

- 2.2.2 An over spend carried forward from the 2016/17 capital works programme has prevented the delivery of any capital schemes during 2017/18. As a result of the much reduced capital budget received by the Local Committee for 2017/18, part of the over spend from 2016/17 is likely to be carried forward again. Following the Local Committee's agreement at its meeting held on 27 November 2017 to use unallocated parking surplus to help reduce the carry forward, it is currently expected to reduce the available Local Committee capital allocation in 2018/19 by approximately £10,000.



Scheme Name	Detail/Limits	Progress	Estimated Cost (£)
Thorpe Lea Rd/Vicarage Rd/New Wickham Lane, Egham	Speed limit assessment	Design brief issued.	£10,000
Summerfield Close, Addlestone	Capital Maintenance (Resurface) – Full length of road.	No progress.	£13,720
Free Prae Road, Chertsey	Capital Maintenance (Resurface) – Part length of road.	No progress.	£7,136
Eastworth Road, Chertsey	Feasibility study to assess options for improving pedestrian crossing facilities near Tesco store.	Contingency Scheme	£10,000
Woodham Lane, New Haw	Installation of vehicle activated signs between Byfleet Road and Scotland Bridge Road.	Contingency Scheme	£8,000
Chertsey Lane, Staines-upon-Thames	Upgrade existing Pelican crossing to a Toucan Crossing (works to be coordinated with signals refurbishment)	Contingency Scheme	£15,000
Church Road, Addlestone	Feasibility study to assess options for improving pedestrian crossing facilities between School Lane and Brighton Road.	Contingency Scheme	£10,000
New Haw Road	Upgrade existing uncontrolled pedestrian crossing at junction with Byfleet Road/Woodham Lane	Contingency Scheme	£15,000
Trump Green Road, Virginia Water	Capital Maintenance (Resurface) – Part length of road.	Scheme completed as part of centrally funded surface dressing programme.	£72,000
The Ridings, Addlestone	Capital Maintenance (Resurface) – Full length of road.	Contingency Scheme	£35,000
Barnway, Englefield Green	Capital Maintenance (Resurface) – Full length of road.	Contingency Scheme	£47,700
Pooley Green Road, Egham	Capital Maintenance (Resurface) – Part length of road (including replacement of 6 pairs of speed cushions)	Contingency Scheme	£111,200

**Table 1 – Capital works programme for 2017/18**

### 2.3 Local Committee capital works programme 2018/19

2.3.1 The Local Committee agreed at its public meeting held on 27 November 2017 that the undelivered 2017/18 capital works programme (shown in table 1 above) should be carried forward to form the Local Committee's 2018/19 capital works programme.

## ITEM 10

2.3.2 All costs shown are estimated and the programme value intentionally exceeds the budget likely to be received to enable flexibility of delivery. The list is presented in priority order and it is suggested that the Committee adopt a flexible approach to the list so that as schemes develop, the programme can be adapted to the available budget.

### 2.4 Local Committee revenue works programme 2017/18

2.4.1 Table 2 below shows the spend progress to date.

Item	Allocation (£)	Committed Spend to date (£)
Revenue maintenance allocation	£40,909	£41,879
Contractor OHP	Included in allocation figures	£781
<b>Total</b>	<b>£40,909</b>	<b>£42,660</b>

**Table 2 – 2017/18 Revenue Maintenance Expenditure**

### 2.5 Parking

2.5.1 The 2017 Runnymede parking review objections and comments have been considered and final decisions made. Detailed design is currently taking place.

#### **Other highway related matters**

### 2.6 Customer services

2.6.1 The total number of enquiries received in the calendar year 2017 is 112,538 an average of 9,363 per month, a decrease of approximately 18% on 2016. The improvements to the website reporting, proactive messaging and provision of information to customers have contributed to this.

2.6.2 All reports are categorised at the point of logging, either automatically through the website or by officers. Safety defects are directed to Kier with the remainder passed to the SCC local office for further investigation. Although enquiries have decreased overall there has been a change in the balance of reports. During 2016 the average split was 45% SCC and 55% Kier, for 2017 this has seen a shift to 53/47. This can be attributed to changes in the way enquiries are recorded and also the reduction in resource to carry out condition (non-safety) works. The volume of reports has increased demand on the area teams.

2.6.3 For Runnymede specifically, 5,777 enquiries were received between January and December of which 3,893 were directed to the local area office for action, of these 97% have been resolved. This is in slightly above the Highways countywide average of 96%.

2.6.4 For 2017, 362 stage 1 complaints were received (a 22% reduction on 2016) of which 78 Stage 1 and 23 Stage 2 were for the North West area. For Runnymede there were 19 Stage 1 and two escalated to Stage 2. The service was found to be at fault in one of the stage 2 complaints following independent investigation. We continue to work closely with the corporate customer relations team and have created corrective action plans for all outstanding actions. In addition any remedial action identified at stage 1 is now monitored more closely to ensure compliance and reduce escalation to stage 2. There was also one complaints directed to the LGO which was not upheld.

2.6.5 Recent surveys conducted with our Highways Customer Panel showed that 75% of those surveyed were either satisfied or very satisfied with the customer service they received.

## 2.7 Major schemes

### **Runnymede Roundabout Major Scheme**

2.7.1 Since November 2017 there has been significant progress on the Runnymede Roundabout scheme. This work has included:

- The installation of new kerb lines on the main roundabout and A308 Windsor Road.
- The completion of a new temporary road surface on the inner part of the new section of the roundabout.
- The construction of the new drainage system on the main roundabout is now substantially complete.
- The commencement of work on the new 'U-turn facility' on the eastern quarter of the roundabout.
- The continued installation and alteration work on utility services, including the diversion of a large water main and numerous communication cables.
- The construction of a new shared use footway and timber fence along the A308 Windsor Road.

2.7.2 In general, the scheme is progressing well and is anticipated to be delivered on budget. However, there have been some delays to the programme during the period, mainly arising from the main contractor being unable to access the Highways England network as early as planned, the discovery of uncharted utilities and the unforeseen difficulties in diverting some utility apparatus. As a result, it is now expected that construction will complete around late Spring/early Summer 2018, rather than March as had originally been anticipated.

2.7.3 Regular communication continues to take place with local organisations and residents with the main sources of information being via the roadworks and A30 Today web pages, email newsletter updates and social media notifications.

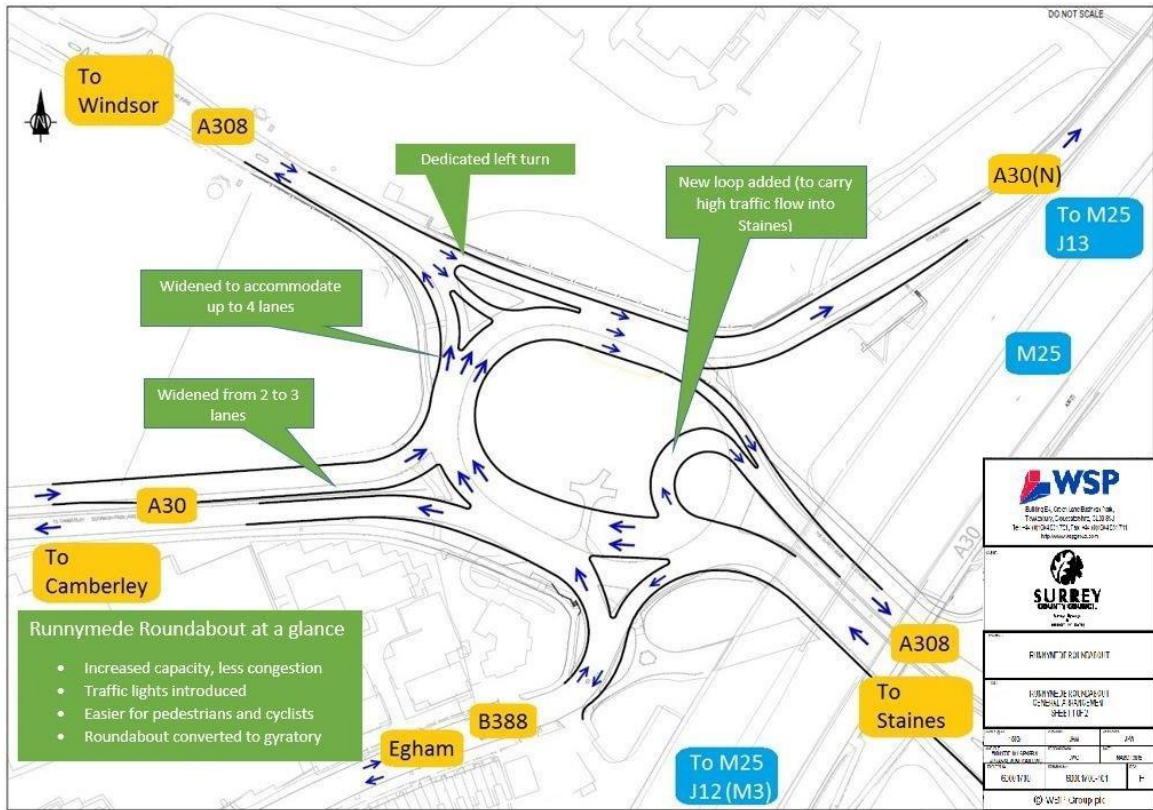


Figure 1 - Runnymede Roundabout Proposals

2.8 Centrally funded maintenance

2.8.1 Table 3 below shows the Horizon 2 Runnymede **Roads** programme for 2017/18 and the progress made in delivering the schemes.

Road	Location	Limits	Type of work	Progress
Grange Road	New Haw	Woodham Lane to Manor Drive	Road Surface Treatment	Complete
Liberty Lane	Addlestone	Brighton Road to end	Road Surface Treatment	Complete
Marley Close	Addlestone	Copperfield Close to end	Road Surface Treatment	Complete
Spring Rise	Egham	Lynwood to Limes Road	Road Surface Treatment	Complete
St Jude's Road	Egham	Middle Hill Roundabout	Road Major Maintenance	Complete

Table 3 – 2017/18 Horizon 2 Runnymede Roads Programme

2.8.2 Table 4 below shows the Horizon 2 Runnymede **Pavement** programme for 2017/18 and the progress made in delivering the schemes.

Road	Location	Limits	Type of work	Progress
Acacia Drive/Close	Addlestone	Woodham Park Way to end.	Pavement Slurry Seal	Complete
Almners Road	Chertsey	Lyne Lane to Hardwick Lane	Pavement Slurry Seal	Complete
College Avenue	Egham	Mead Close to end	Pavement Slurry Seal	Complete
Little Green Lane	Chertsey	Guildford Road to Bittams Lane	Pavement Slurry Seal	Complete
Orchard Way	Addlestone	Liberty Lane to Monks Crescent	Pavement Slurry Seal	Complete

**Table 4 – 2017/18 Horizon 2 Runnymede Pavement Programme**

2.9 Road safety

2.9.1 Table 5 below shows the Runnymede road safety programme for 2017/18 and the progress made in delivering the schemes.

Scheme Name	Details/Limits	Progress	Estimated Cost (£)
A317 Weybridge Road/Weystone Road, Addlestone	Closure of Weystone Road at junction	Scheme no longer being progressed	£20,000
A317 Woburn Hill, Addlestone	Queue likely signs	Works ordered	£2,500
Malt Hill & North Street, Egham	Uncontrolled crossings	Works ordered	£12,000
A320 Guildford Road/Green Lane, Chertsey	Install anti-skid surfacing on approach to roundabout	Works ordered	£17,000

**Table 5 – 2017/18 Runnymede Road Safety Programme**

## 2.10 Passenger Transport

2.10.1 At its meeting held on 27 November 2017 the Local Committee agreed the introduction of a bus stop clearway (prohibiting stopping between 7am and 7pm from Monday to Saturday, except local buses) in the bus stop lay-by on the A318 New Haw Road immediately south of the entrance to the garden centre.

2.10.2 The Bus Service Planning team have advised residents of the proposed restriction and it is anticipated that the bus stop clearway will be installed within the next 3 months.

2.11 Other key information, strategy and policy development

2.11.1 Nothing to report.

### **3. OPTIONS:**

3.1 Options, where applicable, are presented in this report.

### **4. CONSULTATIONS:**

4.1 Consultation is routinely carried out for highway-related schemes with relevant key parties, including residents, Local Members, Surrey Police and Safety Engineering. Specific details regarding consultation and any arising legal issues are included in individual scheme reports as appropriate.

### **5. FINANCIAL IMPLICATIONS:**

5.1 Proposed ITS schemes are prioritised to ensure that the maximum public benefit is gained from any funding made available. So far as is practicable, Officer proposals follow the Countywide scheme assessment process (CASEM) and the prioritisation order determined by this.

5.2 The Committee Capital and Revenue Maintenance budgets are used to target the most urgent sites where a specific need arises, to keep up with general maintenance activities that reduce the need for expensive repairs in the future, and to support local priorities. The nature of these works is such that spend may vary slightly from that indicated.

### **6. WIDER IMPLICATIONS:**

6.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding. An Equalities Impact Assessment is undertaken for each Integrated Transport Scheme as part of the design process.

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	No significant implications
Equality and Diversity	No significant implications
Localism (including community involvement and impact)	No significant implications
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 The Committee is asked to note the progress with all schemes and budgets.
- 7.2 It is recommended that a further Highways Update is presented at the next meeting of this Committee.

## **8. WHAT HAPPENS NEXT:**

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

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### **Contact Officer:**

Jason Gosden, Senior Engineer (NW) – 0300 200 1003

### **Consulted:**

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### **Annexes:**

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### **Background papers:**

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (RUNNYMEDE)**

**DATE: 19 FEBRUARY 2018**



**LEAD**

**OFFICER: CARYS WALKER, PARTNERSHIP COMMITTEE OFFICER**

**SUBJECT: LOCAL COMMITTEE COMMUNITY SAFETY FUNDING AND  
MEMBER ALLOCATIONS UPDATE**

**DIVISION: RUNNYMEDE (ALL)**

**SUMMARY OF ISSUE:**

In July 2017, the Local Committee was allocated a budget of £3000 for community safety projects in 2017/18. It was agreed by the committee that the funding was retained and administered by the Community Partnership Team in consultation with the chairman and vice chairman.

Each county councillor was given £6,000 of funding as part of the Members' Allocation scheme. This allowed divisional members to award funding to community facing projects in their divisions.

The report provides an update to both of those initiatives ahead of the end of the financial year.

**RECOMMENDATIONS:**

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

- (i) Note the report.

**REASONS FOR RECOMMENDATIONS:**

To ensure that the Local Committee is aware of the allocation of community safety funding to local Runnymede projects for 2017/18 and the expected outcomes.

To recognise the impact of Members' Allocations in supporting local community projects.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Prior to 2016, the Local Committee had historically chosen to passport its delegated community safety funding to the local Community Safety Partnership (CSP) to assist in their efforts to tackle crime and anti- social behaviour on behalf of residents.
- 1.2 Following countywide analysis of the projects that were funded through CSPs and the outcomes achieved, the Local Committee agreed that its local CSP should firstly be invited to provide an outline of any prospective projects that could be supported from the committee's funding for approval. This aimed to provide greater oversight of the committee's expenditure. In the context of the County's Medium Term Financial Plan and the requirement upon all county services to contribute to significant savings, the process would also help to achieve better value for money from projects in support of the County Council's wider community safety priorities.
- 1.3 To assist CSPs in identifying suitable projects, the following criteria has been used
  - (a) Results in residents feeling safer
  - (b) Has clear outcomes that align with the priorities of the Local Committee and/or the CSP
  - (c) Is non recurrent expenditure
  - (d) Does not fund routine CSP activities (e.g. salaries, training)
  - (e) Is not subsumed into generalised or non-descript funding pots
  - (f) Does not duplicate funding already provided (e.g. domestic abuse services, youth work, transport costs, literature which could be co-ordinated across all CSPs )
- 1.4 Each county councillor was apportioned £6,000 funding for 2017/18 to help residents, voluntary and community organisations deliver activities that benefit local people in their neighbourhoods. This funding is known as Members' Allocation.
- 1.5 Members' Allocation funding can be used for one-off activities that cost just a few pounds, alternatively it can contribute to projects that cost much more. The funding is flexibly designed to help with costs that can range from purchasing sports equipment for local clubs, to the creation of websites to reach more residents.

<b>2. ANALYSIS:</b>
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### **Community Safety Funding**

2.1 As in the previous year, a clear and simple process, designed to support CSPs, was adopted in order that funds were processed efficiently.

2.2 Local CSPs were invited to submit a brief outline of the projects that they would like to fund, using the criteria set out in 1.3

2.3 To ensure funds could be utilised within the current financial year, proposals were submitted in September and were considered by the Community Partnership Team in consultation with the chairman and vice-chairman.

2.4 Successful bids for 2018

2.5 Safe Drive, Stay Alive £1,200

Safe Drive, Stay Alive is a theatre based education production, coordinated by Surrey Fire & Rescue Service, working with emergency services partners and members of the public. Designed to be emotionally engaging and thought provoking, this production aimed to raise road safety awareness amongst young people and positively influence their attitudes to driving. Performances targeted an audience of new and novice young drivers, who are a high risk group on the UK's roads. Safe Drive, Stay Alive aimed to make young people aware of their responsibilities as road users and the wide ranging and potentially devastating consequences should these not be taken seriously. The ultimate aim is to reduce the number of road traffic collisions involving young people and the number of deaths and injuries amongst this at risk driver group.

2.6 As a county-wide initiative, this was supported by all the area committees. Contributions were requested proportionately, with each borough or district contributing £1 per pupil (based on attendance at the previous year's event.)

2.7 11,800 people attended the 19 performances in late October and early November. The audience comprised 11,700 students, teachers/tutors/instructors, from over 90 schools, colleges, youth groups and the British Army, and over 100 invited VIP guests.

2.8 For more information, including testimonies from those who attended the event, please visit the website: <https://www.safedrivesurrey.org/>

2.9 Respect the Water £1,800

Respect the Water is an initiative that was launched by the Royal National Lifeboat Institution in 2016 (RNLI) to promote safety in the vicinity of water as many of those who drown do so as a result of entering the water accidentally. Last year it was reported that more people in Surrey die as a result of drowning than in house fires. As a result, Surrey Fire & Rescue and Surrey Search & Rescue joined forces with the RNLI to promote this initiative across Surrey.

2.10 The scheme was launched in Runnymede at a public water safety event in June 2017 that took place in Runnymede Pleasure Grounds where each of the agencies demonstrated their rescue techniques and members of the public were encouraged to try the techniques themselves. The campaign is expected to span three years and will encompass the nearby boroughs of Spelthorne and Elmbridge. It will comprise of public education events such as the one described above and better signage and rescue equipment along the water's edge.

2.11 The £1,800 contributed by Runnymede Local Committee will go towards purchasing three emergency thrown line signs along the banks of the River Thames at locations identified and recommending by the Fire & Rescue Service. (Total cost £2115) These will allow bystanders to safely aid anyone that they observe falling into the water.

2.12 For more information visit the RNLI's website:

<https://www.respectthewater.com/>

**Members' allocation funding for 2017-18**

2.13 Each county councillor was apportioned £6,000 funding for 2017/18 to help residents, voluntary and community organisations deliver activities that benefit local people in their neighbourhoods. This funding is known as Members' Allocation.

2.14 Members' Allocation funding can be used for one-off activities that cost just a few pounds, alternatively it can contribute to projects that cost much more. The funding is flexibly designed to help with costs that can range from purchasing sports equipment for local clubs, to the creation of websites to reach more residents.

2.15 To ensure that members were supported in assessing proposals that came in from the community, they were supplied a set of guidelines which was known as the financial framework. This has been supplied as **annex 1** to this report.

2.16 A list of successful bids which can also be found on our website has also been added to this report as **annex 2**.

- 2.17 The role of the Community Partnership team is to support councillors by processing the applications and providing advice on prospective proposals. In addition, the team seeks to raise the profile of the initiative by publicising projects that have benefitted from the fund on the website [www.surreycc.gov.uk/runnymede](http://www.surreycc.gov.uk/runnymede) or via our social media accounts:

**Twitter:** @RunnymedeLC

**Instagram:** @LCRunnymede

**Facebook:** @RunnymedeLC

### **3. OPTIONS:**

- 3.1 The chairman and vice-chairman had the option to choose to support either of the Community Safety projects presented or not support either proposal.
- 3.2 The chairman felt that she wanted to support both initiatives and so funding was spilt between the two projects. This meant that the Respect the Water project did not get the full amount of funding that it had requested (£3,000). The CSP however, recognised that there were two worthwhile proposals submitted, both of which had benefit to the community and they agreed to scale back on their original bid.
- 3.3 Each member has the opportunity to endorse or reject proposals that are presented to them as part of the Members' Allocation initiative.

### **4. CONSULTATIONS:**

- 4.1 Local Committee Chairmen were collectively consulted about the process for allocating community safety funding, as recommended in this report.
- 4.2 The chairman and vice-chairman were consulted on the bids that were received for consideration of the Community Safety Fund.
- 4.3 Applicants are encouraged to contact their county councillor in the first instance to establish their interest and to promote it as a councillor-led scheme.

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 The costs of both initiatives were contained within existing revenue budgets. Early scrutiny of proposed projects by CSPs and local organisations helped to achieve better value for money for the Committee's funding.

### **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 There are no direct equalities or diversity implications. However, through its membership of the local CSP and external bodies, the County Council can help to ensure that local services are accessible to harder to reach groups.

The CSP also maintains ongoing monitoring of hate and domestic abuse crimes.

**7. LOCALISM:**

7.1 The proposals contained in this enabled CSPs and/or other suitable local organisations to submit projects that supported the County Council’s strategic goal of enhancing resident experience.

**8. OTHER IMPLICATIONS:**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	Set out below
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

8.1 Crime and Disorder implications

The county council’s membership of local CSPs ensured the achievement of its community safety priorities. The committee’s funding for local community safety projects enabled the CSP and/or other local organisations to help to promote safety, reduce crime, and tackle antisocial behaviour and raise awareness of safer practices and behaviours.

**9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The recommendations contained in this report are intended to secure greater oversight of the committee’s community safety expenditure and achieve better value for money through projects that help to achieve the County’s community safety priorities.

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

- (i) Note the report and the achievements contain herein.

**10. WHAT HAPPENS NEXT:**

10.1 The Committee will be advised on whether the two initiatives will be included in the 2018/19 budget.

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**Contact Officer:**

Carys Walker, Partnership Committee Officer: [carys.walker@surreycc.gov.uk](mailto:carys.walker@surreycc.gov.uk)

**Consulted:** Surrey's Local Committee Chairmen and county councillors.  
Runnymede CSP.

**Annexes:**

- 1 Member Allocations financial framework
- 2 Member Allocations – remaining balance

**Sources/background papers:**

Local Committee Community Safety Funding and Representation on Task Groups  
and External Bodies July 2017

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## Financial Framework for Members' Allocations

### Purpose of the Scheme

The Council allocates annually (subject to the provision made within the Medium Term Financial Plan) a maximum revenue sum to each divisional area, which County Councillors use to support local initiatives that demonstrate community benefit.

Community groups and other organisations are invited to apply for a share of this fund to help them deliver projects that respond specifically to local needs in line with the County Council's strategic priorities:

- Wellbeing – Everyone in Surrey has a great start to life and can live and age well
- Economic Prosperity – Surrey's economy remains strong and sustainable
- Resident Experience – Residents in Surrey experience public services that are easy to use, responsive and value for money.

### Funding - what can it be used for?

Grants are available to support both revenue and capital projects that will benefit the local community. All bids must evidence support for the work of local community groups or communities.

All applications must include a clear statement setting out the direct benefits to the local community.

Members may support the following types of projects:

1. Schemes based in their own division
2. Schemes based in other divisions within the borough/district where Members can pool funds under one lead Member.
3. Looked After Children Bursary (this is the only county-wide initiative or fund permitted under this scheme)

### What we cannot consider

1. Funding of political organisations (those registered on the Electoral Commission website [electoralcommission.org.uk](http://electoralcommission.org.uk))
2. Direct payment to or funding of individuals
3. Ongoing running costs e.g. salaries, rents
4. Funding is approved for one year only and cannot be relied upon or assumed in future years
5. Funding to local authorities and other statutory bodies to deliver core services or functions
6. Applications that
  - a. contravene the County Council's [policies](#), [priorities](#), or legal advice
  - b. involve taking sides on a planning dispute
  - c. relate to matters where the County Council is a statutory consultee
  - d. may bring the reputation of SCC into disrepute
  - e. support organisations to directly campaign against SCC or any local statutory partner
7. Funding for costs wholly or mainly incurred for core costs of schools (School and Early Years Finance Regulations apply)
8. Retrospective funding applications will not be accepted
9. Supporting award ceremonies

## ITEM 11

10. Applications for street lighting, grit bins or highways schemes including speed limit assessments.

### Making an application

Please take note of the funding criteria below before making an application and provide as much of the information required, to prevent any delay in processing your bid. If there is anything you are unsure of, please contact the Community Partnership Team for further advice.

1. Organisations that are applying must have a constitution and a linked group bank account.
2. Applications from private business, other local authorities and statutory bodies, private clubs or membership organisations will only be considered where the wider community benefit of the project is clearly demonstrated.
3. All applications should follow the Council's policy in relation to Equalities and Diversity.
4. Any organisation that has previously received funding from this budget must provide evidence that this funding has been spent before applying for new funding.

### Funding criteria

1. All proposals must demonstrate that their project is value for money regarding the use of public funds and include either a quotation, estimate or breakdown of costs.
2. Funds totalling more than £4999 would require at least two competitive, independent quotes unless part of a framework agreement.
3. Applications to supplement other SCC funding must clearly state the additional community benefits
4. Applicants are required to state:
  - a. Whether they are in receipt of other funds from, or have any outstanding applications to SCC.
  - b. Whether they have previously applied to SCC for funding and for what purpose
  - c. Whether the organisation applying is already under contract to SCC following a tendering process or is in receipt of a grant.
5. Applications should not include VAT where this is recoverable e.g. work carried out by SCC

### Application process

The application must have been endorsed by the appropriate local Member (s) unless it is not possible to obtain these views. (Where this is not possible e.g. because of long term illness or incapacity, the relevant Local/Joint Committee Chairman/Vice-Chairman's view will be sought prior the other Member's allocation being spent).

Applicants will be sent an electronic link to the online application process.

In cases where there has been an agreement to pool funds, one Member must agree to act as lead in securing approvals from the other councillors contributing.

All applications for funds follow the same agreed process and will be treated equally in being assessed against the Financial Framework set out in this document.

Throughout the process advice is available to applicants and Members from officers in the Community Partnership Team.

## Approvals

1. Members should comply with the Member Code of Conduct, and must not sponsor projects in which they have a
  - a. pecuniary interest – unless they have obtained a dispensation from the Audit & Governance Committee (Standing order 62)
  - b. prejudicial interest  
(Definitions of pecuniary and prejudicial interests are set out in the Member Code of Conduct in the Council's Constitution Part 6 (1))
2. Approvals of applications are delegated to officers in the Community Partnership Team in consultation with Members (see Part 3/Section 3/Part 3 of the Council's Scheme of Delegation).
3. Where an application has a link to or may affect a contract with SCC, the relevant service will be consulted for their view on the validity of the project and its appropriateness for funding.
4. Members should not confirm funding to an applicant before the approval process has been completed and all necessary checks and assessments have been undertaken.

## Budget Monitoring and Management

1. Where funding is used to commission an external organisation to carry out works, the County Council's financial regulations and standing orders will apply.
2. Funding can only be used for the purposes specified in the application form. If there are any minor variations (e.g. changes to specific costings or timescales) these must be agreed and approved by the Community Partnerships Manager or Team Leader in consultation with the local Member.
3. Funding should be spent within the financial year it is awarded:
  - a. Projects that require funds to be carried over to the next financial year will be subject to Cabinet approval
  - b. Any funding that is returned and unspent from previous financial years cannot be carried forward and re-allocated to projects in a new financial year (This includes money that is on the carried forward list from one financial year to the next where the project does not go ahead.)
4. Where Members' Allocations are used by a SCC service
  - a. An application form will need to be completed and all usual requirements for the grant observed
  - b. Payment of funds will be made by transfer from the allocations budget to the relevant service budget
5. Applicants will be required to acknowledge the provision of funds from SCC when referencing or publicising the event/project.
6. Applicants are required to submit evidence of expenditure and successful completion of their project/event (e.g. photos, invoices, press releases) within 12 months of receiving the funding.
  - a. Failure to supply this information may result in the funds having to be returned to SCC.
  - b. This evidence should be retained in case it is required at a later date and may be subject to an audit.
7. Reports on approved projects and expenditure are posted in the funding section on the local area pages of the SCC website on a monthly basis.
8. Articles on a selection of completed projects will be published on the local area web pages on the SCC website.

## ITEM 11

9. Where funding is used to commission voluntary sector services the requirements of [Surrey Compact](#) will be observed.

**Runnymede Members Allocations Expenditure - Balance Remaining 2017-2018**  
County Councillors have £6,000 to spend on projects to benefit the local community

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>Mary Angell</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£6,000.00</b>	
	EF800334106	SCC Highways	Byfleet road , Addlestone , Tree Works	£3,000.00	10.08.2017
	EF800363970	SCC Highways	Byfleet Road, Addlestone - Tree Works	£3,000.00	18.12.2017
			<b>BALANCE REMAINING</b>	<b>£0.00</b>	

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>Mel Few</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£6,000.00</b>	
	EF800367245	Ottershaw Village Hall	Dressing Rooms for Ottershaw Village Hall	£4,000.00	
	EF800371948	SCC Children's Services	Looked After Children Bursary	£500.00	
			<b>BALANCE REMAINING</b>	<b>£1,500.00</b>	

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>John Furey</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£6,000.00</b>	
		Rotary International club of			
	EF800330809	Chertsey Black Cherry Fair	Black Cherry Fair Town procession	£825.00	23.11.2017
	EF800338969	Runnymede Dementia Carers Support Group	Saturday Lunch Club for Dementia Carers and Loved One's.	£2,500.00	03.10.2017
	EF800358915	Salvation Army Youth Church	Addlestone Salvation Army Youth Church Sanctuary Project for Homeless People	£200.00	29.01.2018
	EF800363666	The Eikon Charity	Fullbrook School Gardening Project	£300.00	29.01.2018
		<b>BALANCE REMAINING</b>	<b>£2,175.00</b>		

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>Marisa Heath</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£6,000.00</b>	
	EF800328940	St Jude's C of E Junior School	St Jude's Community Gardening	£100.00	29.06.2017
	EF800341391	Egham & Thorpe Royal Agricultural & Horticultural Association	Animal marquee at the Egham Royal Show	£1,200.00	19.09.2017
	EF800348793	Forest Estate Community Hub	Forest Estate Community Hub - Roof Replacement	£2,000.00	09.11.2017
	EF800364345	St. Judes CofE Junior School	St. Judes CofE primary school Gardening Club	£400.00	
	EF800364961	Englefield Green Child Contact Centre	Child Contact Centre - Englefield Green	£1,500.00	
		<b>BALANCE REMAINING</b>	<b>£800.00</b>		

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>Yvonna Lay</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£6,000.00</b>	
		Runnymede Dementia Carers Support Group			
	EF800370624		Weekend Away for Carers & Loved one suffering from Dementia	£5,760.00	
		<b>BALANCE REMAINING</b>	<b>£240.00</b>		

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>Mark Nuti</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£6,000.00</b>	
		Rotary International club of			
	EF800330809	Chertsey Black Cherry Fair	Black Cherry Fair Town procession	£825.00	23.11.2017
	EF800355649	Chertsey Museum	Chertsey Abbey	£1,500.00	17.01.2018
	EF800364561	Chertsey Friendship Club	Chertsey Friendship Club Christmas Lunch	£1,000.00	
	EF800371642	Chertsey Town Juniors FC	Chertsey Town Juniors FC	£1,000.00	
	EF800371642	Chertsey Town Juniors FC	Chertsey Town Juniors FC - PLAQUE	£8.00	
			Replacement of Chertsey Scouts Generator used for camping & Fundraising activities	£445.00	
	EF800372123	1st Chertsey Scout Group			
		<b>BALANCE REMAINING</b>	<b>£1,222.00</b>		

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