

Agenda

7.00 pm

Wednesday, 18 July 2018

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



Discussion

- **Developing a Vision for Surrey in 2030**
- **Early Help priorities**
- **Community Safety Funding**

You can get involved in the following ways

Ask a question

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

Write a question

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

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

Sign a petition

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

Attending the Joint Committee meeting

Your Partnership officer is here to help.

Email: gregory.yeoman@surreycc.gov.uk

Tel: 01483517530

Website: <https://www.surreycc.gov.uk/people-and-community/get-involved/your-local-area/runnymede>



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This is a meeting in public.

Please contact **Gregory Yeoman, Partnership Committee Officer** using the above contact details:

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

Surrey County Council Appointed Members

Mrs Mary Angell (Chairman)
Mr Mel Few, Cabinet Member for Adults
Mr John Furey, Deputy Leader
Miss Marisa Heath
Mrs Yvonna Lay
Mr Mark Nuti

Borough Council Appointed Members

Cllr Alan Alderson, Egham Town
Cllr Jim Broadhead, Runnymede Borough Council
Cllr David Parr
Cllr Nick Prescott, Englefield Green West
Cllr Peter Taylor, Runnymede Borough Council
Cllr Peter Waddell, Runnymede Borough Council (Vice-Chairman)

Runnymede Borough Council Chief Executive
Paul Turrell

Surrey County Council Chief Executive
Joanna Killian

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

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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.

Note: This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.

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 Community Partnerships Team at the meeting.

Thank you for your co-operation

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 answer will be provided subsequently.

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES FROM PREVIOUS MEETING

(Pages 9 - 14)

To approve the Minutes of the previous meeting on 19 February 2018 as a correct record.

3 DECLARATIONS OF INTEREST

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

(i) Any disclosable pecuniary interests and / or

(ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting.

NOTES:

· Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

· As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner).

· Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 DEVELOPING A VISION FOR SURREY IN 2030 (FOR INFORMATION)

(Pages 15 - 16)

A presentation by the Leader of Surrey County Council on 'Developing a Vision for Surrey in 2030'.

5 PETITIONS AND PETITION RESPONSES

To receive any petitions in accordance with Standing Order 14.1. Notice must be given in writing or by email to the Community Partnership and Committee Officer at least 14 days before the meeting. Alternatively, the petition can be submitted on-line through Surrey County Council's or Spelthorne Borough Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.

No petitions were received.

6 WRITTEN MEMBER QUESTIONS

To receive any written questions from members under Standing Order 13. The deadline for members' questions is 12 noon four working days before the meeting.

7 WRITTEN PUBLIC QUESTIONS

To answer any questions from residents or businesses within Spelthorne borough area in accordance with Standing Order 14.2. Notice should be given in writing or by email to the Partnership Committee Officer by 12 noon four working days before the meeting.

8 DECISION TRACKER (FOR DECISION)

(Pages 17 - 20)

To review any outstanding decisions from the Joint Committee.

9 EARLY HELP PRIORITIES FOR RUNNYMEDE (EXECUTIVE FUNCTION - FOR DECISION)

(Pages 21 - 36)

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.

10 HIGHWAYS UPDATE (EXECUTIVE FUNCTION - FOR INFORMATION)

(Pages 37 - 46)

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

To report progress made with the delivery of proposed highways and

developer funded schemes, and revenue funded works for the 2018/19 financial year.

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

To report on relevant topical Highways matters.

11 ON-STREET PARKING ENFORCEMENT COLLABORATION AND CONSIDERATION OF ON-STREET PAY AND DISPLAY (EXECUTIVE FUNCTION - FOR DECISION) (Pages 47 - 56)

A report to outline Runnymede Borough Council's action in respect of the recent re-awarding of an agency agreement for on street parking enforcement and to describe the next, collaborative steps to be taken with partnership from Spelthorne and Elmbridge Borough Councils.

12 COMMUNITY SAFETY FUNDING (EXECUTIVE FUNCTION - FOR DECISION) (Pages 57 - 62)

The Joint Committee has a delegated budget of £3000 for community safety projects in 2018/19. This report sets out the process by which this funding should be allocated to the Community Safety Partnership and/or other local community organisations that promote the safety and wellbeing of residents.

13 MEMBERS' COMMUNITY ALLOCATION (FOR INFORMATION)

Each county councillor has £5,000 funding for 2018/19 to help residents, voluntary and community organisations deliver activities that benefit local people in their neighbourhoods. This funding is known as Members' Community Allocation.

14 REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES (EXECUTIVE FUNCTION - FOR DECISION) (Pages 63 - 70)

This report seeks the approval of Joint Committee task group members and the appointment of representatives to external bodies.

15 FORWARD PROGRAMME 2018/19 (FOR INFORMATION) (Pages 71 - 72)

To review the forward programme 2018/19, indicating any further preferences for inclusion.

16 DATE OF NEXT MEETING (FOR INFORMATION)

To be held on Wednesday 19 September 2018 at 7.00pm in the
Council Chamber, Runnymede Civic Centre, Station Road,
Addlestone, KT15 2AH

(7.00pm – 7.30pm: Informal Public Question Time)

DRAFT

Minutes of the meeting of the
Runnymede LOCAL COMMITTEE
 held at 6.30 pm on 19 February 2018
 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 Mike Kusneraitis
- Councillor Barry Pitt
- * Councillor Jacqui Gracey

* In attendance

1/18 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received by Miss Heath who would be arriving late due to a previous appointment.

Cllr Barry Pitt and Cllr Mike Kusneraitis were absent.

2/18 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes were agreed to be an accurate record of the meeting on 27 November.

3/18 DECLARATIONS OF INTEREST [Item 3]

No declarations of interest were declared.

4/18 PETITIONS & LETTERS OF REPRESENTATION [Item 4]

The petition related to speeding issues on Fordwater Road in Chertsey. The lead petitioner was in attendance to hear his petition being considered.

The Senior Traffic Engineer, explained that speeding vehicles are a constant problem on roads throughout Surrey and that the Highways team are

constantly working with Surrey Police to combat them but have limited resources by which to address them.

This site will be added to the Speed Management Plan for continued assessment and monitoring but sites deemed to have a more severe problem will be prioritised.

It has been suggested that a community speed watch be established in the area so that concerned residents can take part in monitoring speed levels of vehicles travelling through their area. The Petitioner expressed that he and his fellow residents felt that taking part in this presented a safety risk, but it was pointed out that the police provide equipment and training and that a number of these groups exist and have been successful.

It was also noted that new beacons will shortly be installed at the zebra crossing to improve pedestrian safety and that a repair to improve the road surface will take place as part of the 2018/19 schedule.

(Miss Heath arrived during this item at 18.47)

The Local Committee (Runnymede) noted that:

(i) Fordwater Road/Weir Road is an existing site on the Runnymede speed management plan but is not currently being prioritised for speed enforcement or other measures.

(ii) Fordwater Road/Weir Road will be retained on the speed management plan and vehicle speeds and collision rates will be continue to be monitored.

(iii) That new beacons using halo LED lighting will shortly be installed at the zebra crossing on Fordwater Road.

(iv) An order has been placed to carry out a repair to a defect identified in Fordwater Road once new budget allocations are received in April 2018.

5/18 WRITTEN PUBLIC QUESTIONS [Item 5]

No written questions had been received

6/18 WRITTEN MEMBER QUESTIONS [Item 6]

No members' questions had been received.

7/18 DECISION TRACKER [FOR INFORMATION] [Item 7]

The Partnership Committee Officer explained that items that were closed on the decision tracker would be removed for the next meeting. In addition to this, there were a number of items that it was recommended could now be closed. No objections were raised to any of these recommendations.

8/18 EARLY HELP PRIORITIES FOR RUNNYMEDE [FOR DECISION] [Item 8]

The Chairman suggested that this item was deferred until the next meeting. A report was due to be heard by Cabinet the following week and it was thought that it would be prudent to know the outcomes of this before considering it at committee.

In addition, the Chairman provided the officer with significant feedback on the report and asked that it be re-written to reflect her observations.

The Local Committee (Runnymede) agreed:

- (i) to defer the report until the next meeting.

Reason:

The Committee wanted to await the outcome of the report that will be heard by Cabinet later this month.

9/18 ADDRESS FROM CABINET MEMBER FOR HIGHWAYS [FOR INFORMATION] [Item 9]

The Cabinet Member for Highways came to Committee to update them on his vision for the year ahead. This followed his visit to the Committee last November.

Since publishing his report, amendments had been made and these were clarified at the beginning of his address.

The first of these is to clarify the responsibility for grass-cutting:

Runnymede Borough Council have agreed to manage grass cutting in your Borough. It will be for the Borough Council to determine service levels but at a minimum they will be cutting the urban grass four times and the rural grass twice. Within Runnymede there is about 316,000 square metres of urban highway grass and 202,000 sq metres of rural highway grass. Areas classified as “urban” are normally verges in residential areas.

In annex 1 there are 2 schemes which are marked as cancelled. The Cabinet Member explained that these has been suspended pending remedial repair works and that both schemes would be carried out when the repairs had been completed.

The Cabinet Member stated that his reason for returning was because he was keen to communicate with committee members and get their feedback on future Highways programmes.

The budget for the forthcoming year would see an additional £1.4 million allocated to committees for highways improvements. This gives each committee £168,000 per year. There are also changes to the Members' Allocations this year which would allow Surrey County Councillors to allocate funds to improvements in their divisions.

The Cabinet Member would like to put committees at the heart of local decision making on Highways issues in their areas and as part of that would like them to get involved with costing and prioritising projects in their areas.

The Committee raised that in a previous Horizon schedule, there was an undertaking to improve Station Road, Addlestone which is in a poor state. It was felt by the Committee that in light of the redevelopment of Addlestone that the main road leading through it should be in a good condition in order to enhance and support the new development. The Cabinet Member agreed and committed to looking into this.

It was also noted that committee members were happy with the suggested gritting routes that had been proposed for next winter at their informal meeting.

The Cabinet Member stated that he would like to address the committee the same time next year which the committee was in agreement with.

10/18 HIGHWAYS UPDATE [FOR DECISION] [Item 10]

The Committee noted the points made in the report.

The Senior Traffic Engineer presented the report to update the committee on the status of the 2017/18 programme and look at preparations for the year ahead.

It was reported that the Runnymede roundabout may be delayed until summer of 2018 and not completed by March as planned. This is because of problems with underground utilities which have been detected and need to be worked around. The Traffic Engineer explained that sometimes, the plans that they are working off, are not up to date and although trial holes can be dug to investigate where utilities are located, it is not always possible to avoid them.

The officer also advised that the plan of the works on the report was quite simplistic but a more detailed map could be found online.

11/18 COMMUNITY SAFETY FUNDING AND MEMBERS' ALLOCATIONS [FOR INFORMATION] [Item 11]

The Partnership Officer presented the report which outlined the projects which had been allocated community safety funding this year. These were: "Respect the Water" which improves safety alongside rivers and shores and "Safe Drive, Stay Alive" which promotes safer driving habits in young people. The report also updated committee members on the Members' Allocations scheme.

With reference to the "Respect the Water" campaign, a picture showing an example of a throw line sign was shown to the committee. It was noted that the throw line signs would be located at areas recommended by rescue services.

It was noted that despite the £3,000 allocation being a relatively small amount of money, the projects supported had a lot of impact and therefore represented very good value for money. Compliments were also passed to the Partnerships team for their support and effective delivery of both initiatives.

12/18 FORWARD PLAN [FOR DECISION] [Item 12]

The Committee agreed that the topics should be added to the Forward Programme **and that the deferred report should also be added.**

It was recognised by the Chairman that as Runnymede are looking to launch a Joint Committee in May, the forward programme would be developed to include items of both borough and county concern.

Meeting ended at: 7:57

Chairman

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DEVELOPING A VISION FOR SURREY



Surrey is a great place to live where many residents and businesses thrive.

There are also growing pressures for the county – population, resources, infrastructure, green belt.

It's important we decide what we want Surrey to be like in the future **to ensure no one is left behind.** A shared vision will help inspire and enable us to achieve better outcomes together for everyone in Surrey.

Visit surreycc.gov.uk/vision2030 to add your voice to the discussion. The opportunity is open until 3 September.

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Runnymede 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	6	Inaugural meeting of working group to be scheduled	CLOSED	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. Update – first mtg was held on 17 March 2018. Recommend this item is removed.
	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 July 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. It was anticipated that the work would be completed by the end of Feb 2018 but after a delay in ordering the bus stop cage marking the completion is now expected by the end of the first week in August.

19 February	9	To incorporate the improvement of Station Road into the Highways/Horizon programme to support the redevelopment of Addlestone.	CLOSED	Cabinet Member for Highways (Area Highways Manager)	The Cabinet member noted the wishes of the committee. Recommend this item is removed.
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SURREY COUNTY COUNCIL
 RUNNYMEDE BOROUGH COUNCIL



JOINT COMMITTEE (RUNNYMEDE)

DATE: 18 JULY 2018

LEAD

OFFICER: Ben Byrne, Head of Early Help and Family Services

SUBJECT: Early Help priorities for Runnymede

DIVISION: Runnymede

SUMMARY OF ISSUE:

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.

Early Help is the name we use to refer to the support we provide 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.

Early Help is delivered by a range of partners in Surrey which includes the county council, borough and district councils, partners from the police, health and education, and voluntary sector groups. Surrey County Council has the responsibility of leading this work and ensuring it is delivered effectively.

RECOMMENDATIONS:

The Runnymede Joint Committee is asked to:

- (i) Provide feedback on the latest Early Help developments in Runnymede, including proposed Early Help priorities for the work including re-commissioning and the location of Local Family Partnerships.

We are committed to arranging and delivering Early Help services locally so that we can provide a service that is tailored to the needs of families in Runnymede. We want families to be able to access help locally and to know where to go in the towns in Runnymede when they need help. We would like the advice and support of local members on the priorities we've identified to focus on and the locations we've chosen for our Local Family Partnerships.

- (ii) Endorse the Joint Committee representatives to the local Early Help Advisory Board, for the remainder of 2017/18 and 2018/19

Early Help work in Runnymede is overseen by an Advisory Board made up of representatives from the different partner organisations who support families locally. There are two spaces on this board for members of the joint committee.

1. BACKGROUND:

1.1 Surrey's Early Help Strategy

On 27 February 2018, the County Council's Cabinet endorsed a new Early Help Strategy for Surrey, which we are now working to finalise with our partners, who have a vital role to play in delivering a successful early help offer to children and families. The strategy sets out the following vision for Surrey:

Our vision for children in Surrey:

Children and young people are happy, healthy, safe and confident in their future

For Early Help this means:

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.

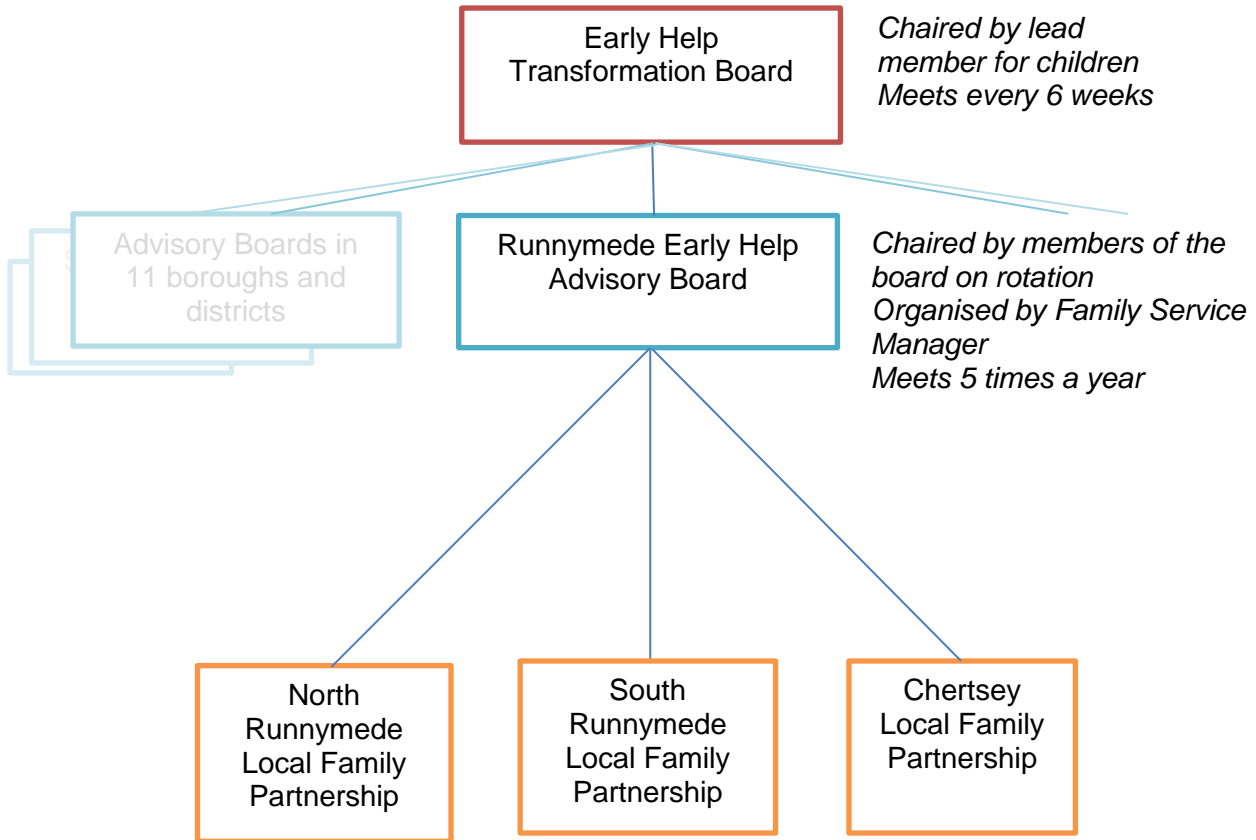
1.2 The principles set out in the strategy are that Early Help should:

- **Be child-centred** – children are seen, safe and heard. Where services are delivered to parents and carers, they should always be evaluated to demonstrate the value for the child.
- **Be local** – integrating services focused upon neighbourhoods and local communities, making services easily accessible, drawing upon local networks and knowledge, working within communities to promote change. Working to create resilient communities which support each other.
- **Enhance family resilience** – understanding the family system and working with the whole family to promote resilience. This starts with listening to families, recognising their expertise and building upon their strengths.
- **Be relational** - designing our system and services around purposeful, consistent relationships that enable change and enhance individual, family and community resilience. This involves working with children and families in a way that promotes trust and belonging. We will promote restorative approaches to resolving issues through communication and shared problem solving; doing 'with' not 'to' and seeing people as assets who have the power to find their solutions.
- **Focus on outcomes** – using evidence to understand what makes a difference and focusing on outcomes (the real changes that children and families will see in their lives) in order to ensure we are making the best use of resources and target resources where need is greatest.

2. OVERSIGHT OF EARLY HELP WORK IN RUNNYMEDE

- ### 2.1
- The delivery of Early Help in Runnymede is overseen by Runnymede's Early Help Advisory Board. The board has representation from health, schools, Police, local faith and voluntary groups, parents, local SCC services and from members.

2.2 Each borough and district in Surrey has an Early Help Advisory Board and these report to the Early Help Transformation Board which is chaired by the SCC Lead Member of Children and Families. This board oversees the work of changing and developing the offer of Early Help work in Surrey so that it is coherent, consistent and properly serves families in Surrey.

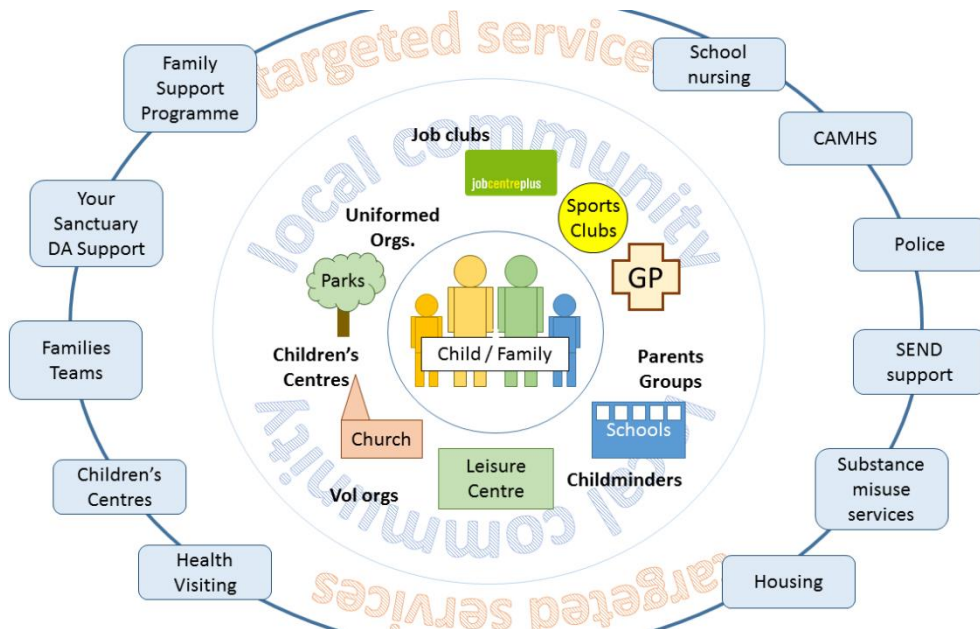


3. LOCAL DELIVERY OF EARLY HELP WORK IN RUNNYMEDE

3.1 A local Early Help operating model: Local Family Partnerships

Partners on Surrey’s Early Help Transformation Board have worked together to understand the Early Help needs of children and families and developed a shared vision for Early Help. This has led to a new delivery model for the whole Early Help system which we are calling “Local Family Partnerships” (LFPs). This model is reflected in the Early Help Strategy that has been approved by the Cabinet.

3.2 Local Family Partnerships bring together a network of key stakeholders and organisations in a community who are involved in supporting the well-being and resilience of children and families. These include statutory, voluntary, faith and community organisations (including businesses). All these organisations contribute to the Early Help offer and by binding them together at a local level we will provide a rich network of integrated provision to children and families in each Local Family Partnership



3.3 Local Family Partnerships in Runnymede

The Early Help Advisory Board in Runnymede has identified three areas for Local Family Partnerships and a number of key local priorities for Early Help work in the borough. The LFP areas follow closely the boundaries of the Children's Centre reach areas in Runnymede. The areas are as follows:

3.4 North Runnymede LFP – covering Egham, Egham Hythe, Englefield Green, Virginia Water and Longcross.

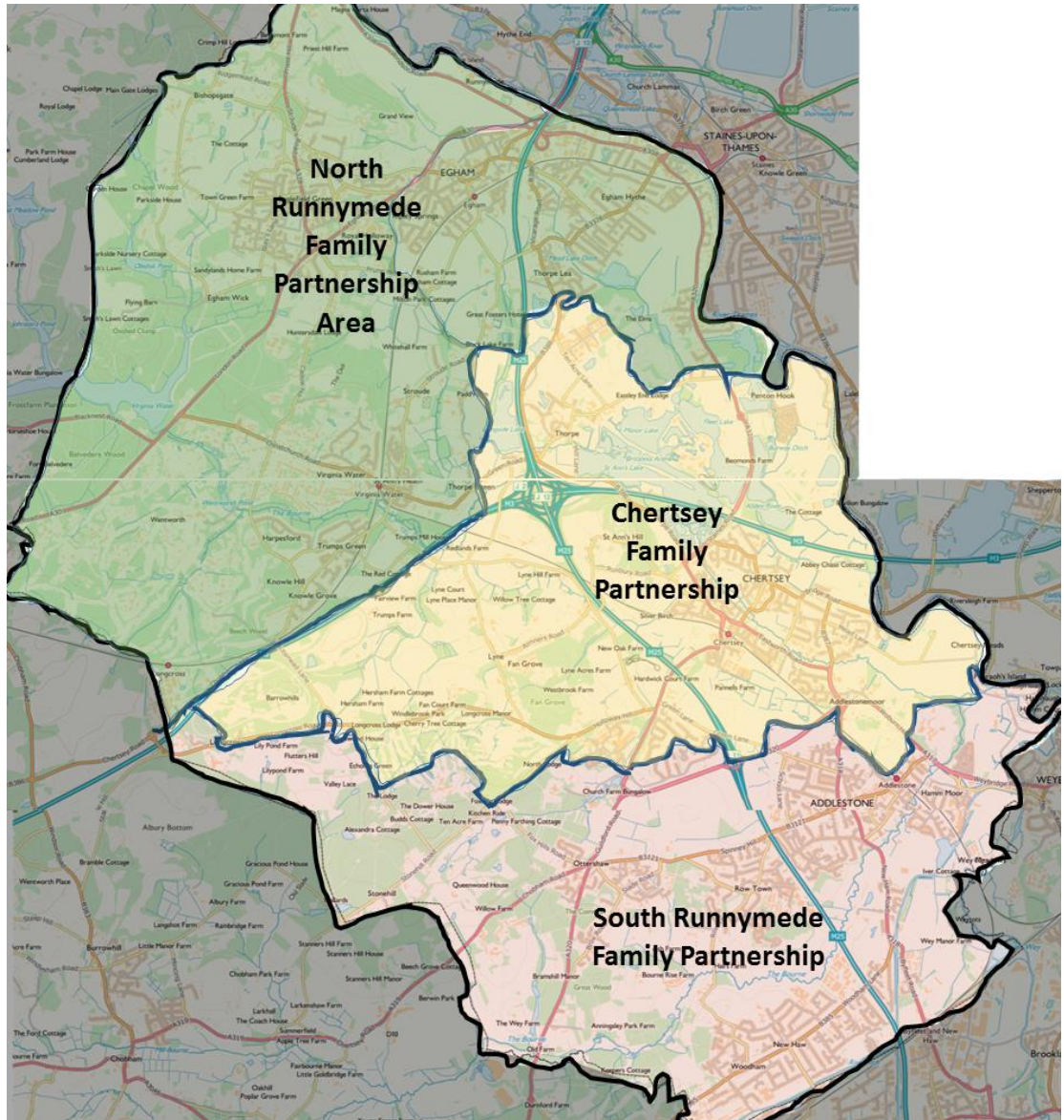
The regular members of the partnership are listed below:

- | | |
|---|---|
| Haven Children's Centre | Surrey Family Services |
| The Magna Carta School | Runnymede Families Team |
| Home-school Link Workers (North Runnymede Learning Partnership) | Forest Estate Community Hub |
| Manorcroft Primary School | Voluntary Support North Surrey |
| St Judes Primary School | Homestart Runnymede and Woking |
| Playbox Nursery | Royal Holloway University of London, Community Action |
| St John's Church Egham | Runnymede Foodbank |
| | Surrey Police |
| | Health visiting teams |

The partnership has identified two priorities to focus on. The first is support for local parents and the second is involving volunteers in supporting families. As a result of the work of the partnership a new support group for parents

started in Egham Hythe in May. The group focusses on supporting parents of children in schools years 5 to 8 as they go through the transition from primary to secondary school. The group meets every other week on a Wednesday morning.

As a result of close working with Royal Holloway University of London, 9 volunteers have started working with the Runnymede Families Team to help support local families. The volunteers help mentor young people, run careers groups for young people, parent support groups and one has run a group in a local primary school.



Local Family Partnership Areas in Runnymede Borough

3.5 South Runnymede LFP – covering Addlestone, New Haw and Ottershaw

The members are as follows:

St Paul's Church, Addlestone	Addlestone Youth Centre
Sayers Court Children's Centre	Runnymede Families Team
Ongar Place Primary School	Surrey Supporting Children's Team
Runnymede Borough Council	Poplars Children's Centre
Ottershaw Church of England Infant and Junior Schools	Runnymede Foodbank
	The Salvation Army

The South Runnymede LFP has met on 3 occasions as a network group and a small steering group has met several times. The priorities the partnership have focused on so far are healthy eating for children and antisocial behaviour in Addlestone. As a result of work between partners, a piece of group work was put in place for young men causing antisocial behaviour in Addlestone. This also led to a parent support group of parents of these young people which has proved popular and continues to meet regularly, long after its intended lifespan.

3.6 Central Runnymede LFP – covering Chertsey, Lyne and Thorpe

The members are as follows:

St Peter's Church, Chertsey	Surrey Family Services
Runnymede Borough Council	Equippers Church, Chertsey
The Beacon Church, Chertsey	The Hub, Chertsey
Salesian School and Chertsey High School	Chertsey Children's Centre
	Surrey Supporting Children's Team

The Central Runnymede, or Chertsey, Local Family Partnership is not yet as developed as the North and South LFPs and the group are still developing priorities. For now, the focus is on trying to work within the partnership to channel local families in need of Early Help into the excellent projects already run by the churches and foodbank. These include support groups for single parents, for fathers, many different parent and toddler groups, youth clubs, healthy cookery classes and befriending support. The partnership has an agreement that the churches will offer befriending support to any parents or carers locally who need extra support and are identified through the Early Help system.

3.4 Runnymede Early Help Plan: Priorities with progress

Runnymede's Early Help Advisory Board has also developed an Early Help Plan and identified the local priorities below. The 6 priorities are listed with progress to date (in italics) and they are RAG rated.

A full copy of the Runnymede Early Help Plan is attached in Annex 1.

1. Access to therapeutic support for children impacted by their parent's substance misuse or mental health, or who have witnessed domestic abuse

- New Early Help Commissioning from April 2019 to include therapeutic groups for children affected by domestic abuse
- Emotional and Mental Wellbeing Drop in now running from Addlestone Youth Centre every Wednesday
- Counselling Student Placement Pilot project starting in Runnymede from Summer 2018

2. 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

- Training arranged by Public Health for front line staff in Runnymede in July and October 2018. Training will focus on how to raise issues of healthy weight and smoking cessation with parents and children

3. Improved sharing of information about existing services (with families and professionals) in Runnymede

- Family Information Service outreach workers visiting schools*
- LFP forums running in all 3 areas and will be key place for sharing information
- LFP area e-mail newsletters being discussed at LFPs
- LFP timetable leaflets piloting in June 2018

*Family Information Service is a phone and website based SCC service where families can search for support and projects running in their area www.surrey.gov.uk/fis see appendix 3

4. Better linking of families who need help with voluntary, community and faith sector projects who can support them locally

- Homestart have met with Early Help Hub staff to discuss how to transfer the right families and SFS Families team meeting with Early Help Hub about referring to volunteers and other voluntary groups in June 2018
- Pilot LFP timetable leaflet to start in North & Central LFP
- Work still needed to get local projects on FIS*

5. Improving support for parenting, and for both parents, of children in need of help

- Surrey Parenting Plan in development
- 3rd Runnymede Parent Support Group just started in Egham Hythe, North LFP area
- Talking Teens training being delivered to SFS staff in May and June 2018
- 10 week Family Learning courses in summer term as part of National Parenting Organisation initiative
- Online Parenting offer "Solihull Approach" available from Summer 2018

6. Develop transition support from primary to secondary school, targeting students we know will struggle most

- Small audit undertaken. Many secondary schools already have good projects in place with feeder primaries in their areas. Teachers visit the primary schools and primary students visit the secondary sites and meet teaching staff. Details of students with SEND are usually transferred across effectively to secondary schools but there is room for more support for these children and their parents to make the transition easier and also for those children with non-educational vulnerabilities such as bereavements, family breakdown etc. This work will continue with a review in October of the effectiveness of Summer 2018 transition.

4. RESPONDING TO THE 2018 OFSTED INSPECTION

- 4.1 Between the 26 February and the 22 March 2018, Ofsted re-inspected Surrey County Council's Children's Services and the inspection report, published on 16 May 2018, highlights how services for children in need of help and protection remain inadequate in the county. Ofsted highlighted how "Overall, early help is making a positive difference to children's lives. However, due to a lack of multi-agency involvement, early help is not yet reaching all the children who would benefit from it, and it is not reducing the number of referrals to children in social care". In particular they highlight: the urgent need "to engage universal partner services, such as schools and health, to undertake lead professional roles"; the high number of inappropriate low-level referrals to the MASH; and that some children and families still have to wait too long before receiving early help. Clearly, there is significant work still to do to improve our early help offer, alongside our partners, to children and families.
- 4.2 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. Local Family Partnerships (LFPs) are an important part of Surrey's response to Ofsted's feedback. By building capacity within voluntary, faith and community organisations to support local families on their doorsteps we hope to reduce the number of low-level referrals passing through the MASH. In each LFP area we have "Early Help Schools Advisors". Each school has an allocated advisor to help the school to support children and families in need of Early Help by tying them in to support in the LFP, without the need for a referral to MASH. Early Help Schools Advisors are also there to support schools to take on leadership of Early Help interventions, which according to Ofsted, too often sits with Surrey Family Service and the County Council. This support could include help with completing Early Help Assessments, with chairing Team Around the Family meetings, and with deciding which families need an Early Help intervention and which need to go to the MASH.

5. CONCLUSION AND RECOMMENDATIONS

- a. The Joint 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.
- b. **The Joint 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.

Endorse the Joint Committee representatives to the local Early Help Advisory Board, for the remainder of 2017/18 and 2018/19.

6. WHAT HAPPENS NEXT

- 6.1 Feedback from the Joint 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.
- 6.2 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, youth work and externally commissioned early help will take place. This consultation is not yet live and will begin from September 2018. Members will be able to contribute via Surrey's consultation website www.surreysays.co.uk
- 6.3 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.
- 6.4 Members input and support in building the Local Family Partnership Networks will be valued throughout the first phase of implementation in 2018. 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 January 2019, with plans in place to implement any service changes from 1 April 2019 onwards.

Contact Officer:

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

Appendices:

Appendix 1 – Surrey County Council's Involvement in Early Help Delivery
Appendix 2 – Consultations
Appendix 3 – Family Information Service

Annexes:

Annex 1 – Runnymede Early Help Plan (with needs assessment)
Annex 2 – Early Help Advisory Board Terms of Reference

Sources/background papers:

- SCC Cabinet report - Early Help Strategy for Children and Families, 27 February 2018

Appendices

APPENDIX 1 – SURREY COUNTY COUNCIL'S ROLE IN EARLY HELP DELIVERY

- a. Surrey County Council will align its funding and staff to directly support the 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 our funding and staff to 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.

- b. 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.
- c. 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.
- d. 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 from April 2019 onwards. 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.
- e. 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. We are seeking to develop 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.
- f. Finally, SCC commissions a range of preventative and family support services from external partners, primarily from the local voluntary sector. For example, in Runnymede Eikon are funded to deliver the 1-to-1 Local Prevention Service that builds the resilience of young people aged 11-19, whilst Homestart offer mentoring to families in need with children aged 0-5. SCC's commissioning

intentions for children are described in **SCC's Child First Commissioning Plan 2017**. These different Early Help services will be recommissioned from April 2019 onwards as part of a joined-up pathway for families to meet local needs.

APPENDIX 2 – CONSULTATIONS

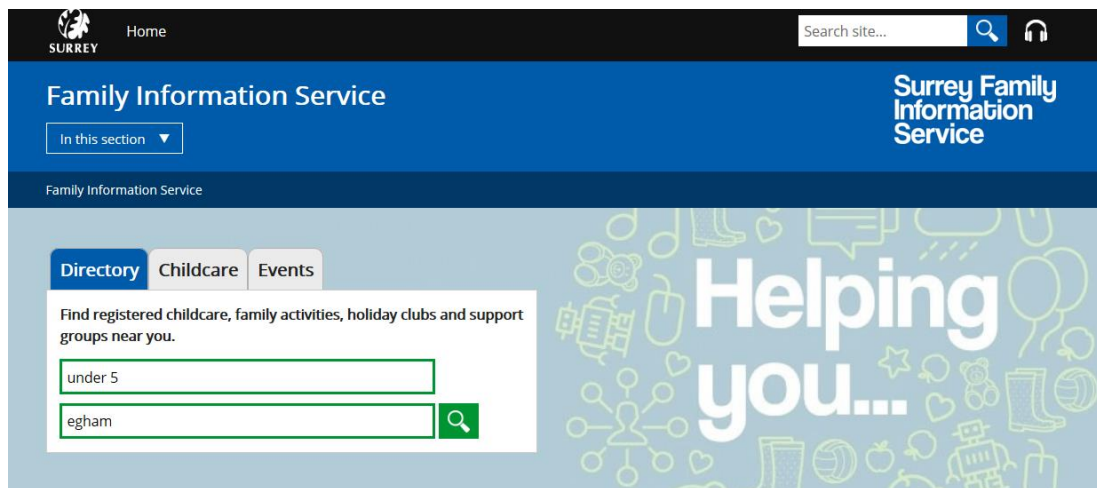
- a. Between November 2016 and March 2017 Surrey County Council and the 11 District and Borough Councils led on Local Early Help Partnership Events, engaging over 1,000 practitioners and other stakeholders. These events resulted in a shared development of the vision for Early Help Transformation Programme 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.
- b. Early Help Stakeholder events were held in Runnymede on the 28th November 2016 and the 21st 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.
- c. 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 joint committee to be nominated. It is intended that, as per recommendation ii, these members will continue in their role for the remainder of 2017/18, and for 2018/19.
- d. 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.
- e. In September and October 2017, a series of workshops were held to further develop the blueprint for the Local Family Partnership model.
- f. The Early Help Case for Change was considered and endorsed by the Children and Education Select Committee on Friday 17 November 2017.
- g. A Surrey Family Services staff consultation for County Council staff started in January 2018 to consider proposals for service restructure.
- h. 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.

APPENDIX 3 – The Family Information Service

The family information service is a part of Surrey Family Service. It is a website and phone based service for families and professionals in Surrey who want to find support and resources for children and families in their area. You can search by postcode or town and for any type of support you need.

The address is www.surrey.gov.uk/fis the phone number is 0300 200 1004

Here are two screenshots from the website:



Family Information Directory

Family Information Directory Childcare finder Events Add an entry / event Help Your shortlist (0 items)

All Categories debt Egham, TQ0071

Services (68)

Sorted by: Distance Search Radius: Off

Add these to your shortlist
Show results on map

- Christians Against Poverty (CAP) - Egham**

CAP is a free national debt counselling charity. The Egham Debt Centre is able to offer support for anyone living in the local community who is in need of help to get out of debt. The centre is run in partnership with St John's Church.... [Read more](#)

St John's Centre, Manor Farm Lane, Egham, TW20 9HL 0.5 miles away

0800 328 0006

[Email](#) [Website](#) [Add to Shortlist](#)
- Christians Against Poverty (CAP) - Staines**

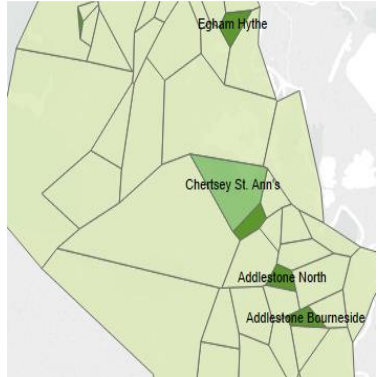
CAP is a free national debt counselling charity. The Staines Debt Centre is able to offer support for anyone living in the local community who is in need of help to get out of debt. The centre is run in partnership with

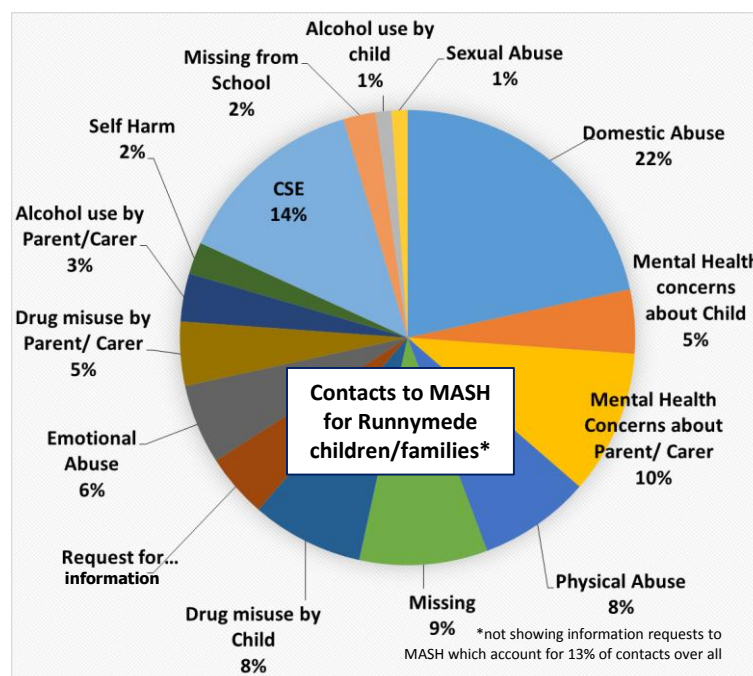
Category
All Categories

- Education and Training (18)
- Health (19)
- Help and support (67)
- Leisure (5)
- Social care (39)
- Special educational needs and disability (8)

Filter by

Runnymede Early Help Plan

Population		Areas of need	Data about local needs																				
Define our families within this district/borough?		30/40% most deprived neighbourhoods (IDACI)	Health needs: <ul style="list-style-type: none"> Childhood Obesity: 18% of year Under 18 conception: 19 per 1000 212 births to smoking mothers in NW CCG area (2016-17) 6 years difference in life expectancy between most and least deprived areas 																				
<table border="1"> <tr><td>0-4 years</td><td>4888</td></tr> <tr><td>5-9</td><td>4890</td></tr> <tr><td>10-14</td><td>4254</td></tr> <tr><td>15-19</td><td>5424</td></tr> <tr><td>20-24</td><td>8355</td></tr> <tr><td>Total</td><td>27,811</td></tr> <tr><td>SEND N/S</td><td>1280</td></tr> <tr><td>SEND W/S</td><td>362</td></tr> <tr><td>Families in Need</td><td>136</td></tr> <tr><td>CI/N</td><td>1395</td></tr> <tr><td>Children on FSM</td><td>1606 (12%)</td></tr> </table>				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	CI/N	1395
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SEND W/S	362																						
Families in Need	136																						
CI/N	1395																						
Children on FSM	1606 (12%)																						
			Other needs: <ul style="list-style-type: none"> Highest rate of reported domestic abuse in Surrey Significant difference in achievement at KS4 between pupils receiving free school meals and their peers. 																				



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
- 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 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, targeting students we know will struggle more

Outcomes

1. Children impacted by parental DA, mental health or substance misuse can access local therapeutic groups within 6 months. Counselling services are accessible within 2 months
2. Families and those supporting families in Runnymede are aware of, and use, the family information service.
3. Those working with families locally know how to refer to stop smoking and healthy weight services and are doing so. There is no more than a 3 month wait for these groups.
4. Families know about Local Family Partnerships and know where to go to get help in their local area. Referrals for 'emerging need' Early Help services reach voluntary groups in Runnymede each month.
5. Parent Support Groups run in each Local Family Partnership. Parenting courses are available for parents who want to use them without a wait of more than 3 months.
6. All students with SEND starting year 7 arrive with the secondary school fully aware of their needs. Parent support groups are running for parents of children going through secondary transition.

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 an 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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Annex 2

EARLY HELP ADVISORY BOARD

TERMS OF REFERENCE

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

SURREY COUNTY COUNCIL

JOINT COMMITTEE (RUNNYMEDE)



DATE: 18 JULY 2018

LEAD OFFICER: ANDREW MILNE - AREA HIGHWAY MANAGER (NW)

SUBJECT: HIGHWAYS UPDATE

AREA(S) AFFECTED: ALL

SUMMARY OF ISSUE:

<p>To report progress made with the delivery of proposed highways and developer funded schemes, and revenue funded works for the 2018/19 financial year.</p>
--

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

<p>To report on relevant topical Highways matters.</p>
--

RECOMMENDATIONS:

<p>The Joint Committee (Runnymede) is asked to:</p>

- | |
|--|
| <ul style="list-style-type: none"> (i) Note the progress with schemes and revenue funded works for the 2018/19 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:

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

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 Joint Committee finance

Revenue Budget 2017/18

- 2.1.1 The revenue budget for 2017/18 was £40,909, a reduction of 127,779 on the 2016/17 figure of £168,688 (including Community Enhancement funding). In consequence, it was not possible to allocate Community Enhancement funding as in previous years. The budget was retained as one sum and managed by the Highways Maintenance Engineer to best meet the maintenance demands of the area.

- 2.1.2 Table 1 below shows the end of year outturn figures.

Item	Allocation (£)	Committed Spend to date (£)
Revenue maintenance allocation	£40,909	£37,802
Contractor OHP	Included in allocation figures	£760
Total	£40,909	£38,562

Table 1 – 2017/18 Revenue Maintenance Expenditure

Capital Budget 2017/18

- 2.1.3 The capital budget for 2017/18 was £36,363, a reduction of £192,598 against the 2016/17 figure of £228,961.
- 2.1.4 An over spend carried forward from the 2016/17 capital works programme prevented the delivery of any capital schemes during 2017/18. Due to the much reduced capital budget received by the Joint Committee for 2017/18, the Committee was previously advised that part of the over spend from 2016/17 was likely to be carried forward again. This was expected to reduce the available Joint Committee capital allocation in 2018/19 by approximately £10,000.
- 2.1.5 It has now been confirmed that the over spend for 2017/18 (resulting from the previous over spend carried forward) is £5,000 rather than £10,000 as previously expected.

Revenue Budget 2018/19

- 2.1.7 The revenue budget for the 2018/19 financial year has been increased to £168,182. Up to 25% of this money can be used for investigation, planning and design of scheme, the rest must be used for scheme delivery. This budget can also be used for part funding to unlock Community Infrastructure Levy (CIL) and developer funding.

Capital Budget 2018/19

- 2.1.8 The capital budget for the 2018/19 financial year has been confirmed as £36,363 (unchanged from the budget for 2017/18).
- 2.1.9 Allowing for the £5,000 over spend carried forward from 2017/18, this results in an available capital budget of £31,363 for 2018/19.

2.2 Joint Committee capital works programme 2018/19

- 2.2.1 The capital works programme is presented as a combined programme of both ITS and capital maintenance works in table 2 to provide a clearer picture of works and budgets. This programme was formally approved by the Runnymede Committee at its public meeting held on 27 November 2017.
- 2.2.2 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.

Scheme Name	Detail/Limits	Progress	Estimated Cost (£)
Thorpe Lea Rd/Vicarage Rd/New Wickham Lane, Egham	Speed limit assessment (design and construct)	Design brief issued.	£10,000
Chertsey Lane, Staines-upon-Thames	Upgrade existing Pelican crossing to a Toucan Crossing (works to be coordinated with signals refurbishment) – design and construct.	Design brief issued.	£15,000
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
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

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
Trump Green Road, Virginia Water	Capital Maintenance (Resurface) – Part length of road.	Scheme completed in 2017/18 as part of centrally funded surface dressing programme.	£72,000
Summerfield Close, Addlestone	Capital Maintenance (Resurface) – Full length of road.	Scheme completed in 2017/18 as part of centrally funded	£13,720
Free Prae Road, Chertsey	Capital Maintenance (Resurface) – Part length of road.	Scheme completed in 2017/18 as part of centrally funded	£7,136

Table 2 – Capital works programme for 2018/19

2.3 Joint Committee revenue works programme 2018/19

2.3.1 Table 3 below shows the spend progress to date.

Item	Allocation (£)	Committed Spend to date (£)
Revenue maintenance allocation	£168,182	£39,907
Contractor OHP	Included in allocation figures	£231
Total	£168,182	£40,138

Table 3 – 2018/19 Revenue Maintenance Expenditure

2.4 Parking

2.4.1 The signing and lining for the 2017 sites is substantially complete. Site visits for the 2018 parking review are due to be undertaken June/July 2018.

Other highway related matters

2.5 Customer services

- 2.5.1 Highways & Transport received 45,357 enquiries and reports during the first quarter of 2018, an average of 15,119 per month, this is a significant increase from the same period in the last three years.
- 2.5.2 For Runnymede specifically, 2,200 enquiries have been received of which 1,123 were directed to the local area office for action, 93% of these have been resolved. This response rate is slightly above the countywide average of 92%.
- 2.5.3 For the first quarter, Highways received 85 stage 1 complaints of which eight were for the Runnymede area. One was escalated to Stage 2 of the complaints process, regarding utility works, no fault was found following independent investigation.

2.6 Major schemes

Runnymede Roundabout Major Scheme

- 2.6.1 Since the last update to Local Committee progress on the construction of the Runnymede Roundabout scheme has continued to progress well, with works taking place to construct the new road layout on all of the approaches to the roundabout. A number of overnight road closures have taken place over this period to allow for the final road surface to be laid on some of the approaches to the roundabout, in order to complete these roads before the Royal Wedding and the Wentworth PGA tour event.
- 2.6.2 Summary of work during this period:
- The majority of work on the A308 Windsor Road is now complete and the final road surface has been laid.
 - The new layout of the A30 Egham By-Pass is close to completion, including the creation of a new third lane on the approach to the roundabout and installation of a new vehicle restraint system on the central reservation.
 - The new road layout in The Avenue has been completed including laying the final road surface through a four week road closure.
 - New kerb lines have been installed around the outside edge of the roundabout section and the widened inner carriageway of the roundabout has been opened to traffic. Landscaping has commenced on the centre of the roundabout and new tree planting is being carried out.
 - Carriageway widening and new kerb lines have been installed on the A308 The Glanty / A30 Glanty Loop approach beneath the M25 overbridge.
 - New drainage has been installed on the A30 on slip to the M25 junction 13 and works have commenced to construct the new third exit lane.
 - All planned utility diversions have now been completed.

- 2.6.3 It is expected that the contractor will demobilise from site and complete construction of the scheme by the end of June 2018. The remaining works up to the end of June will involve: laying the final road surface around the roundabout and on the A308 and A30 on and off slip roads; installing, testing and commissioning the new traffic signals; construction of the new shared-use path on the north-east of the roundabout and the opening of the new 'U-turn' facility.
- 2.6.4 Regular communication continues to take place with local businesses and residents with the main sources of information being via the roadworks and A30 Today web pages, letter drops to nearly 4000 properties centred around the roundabout, email newsletter updates and social media notifications. In-depth planning and communication has also taken place with the Runnymede on Thames Hotel in relation to the Wentworth PGA tour event and also Thames Valley Police and Royal Borough of Windsor and Maidenhead in relation to the Royal Wedding to ensure the project has minimal impact during these important events.

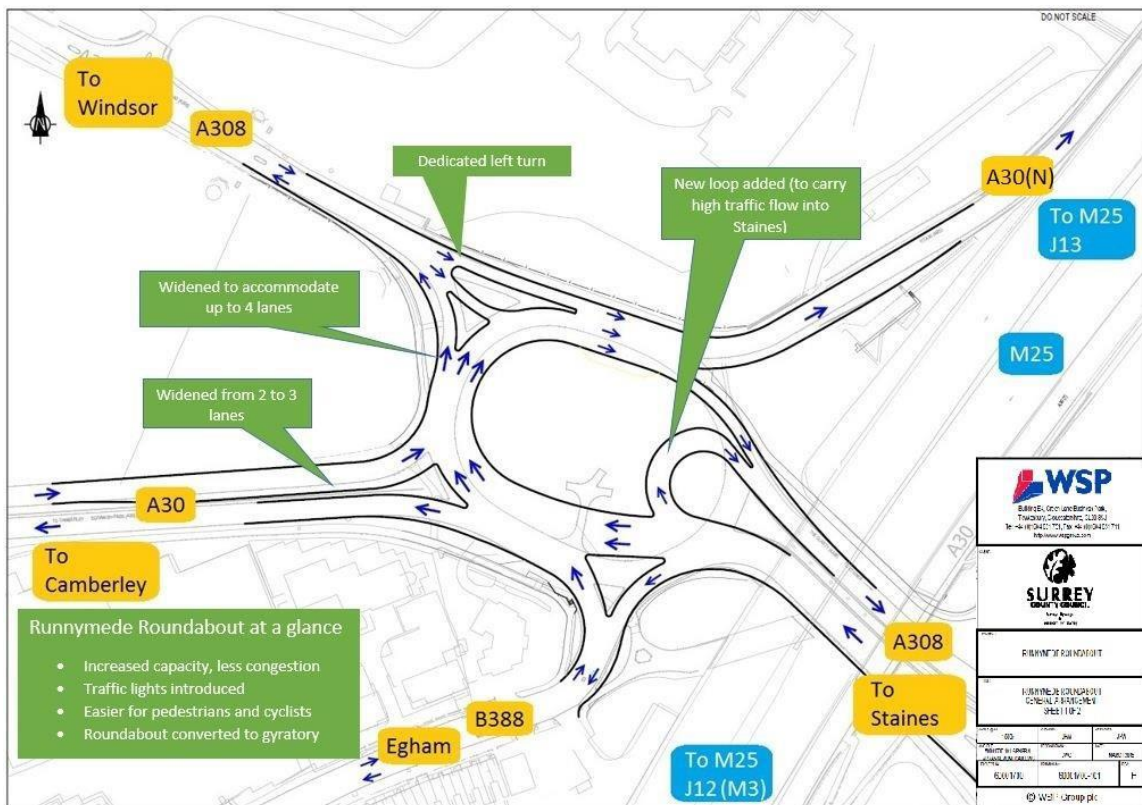


Figure 1 - Runnymede Roundabout Proposals

2.7 Centrally funded maintenance

2.7.1 Table 3 below shows the Horizon 2 Runnymede **Roads** programme for 2018/19 and the progress made in delivering the schemes.

Road	Location	Limits	Type of work	Progress
Braeside	Addlestone	Kings Road to Scotland Bridge Road	Micro Asphalt	Complete
Foxhills Road	Chertsey	Stonehill Road to Chobham Road	Surface Dressing	Programmed June 2018
School Lane	Addlestone	Church Road to Green Lane	Surface Dressing	Programmed June 2018
Tite Hill	Egham	Middle Hill to Egham Hill	Surface Dressing	Programmed June 2018
Wapshott Road	Staines	St Pauls Road to Bowes Road	Micro Asphalt	Complete

Table 3 – 2018/19 Horizon 2 Runnymede Roads Programme

2.7.2 Table 4 below shows the Horizon 2 Runnymede **Pavement (footway)** programme for 2018/19 and the progress made in delivering the schemes.

Road	Location	Limits	Type of work	Progress
Erkenwald Close	Chertsey	Chilsey Green Road to end of cul-de-sacs (both sides)	Footway Slurry	Programmed November 2018
Free Prae Road	Chertsey	Eastworth Road to St Anne's school pedestrian entrance (western side)	Footway Slurry	Programmed November 2018
Station Road	Egham	Level Crossing To Church Road (eastern side)	Footway Recon	TBC
Vicarage Road	Egham	From M25 overbridge to High Street (both sides)	Footway Slurry	Programmed November 2018
Wellington Avenue	Virginia Water	Christchurch Road To Trumps Green Road	Footway Slurry	Programmed November 2018
Chertsey Bridge Road	Chertsey		Footway Slurry	Programmed November 2018

Table 4 – 2018/19 Horizon 2 Runnymede Pavement Programme

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2.8 Road safety

2.8.1 No schemes currently prioritised.

2.9 Passenger Transport

2.9.1 Nothing to report

2.10 Street Lighting

2.10.1 The County Council's Street Lighting engineers are currently investigating the potential of converting all of the current street lights to LEDs. A detailed report will be taken to the County Council's Cabinet in the autumn for a final decision.

2.11 Other key information, strategy and policy development

2.10.1 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. As 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.

Area assessed:	Direct Implications:
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.

Contact Officer:

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

Consulted:

-

Annexes:

-

Background papers:

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**RUNNYMEDE BOROUGH COUNCIL AND
SURREY COUNTY COUNCIL**



RUNNYMEDE JOINT COMMITTEE

DATE: 18 JULY 2018

**LEAD OFFICER: IAN MAGUIRE, CORPORATE DIRECTOR OF PLANNING
AND ENVIRONMENTAL SERVICES, RUNNYMEDE
BOROUGH COUNCIL**

**SUBJECT: ON STREET PARKING ENFORCEMENT COLLABORATION
AND CONSIDERATION OF ON STREET PAY AND DISPLAY**

**AREA(S) ALL
AFFECTED:**

SUMMARY OF ISSUE:

A report to outline Runnymede Borough Council's action in respect of the recent re-awarding of an agency agreement for on street parking enforcement and to describe the next, collaborative steps to be taken with partnership from Spelthorne and Elmbridge Borough Councils.

RECOMMENDATIONS:

The Runnymede Joint Committee is asked to recommend / agree that:

- i) The Committee recommends to Surrey County Council that a countywide On Street Parking Policy is produced which details their expected levels of enforcement in order to maximise efficiency and their priorities to deliver the County Council's transport objectives.**
- ii) The Committee recommends to Runnymede, Spelthorne and Elmbridge Borough Councils that they commit to the future alignment of systems and hardware to enable future closer working, and that that commitment should be included in future procurement assessments.**
- iii) That a joint assessment of on street parking charging across Runnymede, Spelthorne and Elmbridge Boroughs is carried out with the intention of identifying locations where such charging can be introduced to facilitate access to parking and efficiencies of enforcement.**

REASONS FOR RECOMMENDATIONS:

The recommendations have been made to ensure continued progress in the joint working required by Surrey County Council as part of the award of an agency agreement to Runnymede Borough Council.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Surrey County Council are the Highway Authority for Surrey. Under the Road Traffic Regulation Act 1984 a local authority may by order authorise the use of any part of a road as a parking place. Consequently under the Traffic Management Act 2004 Authorities are empowered to develop and implement civil parking enforcement regimes to manage parking on the road and the on-street parking places.
- 1.2 For a number of years the Districts and Boroughs in Surrey have undertaken on-street parking enforcement on behalf of the County Council. This approach has been encouraged by national guidance as an efficient way of managing local parking because District and Borough Council's own and operate off-street parking places (car parks) and can therefore efficiently combine their management with the on-street parking enforcement functions. Agency agreements have been operating in North Surrey since 2005 with Civil Enforcement Officers ('CEOs') employed or contracted by the Borough's undertaking on-street enforcement work in combination with their enforcement work in the Boroughs' car parks. All Agency Agreements were scheduled for review at the end of the 2017/18 year
- 1.3 In March 2017 Surrey County Council wrote to all Districts and Boroughs advising that, while the existing arrangements had worked well, they were not minded to continue with individual Agency Agreements with the separate Boroughs and instead the County Council required the Boroughs to work in 'clusters' if they were to be awarded Agency Agreements beyond March 2018. This approach was intended to encourage joint working 'to ensure we are still as efficient as possible' and Boroughs were advised that should they not wish to participate in joint working arrangements they would be required to hand back on street parking enforcement to the County Council.
- 1.4 Runnymede Borough Council, Spelthorne Borough Council and Elmbridge Borough Council were obliged to work in a 'cluster' to explore efficiency opportunities and move towards joint working. Through County-wide working and discussions Runnymede, Spelthorne and Elmbridge reviewed all possible opportunities for efficiency savings and confirmed that no significant savings were available through joint working that would outweigh the negative impacts of disaggregating on and off street parking enforcement in each authority area.
- 1.5 Runnymede, Spelthorne and Elmbridge were therefore unable to agree to appoint a lead authority for the three areas to operate a joint working arrangement as required by the County Council. In December
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2017 the County Council therefore confirmed they were only willing to offer a two year agency agreement to the three authorities in north east Surrey and that was contingent on further joint working to see 'efficiencies' on track in the first year.

2. ANALYSIS:

- 2.1 This report therefore examines the work areas where efficiencies might be secured as part of changes to the delivery of on street parking enforcement. Through ongoing discussions three separate work streams have been identified as being capable of delivering greater efficiency: The creation and adoption of a joint enforcement procedure; the commitment to moving towards system and equipment alignment to enable future joint procurement; and the review of opportunities to introduce on street pay and display charging.

The creation and adoption of a joint enforcement policy

- 2.2 While all civil parking enforcement must have due regard to the Department for Transport's statutory guidance Enforcement Authorities are encouraged to design local parking policies to support managing the traffic network, improve road safety, the local environment and the quality and accessibility of public transport while meeting the needs of people with disabilities and managing and reconciling the competing demands for kerb space.

- 2.3 Currently Surrey County Council has not provided a universal local parking policy to guide the Boroughs in the delivery of their Agency functions. It is recommended that the County Council is encouraged to produce a policy to apply in the North East Surrey Cluster, and all other Districts and Boroughs, which details the level of enforcement they are expected to maximise efficiency and their priorities to deliver the County Council's transport objectives. Such guidance should provide information to the public regarding the frequency of patrols and the County's expectations as to resources expended to deliver their policy objectives. It must be noted that raising revenue cannot be an objective of civil parking enforcement and as such it is inappropriate to set targets for revenue or the number of Parking Charge Notices (PCNs) in a parking policy, but by setting expectations regarding the amount of enforcement resources expected forward planning to achieve a sustainable service on a cost recovery basis can be achieved.

The commitment to moving towards system and equipment alignment

- 2.4 Opportunities for integrating back office processing systems and undertaken joint procurement exercises over three Boroughs may provide opportunities to marginally reduce the cost of operating on and off street parking enforcement. Currently Spelthorne and Runnymede operate the same software system for processing PCNs, with Elmbridge operating a similar process through a different supplier platform. Moving all three near neighbour authorities onto the same system may create an opportunity for joint procurement of a supplier, system licence and system maintenance in the future. At

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the same time moving towards alignment of hardware, whether it is hand held machines for issuing tickets or pay and display machines will potentially provide opportunities for future joint procurement and maintenance. It is therefore recommended that the Boroughs should be encouraged to commit to aligning their systems and hardware when current licencing agreements allow.

Review of opportunities to introduce on street pay and display charging

- 2.5 From comparisons of the income generated related to the enforcement expenditure it is universally agreed that the most significant financial implications to on street parking can be achieved through the introduction of on street parking charging. This generates both direct income from charges, but also improves the efficiency of on street parking enforcement in those areas as pay and display tickets reduce the need for repeat visitation by CEOs.
- 2.6 Currently in areas without on street charging through pay and display ticketing a CEO must periodically visit each parking place to identify vehicles that have overstayed any parking period that is permitted. For polycentric Boroughs, such as Runnymede, Elmbridge and to a lesser extent Spelthorne, this means CEOs must either remain in a relatively small area for a significant period of time or alternatively undertake long distant patrols to ensure sites are regularly inspected at repetitive intervals. Through the use of pay and display tickets overstaying parking users can be identified from a single visit, vastly increasing the efficiency of inspections by officers.
- 2.7 The appropriate use of charging in appropriate areas, such as busier town and local centres, can also support and incentivise higher levels of churn to the benefit of local retail viability and better managing competing demands for kerb space. On street parking charging is, however, usually contentious both for users and for local retailers and businesses. Work by officers to identify good practice in this area has however identified that it can be beneficial to cost efficiency, local economies and congestion reduction. A case study from Farnham Town Centre is included in Appendix A to illustrate the delivery of such a change to on street parking.
- 2.8 The Joint Committee is therefore invited to consider the benefits of on street parking charging in Runnymede and of encouraging this approach elsewhere in North East Surrey in Elmbridge and Spelthorne.
- 2.9 Prior to the introduction of on street charging further work to identify appropriate areas will be needed. It is recommended that this work is undertaken as a single joint exercise across Elmbridge, Spelthorne and Runnymede Boroughs. By undertaking a joint review in this way the consultation involved will encompass a larger, more valid sample area and the consideration of responses can be undertaken in a more efficient manner. A cross boundary assessment will also allow for consideration of the implications of selectively introducing on street charging on town centre management and vitality and potential impacts on demand diversion between centres near the Borough boundaries.

- 2.10 The Joint committee may also wish to suggest locations within Runnymede, and encourage the local area and joint committees in Elmbridge and Spelthorne to similarly do so, wherein such charging could be beneficially introduced in order that the detailed assessment and consultation can incorporate their suggestions.

3. OPTIONS:

- 3.1 The Options available to the committee, in respect of whether they wish to support the work undertaken by Runnymede Borough Council and its partners in Spelthorne and Elmbridge are outlined in the report

4. CONSULTATIONS:

- 4.1 No public consultation has yet taken place on these proposals.

5. FINANCIAL IMPLICATIONS:

- 5.1 No financial implications of the recommendations have yet been assessed, and these will form part of the next stage of work.

6. WIDER IMPLICATIONS:

- 6.1

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 Joint Committee is asked to note the ongoing work in North East Surrey regarding the efficiency of on street parking enforcement and

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make recommendations to the County Council and Borough Councils regarding future work to support further efficiency opportunities.

- 7.2 The Joint Committee is also asked to consider whether it wishes to support the use of on street parking charging, whether or not as part of a wider North East Surrey review of such opportunities, and suggest locations within Runnymede where further consideration should be given to its introduction.

8. WHAT HAPPENS NEXT:

- 8.1 The next steps are defined within the report and conclusions

Contact Officer:

Ian Maguire, Corporate Director of Planning and Environmental Services
Runnymede Borough Council 01932 838383

Consulted:

No consultation has yet been carried out

Appendices:

Appendix A

On-Street Pay & Display Parking Charging Implementation – Case Study Area –
Castle Street, Farnham GU9

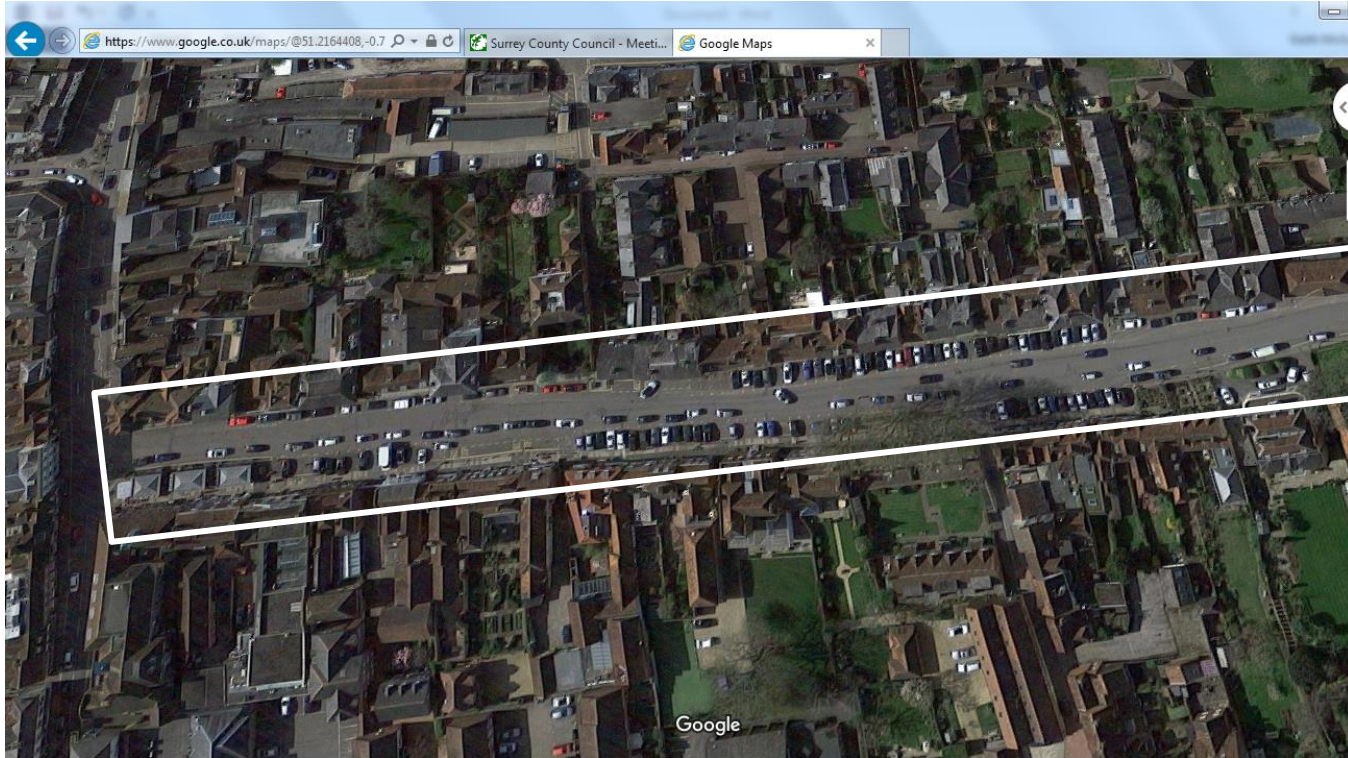
Background papers:

None

Appendix A

On-Street Pay & Display Parking Charging Implementation – Case Study

Case Study Area – Castle Street, Farnham GU9



Background

Farnham is a busy market town situated in the west of Waverley, close to the Hampshire border.

There are several off street pay and display car parks operated by Waverley Borough Council in the town centre. The roads in the town centre have a mix of waiting, loading and parking restrictions to help keep traffic moving but allow parking where there is space. There is a controlled parking zone covering most of the town centre and the railway station area to the south.

Previous Parking Arrangements

Castle Street is a conservation area and one of the key features of the town. It is wide and there are parking spaces on both sides. Castle Street has 99 on street parking spaces. Prior to the introduction of parking charges they were all dual use 2 hours limited waiting/resident permit holders.

Previous Parking Issues

- To avoid paying to use the car parks, cars would wait for spaces to become available on Castle Street and block through traffic, generally adding to the congestion in the town
- The 2 hour parking limit was difficult and time consuming to enforce. Civil Enforcement Officers had to log the location and details of each vehicle at regular intervals to determine whether it had overstayed. In addition vehicles could legally move from one parking bay to another to get around the 2 hour time limit

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- Resident permit holders were also unhappy with the situation. Complaints focused on not finding a parking space and being forced to contribute to congestion by joining other drivers waiting for spaces to become free

Proposed Solution

Developed by the Surrey Parking Team, in consultation with local members, residents and businesses, it was proposed to:

- **Allocate about 40 dedicated resident permit bays** on the part of the street further from the shops
- **Allocate 60 pay and display parking bays** in the remainder nearest the shops
- **Set charges at £1.40 per hour**

Charges for on-street parking are set slightly higher than charges in the town centre car parks in order to encourage visitors to go straight to car parks rather than circulate round the town centre. The on street spaces are usually the most convenient and the higher charge and shorter maximum stay reflects this and help to generate 'churn'

At the 16 March 2012 Waverley Local Committee meeting the committee agreed the installation of Pay & Display along Castle Street and other locations in the town centre, in order to increase vehicle 'churn' and lessen the opportunity for spaces to be monopolised.

Public Consultation Process & Member Involvement

The local county councillor was supportive of the proposals and met with local residents, business groups and the town council to promote the changes. Farnham has three county councillors covering the wider area of the town and all supported the scheme where possible.

The proposals were agreed by the Waverley Local Committee to go ahead for statutory consultation and this ran from 13 Jan – 10 Feb 2012 as part of the Waverley Parking Review.

Notices were placed in the Farnham & Haslemere editions of the Herald newspaper. Street notices were placed on all roads where changes to parking restrictions were proposed. As well as this there were letter drops, information put online, at libraries and Waverley Borough Council's offices. Local members continued to support the proposals in the area throughout the process.

Public Consultation Response

There were surprisingly few objections and many comments in support from local residents. The objections that were made involved concerns over:

- The impact on people on low incomes
- The impact on local business, stating that 'churn' was unnecessary
- That the money raised would go towards the deficit (at the time of the proposals) on parking enforcement

Proposal	Supportive Response	No. of Objections	Decision
Installation of Pay & Display meters on Castle Street and around the town centre with charge set at £1.40 p/hr	28	2	Proceed as advertised

Implementation & Public Response

With much of Farnham town centre is a conservation area, the locations for pay and display machines were agreed with the borough conservation officer. Signs were placed as discreetly as possible using existing street furniture where possible. Only 2 pay and display machines were installed in Castle Street to service approximately 60 spaces. At the time there was concern this would be too few but there has been no adverse reaction from visitors.

There has been very little adverse reaction to the parking charges since they were introduced. It was immediately noticeable on their introduction that spaces were more readily available in both the pay and display and resident permit bays. Traffic congestion has been reduced by reducing the number of drivers waiting for spaces. This has helped reduce vehicle emissions and improve air quality in the immediate area. Many businesses have reported better accessibility for their customers.

Operational Improvements

Guildford Borough Council enforces on street parking in Farnham for Surrey County Council.

Prior to charging –

Enforcement officers would spend approximately **45 mins initially patrolling Castle Street to log details of vehicles**. They would **then return around 2 hrs later. Re-checking bays would take around 1 ¼ hrs**. This would be **repeated two or three times a day**.

Total Enforcement Time per day pre-charging: 2½ – 3½ hrs

After charging –

Enforcement officers attend to **patrol for between 15 – 20 mins to check vehicles** for valid and clearly displayed tickets. This is **repeated five or six times a day**.

Total Enforcement Time per day post charging: 1½ – 2 hrs

Net result –

The **time saving has allowed the number of enforcement visits** to increase. Whilst this **has increased the cost** of enforcement, the **cost is offset from issuing of penalties and the Pay & Display revenue**. It also makes the enforcement officers more visible than previously which **benefits resident permit holders. This is by ensuring that the residents bays are more regularly monitored** stopping them being used by non-permit holders.

Financial Information

- Installation Costs

5 Solar powered pay and display machines were installed in the town centre, which includes the 2 placed on Castle Street, at a cost of approximately £30,000

- Other Costs

Signing, road marking and legal costs were approximately £7,000

- Ongoing Costs

Servicing the Pay & Display machines costs less than £10,000 per year (covering maintenance and cash collection) and is paid from revenue generated

- Revenue generated

Revenue from the parking charges has averaged £125,000 per year since its introduction. Some specific figures are below:

Year	Pay & Display Revenue	Net Total Parking Revenue*	Local Committee Share
2013/14	£141,999	£188,770	£113,262
2014/15	£129,486	£195,480	£117,288

*Net figure shows cost of operating parking management against revenue from resident permits, penalty charges and pay & display.

Local Decision Making

The Waverley Local Committee agreed to ring-fence any surplus generated from the on-street parking charges in the town centre to transport improvements in the Farnham area. This money has been allocated towards promoting sustainable travel alternatives for the town.

Summary

- **Political support is critical** to successful implementation of parking schemes, **by promoting and raising understanding** with residents, businesses, parish and town councils, chambers of commerce etc both **prior to decisions** being taken **on the introduction of the scheme** and on its **subsequent implementation**
- **Parking charges can improve access** to shops and facilities and **do not damage local economies**, as many people fear
- **Parking charges can help reduce congestion** and unnecessary journey around town centres, **by creating 'churn' and discouraging waiting**
- **Surpluses are reinvested locally** to improve the highway network and the public realm, **with decisions made by local members**

SURREY COUNTY COUNCIL
JOINT COMMITTEE (RUNNYMEDE)



DATE: 18 JULY 2018

LEAD OFFICER: GREGORY YEOMAN, PARTNERSHIP COMMITTEE OFFICER

SUBJECT: JOINT COMMITTEE COMMUNITY SAFETY FUNDING

DIVISION: All

SUMMARY OF ISSUE:

The Joint Committee has a delegated budget of £3000 for community safety projects in 2018/19. This report sets out the process by which this funding should be allocated to the Community Safety Partnership and/or other local community organisations that promote the safety and wellbeing of residents.

RECOMMENDATIONS:

The Joint Committee (Runnymede) is asked to agree that:

- (i) The committee's delegated community safety budget of £3000 for 2018/19 be retained by the Community Partnership Team, on behalf of the Joint Committee, and that the Community Safety Partnership and/or other local organisations be invited to submit proposals for funding that meet the criteria and principles set out at paragraph 2.4 of this report.
- (ii) Authority be delegated to the Community Safety Manager, in consultation with the Chairman and Vice-Chairman of the Joint Committee, to authorise the expenditure of the community safety budget in accordance with the criteria and principles stated at paragraph 2.4 of this report.
- (iii) The committee receives updates on the project(s) funded, the outcomes and the impact it has achieved.

REASONS FOR RECOMMENDATIONS:

The report sets out a process for allocating the committee's delegated community safety budget of £3000 to local organisations.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Prior to 2016, the then 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.

2. ANALYSIS:

- 2.1 In 2017/18, the committee awarded £1800 to the 'Respect the Water' plan and £1200 for the Safe Drive Stay Alive theatre-based education programme. Further details about the project(s) funded are contained in Annex 1.
- 2.2 As in the previous year, a clear and simple process designed to support CSPs will be adopted in order that funds can be processed efficiently this year.
- 2.3 Local CSPs will be invited to submit a brief outline of the projects that they would like to put the committee's funding towards, using a simple template designed for this purpose.
- 2.4 To assist CSPs in identifying suitable projects, the following criteria will be provided as a guide:
- (a) Results in residents feeling safer
 - (b) Has clear outcomes that align with the priorities of the Joint 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).
- 2.5 To ensure funds can be utilised within the current financial year, it is suggested that a deadline of **14 September 2018** is imposed for the submission of outline projects by CSPs and/or local organisations. This deadline will be communicated widely to local CSPs and partner organisations.
- 2.6 To ensure that funds can be distributed speedily and efficiently, it is recommended that authority is delegated to the Community Safety Manager, in consultation with the Chairman and Vice-Chairman of the Joint Committee, to authorise the expenditure of the committee's funds outside the formal quarterly committee meeting cycle. This should allow local organisations to obtain approval, initiate and implement projects with the minimum of delay.

2.7 Once implemented, the CSP and any other recipients of this funding will be required to provide the joint committee with a short update on each project, outlining how the funding was used and the difference and impact it has made in the local community.

3. OPTIONS:

- 3.1 All viable options were considered and appraised when forming the recommendations to the Joint Committee. The previous arrangement, whereby the committee transferred both its funding and the decision-making about how the funding could be used to the CSP was not considered to provide sufficient information on the impact that the funding or the outcomes it had achieved.
- 3.2 The recommended funding arrangements will employ a simple process for the commitment of funds by the committee to enable greater scrutiny over the use of this funding.

4. CONSULTATIONS:

- 4.1 Local and Joint Committee chairmen were collectively consulted about the process for allocating community safety funding, as recommended in this report.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The costs of the recommendations in this report are contained within existing revenue budgets. Early scrutiny of proposed projects by CSPs and local organisations will help 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, 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 report will enable CSPs and/or other suitable local organisations to submit projects that support the County Council's strategic goal of enhancing resident experience.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
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 committee's funding for local community safety projects enables 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.

10. WHAT HAPPENS NEXT:

10.1 The CSP will be advised of the funding process agreed by the Joint Committee and invited to access this funding.

Contact Officer:

Gregory Yeoman, Partnership Committee Officer (Runnymede), Telephone 01483 517530

Consulted:

Surrey's local and joint committee chairmen and local and joint committee members.

Appendices and Annexes:

Appendix 1 – Details of Funded Projects in 2017/18
Annex A – Safe Drive Stay Alive report

Sources/background papers:

Not applicable.

DETAIL OF FUNDED ORGANISATIONS

Name of Organisation:	Runnymede Community Safety Partnership
Amount Awarded:	£1800
Project Aims & Purpose of Funding:	<p>Respect the Water Campaign</p> <p>Following the tragic death of 15-year-old Dominick Naylor in the Summer of 2016, the Elmbridge Community & Safety Partnership in partnership with the RNLI and Environment Agency produced a Respect the Water Plan in the Spring of 2017. Various action and greater joined up work has already been achieved.</p> <p>The Respect the Water plan is a live document that the EC&SP retain responsibility for and review on a quarterly basis.</p> <p>Elmbridge has made significant progress with a joined approach to respect the water and raising awareness. Elmbridge officially launched its Respect the Water plan publicly in May 2017 and managed to bring Spelthorne and Runnymede Councils on board with their respective plans.</p> <p>Funding was allocated to be used to purchase and install three emergency throw lines with signage in high risk areas along the River Thames assessed by Surrey Fire and Rescue. This informative signage and its design is seen as best practice by the Local Government Association.</p>
Outcomes to Date:	<p>Possible location for new throwline identified at Bridge Hotel & Boathouse Restaurant, Chertsey, and others at Runnymede Pleasure Grounds.</p> <p>Another Water Safety Awareness Day took place on Sunday 27th May 2018 at Runnymede Pleasure Grounds which included residents being able to receive water safety advice delivered by the RNLI, live demonstrations of how to use equipment appropriately and how to administer first aid. Agencies that supported the event were Fire and Rescue Service, RNLI, Ambulance Service, Surrey Search and Rescue and fellow borough representatives. Mayor Dolsie Clark</p>

	attended as did Elmbridge borough council's Mayor.
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Name of Organisation:	Surrey Fire & Rescue Service
Amount Awarded:	£1200
Project Aims & Purpose of Funding:	<p>Safe Drive Stay Alive</p> <p>Safe Drive, Stay Alive is an emotionally engaging and thought provoking theatre based education production, coordinated by Surrey Fire & Rescue Service, working with emergency services partners and members of the public, which aims to raise road safety awareness amongst young people and positively influence their attitudes to driving. Performances are designed to engage an audience of new and novice young drivers who are a high risk group on the UK's roads. Safe Drive Stay Alive aims 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.</p> <p>Funding requested for £1 per young person in Runnymede booked to attend Safe Drive Stay Alive, based on bookings for the November 2016 performances.</p>
Outcomes to Date:	<p>1072 pupils from Runnymede attended from the following schools: ACS Egham, Fullbrook School, Salesian Roman Catholic School, Sir William Perkins School, St George's College and Strode's College.</p> <p>In total 11,800 people attended the 19 performances in late October and early November, bringing the total audience since April 2005 to just under 138,000. The audience comprised 11,700 students and teachers/tutors/instructors from over 90 schools, colleges, youth groups and the British Army, and over 100 invited VIP guests. Feedback from those attending was positive. More information can be found at https://www.safedrivesurrey.org/</p>

**SURREY COUNTY COUNCIL
JOINT COMMITTEE (RUNNYMEDE)**



DATE: 18 JULY 2018

LEAD OFFICER: PARTNERSHIP COMMITTEE OFFICER

SUBJECT: REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES

DIVISION: ALL

SUMMARY OF ISSUE:

This report seeks the approval of Joint Committee task group members and the appointment of representatives to external bodies.

RECOMMENDATIONS:

The Joint Committee (Runnymede) is asked to agree:

- (i) The membership of the task groups and appointments to outside bodies, as detailed at paragraphs 2.1 to 2.6 and Appendix 1 of this report.

REASONS FOR RECOMMENDATIONS:

The report proposes joint committee task group membership for the forthcoming year to enable the provision of informed advice and recommendations to the committee. The appointment of councillors of the Joint Committee to external bodies enables the committee's representation on and input to such bodies

1. INTRODUCTION AND BACKGROUND:

- 1.1 Joint committee task groups are established at the start of each municipal year. Membership of each task group is nominated and decided by councillors of the joint committee. Representation on external bodies is similarly decided and is reviewed and agreed by local committee members annually. The proposed membership and terms of reference for the committee's task groups are contained in Annex 1 of this report. The committee is requested to make appointments to the external bodies and task groups, as detailed in paragraphs 2.1 to 2.6 of this report.

2. ANALYSIS:

- 2.1 The Committee is asked to consider appointing members to the following groups:
- 2.2 **Runnymede Community and Safety Partnership**
One representative on the Community Safety Partnership executive for

Runnymede for 2018-19.
Nominated member from Joint Committee: **Peter Taylor**.

2.3 Parking Task Group

RBC recommend that the Joint Committee defer appointment to the Parking and Resident Engagement Task Groups in order to align with the review of member task/ working groups currently being undertaken by the Borough Council.

2.4 Runnymede Early Help Advisory Board

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. and support the successful delivery of this offer.

Nominated members from Joint Committee: **Mary Angell, Jim Broadhead**.

2.5 Resident Engagement Task Group

RBC recommend that the Joint Committee defer appointment to the Parking and Resident Engagement Task Groups in order to align with the review of member task/ working groups currently being undertaken by the Borough Council.

2.6 Royal Holloway College / Englefield Green parking group

Nominated members from Joint Committee: **Marissa Heath, Alan Alderton**.

3. OPTIONS:

- 3.1 The committee can confirm the task groups and the corresponding terms of reference as set out in the report. Alternatively, it can establish new task groups, or dispense with previous task groups. If a new task group is established, provisional terms of reference should be agreed.
- 3.2 The committee can either make the appointments to external bodies, as set out within the report, or amend these appointments.

4. CONSULTATIONS:

- 4.1 Joint committee member views are being sought on the nominations for representatives on external bodies and on the membership of joint committee task groups.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 None.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

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

7. LOCALISM:

- 7.1 Membership of task groups and representation on external bodies allows local councillors to consider, recommend and influence policies and services in response to local residents' needs.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
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 helps ensure the achievement of its community safety priorities.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The Committee is asked to consider the membership of Task Groups and appointments to outside bodies.

10. WHAT HAPPENS NEXT:

- 10.1 The relevant bodies and officers supporting Task Groups will be notified of the names of those members appointed

Contact Officer:

Gregory Yeoman, Partnership Committee Officer, Telephone 01483 517530

Consulted:

Local committee members.

Appendices:

Appendix 1 – Task Groups and External Bodies – principles and terms of reference

Sources/background papers:

Not applicable.

TASK GROUPS AND EXTERNAL BODIES – PRINCIPLES AND TERMS OF REFERENCE

TASK GROUP PRINCIPLES

1. The Joint Committee will annually (at the first formal meeting after the beginning of the municipal year):
 - determine the role, appointees and lifespan of any Task Groups
 - review the operation of any Task Groups which have been in place over the previous year
 - agree which Task Groups to establish for the current year
 - agree the criteria for consideration by any Task Group and make that criteria available to all Members of the Committee.

2. A Task Group shall exist to advise the Joint Committee and make recommendations to its parent Committee; it has no formal decision-making powers. A Task Group will:
 - unless otherwise agreed, meet in private
 - develop an annual work programme
 - formally record its actions
 - officers supporting a Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent Joint Committee.
 - A Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.

BACKGROUND

The Runnymede Joint Committee may appoint Task Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Runnymede Joint Committee.

ON STREET PARKING TASK GROUP
TERMS OF REFERENCE

1. The Task Group will contain four appointees from the membership of the Joint Committee: two County and two Borough Councillors.
2. The Task Group will advise and make recommendations to the Joint Committee - it has no formal decision-making powers.
3. The Task Group will, unless otherwise agreed, meet in private.
4. The Task Group will keep a record of its actions.

5. The Task Group will make recommendations on any issues with regard to parking controls and civil parking enforcement.
6. Officers supporting a Task Group will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Joint Committee.

The Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.

EARLY HELP ADVISORY BOARD **TERMS OF REFERENCE**

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

RESIDENT ENGAGEMENT TASK GROUP **TERMS OF REFERENCE**

The Resident Engagement Task Group is a Task Group of the Runnymede Local Committee. The Terms of Reference and membership of the Task Group, which exists to advise the Runnymede Local Committee, are agreed annually by the Committee.

Role:

The Task Group will work with officers to explore ways of improving resident engagement with the Local Committee.

Functions:

To consider:

- Ways of increasing public attendance at the Local Committee
- Ways of increasing the number of questions and petitions
- How to increase the number of social media followers/likes
- Improving and managing engagement with residents associations and local societies
- Any other relevant functions as determined by the Task Group or Local Committee

Membership:

The Task Group will include two county councillors and two borough councillors.

Operation of the Task Group:

- The Task Group will advise and make recommendations as appropriate to the Local Committee and borough council - it has no formal decision-making powers.
- The Task Group will meet in private and keep a record of its actions.
- Officers supporting the Task Group will give due consideration to the Task Group's reasoning and recommendations prior to the officer writing their report to the Local Committee.
- The Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

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Joint Committee (Runnymede) - Forward Plan

Details of future meetings			
<p>Dates for the Runnymede Joint Committee 2018/19: 18 July 2018, 19 September 2018, 19 November 2018, 18 March 2019</p> <p>The Committee meeting commences at 7.00pm (Informal Public Question Time 7.00pm – approx. 7.30pm). This forward plan sets out the anticipated reports for future meetings. The forward plan will be used in preparation for the next committee meeting. However, this is a flexible forward plan and all items are subject to change.</p>			
Topic	Purpose	Contact Officer	Proposed date
Highways Update	Standing item for all Spelthorne Joint Committees	SCC Area Highway Manager	ALL
Decision Tracker	For information	Partnership Committee Officer	ALL
Forward Programme	Review the Forward Programme and consider further themes for Member briefings	Partnership Committee Officer	ALL
Task Group and Outside Bodies Appointments	To agree the member appointments to task groups	Partnership Committee Officer	July 2018
			July 2018
Community Safety	To report back on the committee funding, the impact of community safety projects in Spelthorne and agree future spend.	Partnership Committee Officer	July 2018
Parking review	For decision on implementing parking changes following input from the public	Jack Roberts, SCC	September 2018
Children's services	Update for information	Lesley Hunt, Juliet Neil-Hall	September 2018
Place-shaping	Discussing joint-working opportunities for SSCC and RBC	Ian Maguire	September 2018
Englefield Green parking group	6-month update	Marissa Heath	September 2018

People and Place	Information item from Cabinet Members describing the new emphasis on SCC approach	Cabinet Members	November 2018
Flooding	For information		November 2018
Air quality	For information		November 2018
Festivals	Update for information	Suzanne Stronge	March 2019
Highways	Update from Cabinet Member	Cabinet Member	March 2019

Suggested topics not yet added to plan

Topic	Purpose	Lead officer	Suggested date
Education update	For information. Updating on schools improvement transition work and future role of committees in education	Simon Griffin	Autumn 2018
Parking	Annual enforcement/surplus reports for discussion	David Curl	Autumn 2018
Transport	Local transport strategy review	Dug Tremellan and Caroline Prince	Autumn 2018
Highways	Salting routes prioritisation	Dan Squibb	?